COLERAIN
TOWNSHIP ~ OHIO

TRUSTEES
Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER
Jeffrey D. Baker

ADMINISTRATOR
Jeff Weckbach

Regular Meeting of the Board of Trustees - December 10, 2024

1. **Opening of Meeting**
2. **Executive Session** 6PM
3. **Pledge of Allegiance** 7PM
4. **Meditation (Moment of Silence)**
5. **Approval of Minutes**
6. **Presentations**
    a. Presentation on Lead Safe Hamilton County and Revive + Thrive Home Repair Loan by LISC
    b. Department of Fire and EMS 2021-2026 Strategic Plan Update
7. **Citizens Address**
8. **Administrative Reports**
9. **Trustees' Report**
10. **New Business**

Public Safety

a. Resolution Declaring a Junk Motor Vehicle - 2486 Schon Dr. - 1 of 10
b. Resolution Declaring a Junk Motor Vehicle - 2497 Cranbrook Dr. - 2 of 10
c. Resolution Declaring a Junk Motor Vehicle - 2586 Haverknoll Dr. - 3 of 10
d. Resolution Declaring a Junk Motor Vehicle - 2860 Compton Rd. - 4 of 10
e. Resolution Declaring a Junk Motor Vehicle - 3094 Libra Ln. - 5 of 10
f. Resolution Declaring a Junk Motor Vehicle - 3252 Deshler Dr. - 6 of 10
g. Resolution Declaring a Junk Motor Vehicle - 8884 Pippin Rd. - 7 of 10
h. Resolution Declaring a Junk Motor Vehicle - 8910 Pippin Rd. - 8 of 10
i. Resolution Declaring a Junk Motor Vehicle - 11467 Pippin Rd. - 9 of 10
j. Resolution Declaring a Junk Motor Vehicle - 11589 Pippin Rd. - 10 of 10

Public Services

a. Motion to Adopt Five Year Road Plan
b. Motion to Issue a Request for Bids for the 2025 Road Program
c. Motion Authorizing Invitation to Bid - Joseph Road Sidewalk Construction
d. Resolution Accepting Crosley Meadow, Ava Lane, and Amelia Court as Township

Streets

e. Motion Authorizing Township Administrator to Execute Agreement with HPA Development for Snow and Ice Removal of Villas at Taylor Glen Subdivision

f. Motion Authorizing Township Administrator to Execute Agreement with MI Homes for Snow and Ice Removal of Abbeytown Subdivision

g. Motion to Approve Fee Schedule for Public Services

Development

a. Motion to Approve 2025 Meeting & Submission Dates for the Board of Zoning Appeals

b. Motion to Approve 2025 Meeting & Submission Dates for the Zoning Commission

c. Motion to Appoint Bruce Carpenter as the Business Member of the Colerain Township Joint Economic Development District (Liberty Nursing Health Care)

d. Motion to appoint Carrie Steely as the Worker Member of the Colerain Township Joint Economic Development District (Liberty Nursing Health Care)

e. Motion to Appoint Carl Werner Hauser III to a Permanent Position on the Colerain Township Zoning Commission (ZC)

Administration

a. Motion to Adopt the 2025 Strategic Plan and Budget Book

b. Resolution Adopting Organizational Chart and Job Descriptions

c. Resolution Adopting Temporary Appropriations for Fiscal Year 2025

d. Motion Approving 2.75% Merit Pool for all Non-Contract Employees

e. Motion to Accept Ohio Plan's Proposal for Property and Casualty Insurance at a Rate of $418,347

f. Motion to Approve Special Project from Trustee Unger Discretionary Funds - Summer Camp - $40,000

g. Motion to Approve Special Project from Trustee Unger Discretionary Funds - Part Time Code Enforcement Position - $40,000

h. Motion to Set Public Hearing on Marino Lighting District on January 7, 2025 at 6PM

i. Motion to Set Public Hearing on Taylor Glen Lighting District on January 7, 2025 at 6PM

11. Old Business

a. Resolution Adopting New Policy Book

b. Discussion - SORTA/Metro

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12. Consent Items

a. New Hire - Part-time Firefighter/EMT - Department of Fire and EMS - Luke Fulmer - $17.46 per hour

b. New Hire - Police Officer - Police Department - Brandon Wilson - $41.47 per hour

c. New Hire - Police Officer - Police Department - Sean McCarley - $41.47 per hour

d. New Hire - Police Officer - Police Department - Marcelline Pearson - $34.56 per hour

e. New Hire - Police Recruit - Police Department - Laura Short - $27.50 per hour

f. New Hire - Police Recruit - Police Department - Austin Chaney - $27.50 per hour

g. New Hire - Human Resources Specialist - Administration - Douglas Rieman - $28.85 per hour

h. Pay Adjustment - Police Lieutenant - Police Department - Dean Doerflein, Jamie Penley, Jon Middendorf - $56.62 per hour

i. Pay Adjustment - Assistant Fire Chief - Fire & EMS Department - Will Mueller at $57.00 per hour & Shane Packer at $54.34 per hour

j. Contract - Hamilton County - Stormwater Grant for Amarillo - $219,819 award

k. Donation Acceptance - Police Department - Cincinnati Moose Lodge No. 2 - $2,128.68

l. Donation Acceptance - Department of Fire and EMS - Cincinnati Moose Lodge #2 - $2,128.68

13. Fiscal Office Report

14. Executive Session – if needed

15. Adjournment

PRESENTATIONS

Department: Administration

Department Director:

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Presentation on Lead Safe Hamilton County and Revive + Thrive Home Repair Loan by LISC

No action is requested of the Board.

Rationale:

Emma Shirey-McNamara from Blume Community Partners will provide an update on two new programs available to residents of Colerain Township. More information can be found in the attached documents.

LEAD SAFE HAMILTON COUNTY

POWERED BY LEAD SAFE OHIO & LISC GREATER CINCINNATI

Homeowners in Hamilton County may qualify for lead-safe renovations to proactively prevent lead hazards and invest in the future of their home - **at no cost!**

Eligible repairs are based on the property's condition and age and may include new windows and doors, siding, interior and exterior painting, and repairs to fascia and soffits.

Do you qualify?

- ☑ You own your home in Hamilton County
- ☑ Your home was built before 1978
- ☑ Your home is in need of repairs
- ☒ The Lead Safe Hamilton County program **does not require** a child to live in the home.

FOR ELIGIBILITY
(513) 514-0819

HOMEREPAIR @WINCINCY.ORG

LEADSAFEHAMILTONCOUNTY.ORG | 513RELIEF.ORG

Hamilton County · LISC GREATER CINCINNATI · Habitat for Humanity Greater Cincinnati · Working in Neighborhoods

REVIVE + THRIVE
HOME REPAIR
LOAN PROGRAM

POWERED BY:

LISC GREATER CINCINNATI

About:

The Revive + Thrive Home Repair Loan Program offers single family Hamilton County homeowners affordable loans to make essential home repairs, improving living conditions and long-term home value.

Eligibility:

Single family Hamilton County homeowners with incomes at or below 80% of the AMI ($75,500 for a family of three, $58,700 for a single person).

Prioritized Repairs:

- Health & Safety
- Existing Code Violations
- General Improvements

To Apply:

211

Hamilton County Board of County Commissioners | LISC GREATER CINCINNATI | Warsaw Federal | Habitat for Humanity Greater Cincinnati | WORKING IN NEIGHBORHOODS BUILDING SUSTAINABLE COMMUNITIES

Hamilton County
Board of County Commissioners

Powered by LISC GREATER CINCINNATI

Program Partners Habitat for Humanity® Greater Cincinnati | WORKING IN NEIGHBORHOODS BUILDING SUSTAINABLE COMMUNITIES

For Immediate Release
Media Contact:
Regina Carswell Russo
(513) 315-1326
regina@rrightnow.com

Hamilton County Commissioners Launch Lead Safe Program in partnership with LISC Greater Cincinnati

The program opens to County homeowners starting May 16, 2024

(Hamilton County, OH) –Hamilton County Commissioners announce the launch of their $5.3 million Lead Safe Ohio program to help eligible homeowners afford home repairs. Lead Safe Hamilton County, powered by LISC Greater Cincinnati, provides lead-safe repairs for homes constructed before 1978 in Hamilton County, including homes located within the City of Cincinnati.

“With these grants, we aren’t just renovating homes; we are investing in a healthy community that ensures every family can live in a safe environment,” said Commission President Alicia Reece.

"Safety starts in the home. With Lead Safe Hamilton County grants, we're empowering homeowners to take steps towards a lead-free future for their families,” said Commissioner Denise Driehaus.

“This program offers a solution to what could be a lifetime of complications due to lead exposure,” said Commissioner Stephanie Summerow Dumas. “This program will have a profound impact on our communities.”

According to Kristen Baker, Executive Director of LISC Greater Cincinnati, “Today, Hamilton County is launching a critical resource for homeowners. Through the Lead

Safe Hamilton County partnership, eligible homeowners can access repairs at no cost to reduce the lead risks and invest in the future of their home."

The state's Lead Safe Ohio program will provide $95 million to support projects in 88 counties across the state. Hamilton County was awarded $5.3 million and selected LISC Greater Cincinnati to administer the program on its behalf.

Lead Safe Ohio is administered by the Ohio Department of Development in coordination with the Ohio Department of Health. According to Ohio Department of Development Director Lydia Mihalik, "By working with our local partners to identify at-risk properties and facilitate these crucial repairs, we're building safer neighborhoods and improving the quality of life for thousands of Ohioans."

Homeowners in Hamilton County with homes built before 1978 may be eligible for the program. Households with incomes at or below 80% of Area Median Income will be prioritized. This translates to $72,850 for a family of three and $56,650 for a single person living alone. Households above 80% AMI may be eligible if they meet eligibility requirements. Qualified lead-safe renovations will depend on your property's specific needs and the home's condition, which will be evaluated as part of the award process. The Lead Safe Hamilton County program does not require a child to live in the home.

LISC Greater Cincinnati will partner with non-profit organizations Working in Neighborhoods (WIN), a local HUD-certified housing counseling agency, and Habitat for Humanity of Greater Cincinnati (Habitat), an organization that creates and preserves opportunities for affordable homeownership, to implement the program. WIN will work with homeowners to determine eligibility for the program. Habitat will manage repairs and ensure work is performed by vendors using lead-safe practices.

Homeowners can call WIN at (513) 514-0819 to determine their eligibility for the program or email homerepair@wincincy.org. For more information on the Lead Safe program, go to leadsafehamiltoncounty.org or 513relief.org.

According to the Hamilton County Health Department, over 80 percent of all homes built before 1978 in the U.S. contain lead-based paint. Lead poisoning is most commonly caused by lead-based paint, which produces chips and dust when it deteriorates.

ABOUT LISC

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business, and raise families. Since 1979, LISC has invested $22 billion to build or rehab more than 419,000 affordable homes and apartments and develop 70.3 million square feet of retail, community, and educational space. For more on LISC Greater Cincinnati, visit LISC.org/greater-cincinnati.

ABOUT WORKING IN NEIGHBORHOODS

Since 1978, Working In Neighborhoods (WIN) has empowered people to make informed choices for themselves and their neighborhoods through community building, home ownership, and economic learning. WIN has built or rehabbed and sold 170 homes to first-time homeowners. Each year prepares 300 people to purchase a home and provides foreclosure counseling which has resulted in saving over 2,000 homes to date. WIN builds grassroots leadership in the Beekman Corridor by training and supporting neighbors in their efforts to improve their communities. For more information, visit wincincy.org.

ABOUT HABITAT FOR HUMANITY OF GREATER CINCINNATI

Habitat for Humanity of Greater Cincinnati is a non-profit Christian housing ministry that seeks to build strength, stability, and self-reliance through shelter. Since 1986, Habitat for Humanity of Greater Cincinnati has built or rehabbed more than 690 homes throughout a nine-county region. It has also contributed to building more than 1,000 homes globally in Cambodia, El Salvador, Kenya, and Nepal. Habitat is dedicated both locally and globally to construct, rehabilitate and preserve homes; advocate for fair and just housing policies; and provide training and access to resources to help families improve their shelter conditions. For more on Habitat, visit habitatcincinnati.org/

FAQ: Hamilton County Revive + Thrive Home Repair Loan Program

General Information

What is the Revive + Thrive Home Repair Loan Program?
The Revive + Thrive Home Repair Loan Program is an initiative designed to help homeowners in Hamilton County, Ohio, make essential home repairs. The program provides affordable loans at a low 2% interest rate, ranging from $5,000 to $25,000, to cover the costs of necessary repairs.

Who is behind the Home Repair Loan Program?
The program is powered by LISC Greater Cincinnati and backed by a $2 million investment from the Hamilton County Commission through the American Rescue Plan Act (ARPA) and Community Development Block Grant (CDBG). The Greater Cincinnati Foundation provides additional support, and financing is handled by Warsaw Federal Bank.

What makes this program unique?
The Revive + Thrive Home Repair Loan Program offers low-interest loans and comprehensive support services to homeowners. Trusted local partners like United Way 211, Working in Neighborhoods (WIN), and Habitat for Humanity of Greater Cincinnati assist with the application process and oversee the construction and repairs, ensuring the work meets high standards. Homeowners will have the opportunity to have one-on-one support through WIN to navigate the process of collecting all required documentation for program participation.

Will I get the chance to sign off on work on my home before contractors are paid?

Yes. Contractors are paid in installments but will not be completely paid until both the Construction Manager, Habitat for Humanity, and the homeowner sign off that the work has been performed in a satisfactory manner.

Are land contracts acceptable forms of ownership?

Yes, as long as the seller signs off on the loan documents. Also, the land contract should be recorded with the Hamilton County.

Will these repairs raise my property taxes?

Most home repairs eligible for this program are considered to be part of normal home maintenance, and they will not increase the taxable value of a home. If an eligible repair changes the physical structure or livable space of a home, the taxable value may change.

If a homeowner has received a grant in the past, are they eligible for the loan program?

Yes. Pending availability of funds.

Is homeowner's insurance required before applying or getting approved?

Homeowners insurance is required for this program. If you do not currently have insurance, please provide at least one quote and/or a copy of your cancellation letter from the insurance company with your application.

Through this program, homeowners are able to escrow the property insurance into the monthly loan payments. This escrow is required if the homeowner cannot provide proof of having two consecutive years of property insurance.

If I have a current mortgage on my house, am I eligible for a loan?

If you already have a mortgage, you are still eligible for a loan if the ratio of loan to home value is less than 150%. That means a homeowner with a house valued at $100,000 who owes $140,000 can still borrow up to $10,000 through the program.

Eligibility and Application Process

Who is eligible to apply for the Home Repair Loan Program?
The program is open to homeowners in participating jurisdictions in Hamilton County, Ohio, (outside of the City of Cincinnati) who need to make essential home repairs. Homeowners must have occupied their home for at least 6 months from the date of application, be current on property taxes or on an approved payment plan, and able to provide proof of homeowner's insurance of an insurance quote. Additionally, homeowners must meet the income requirements of 80% AMI or below. This translates to a gross annual income of up to $75,500 for a household of 3 or up to $58,700 for a household of 1. The program is particularly geared toward those who may struggle to qualify for traditional loans. **Why do I have to provide and document the income of all household members age 18 years or older?**

This is a federally funded program. The federal government requires the documentation of total gross household income for all people living in the house that are 18 years of age or older. This income is used by the lender during the underwriting review to determine the debt ratios. Household members that are not the applicant or co-applicant are NOT responsible for making loan payments.

Household income includes the gross income of the applicant, co-applicant (if applicable), and all person's 18 years or older living in the home. The income of dependents over the age of 18 living in the household but attending full-time college is not included in the calculation to determine eligibility for the program.

What types of repairs can the loan be used for?
The loan can be used for a wide range of urgent repairs that improve living conditions and add long-term value to the home. The following categories of repairs will be prioritized:

1. Health and safety (including lead, mold, asbestos)

2. Existing code violations

3. General improvements, non-cosmetic

General improvements may include, but are not limited to, roof repairs, plumbing, electrical work, heating and cooling systems, and other essential structural repairs.

How do I apply for the Home Repair Loan Program?
To apply or inquire about the program homeowners must call the United Way's 211 Helpline. Upon completion of eligibility screening, homeowners will be contacted by Working in Neighborhoods to complete the full application. Please note that due to high caller volume, pre-eligible applicants may not be able to contact a housing specialist with WIN and all callers should contact 211 for assistance.

What documents or information will I need to apply?
Applicants must provide proof of homeownership and income verification. Specific documentation requirements will be outlined during the application process. A complete list of documents can be found at www.hamiltoncountyhome.org.

Loan Details

What are the loan amounts and interest rates?
Loan amounts range from $5,000 to $25,000, depending on the homeowner's ability to repay, with a low % interest rate of 2%.

Are there any closing fees?

Yes, there is a $150 fee that the homeowner pays to the lender during the loan closing. There are no other out of pocket fees or charges. Normally, typical fees for loans of this size range from $350 to more than $1,000.

How long do I have to repay the loan?
The repayment terms will be discussed during the loan approval process but generally will range from 7-10 years. Homeowners begin payments approximately 75 days after your loan closing.

Is there a credit score requirement?
Yes. All borrowers must have at least a FICO credit score of 560. However, this program is designed to be accessible to homeowners with difficulty qualifying for traditional loans. While credit history may be considered, it is not the sole factor in determining eligibility. Third-party

credit reports are not permitted, all loan servicing requirements will be completed by Warsaw Federal. Homeowners with no credit score might also be eligible.

What if my credit does not meet the minimum?

There are resources available to help you improve your credit and financial standing. Working In Neighborhoods will provide you with options.

What happens in the event of the death of a homeowner before the loan is repaid?

In the event of the death of the property owner(s), assumption of the remaining loan balance is permissible under certain conditions. Heirs who qualify and intend to occupy the property as their principal residence may assume the loan and shall execute a new mortgage and promissory note for the balance with the lender.

What happens if the homeowner stops making payments on the loan?

The applicant is responsible to repay the loan as agreed. The loan may be reported on the applicant's credit report and a lien put on the property. If an applicant fails to repay, the lien will remain on the property and prevent future transfer or sale of the property. All efforts will be taken to collect the loan to the full extent of the law. If a loan becomes past due, support will be provided to the applicant to bring the loan current and ensure they continue to make payments so the homeowner can remain in their home.

Can I be in an active bankruptcy?

No. Bankruptcy must have been discharged for at least one year to apply.

Support Services

What kind of support does the program offer beyond the loan?
In addition to financial assistance, the program offers wrap-around support services. Working in Neighborhoods will assist with the application process, and Habitat for Humanity of Greater Cincinnati will manage the construction and repairs, ensuring quality workmanship.

How will the repairs be managed?
Habitat for Humanity of Greater Cincinnati will oversee the repairs, working with trusted contractors to ensure all work is completed to the highest standards.

Can I hire anyone to work on my home as part of this program?

No. All contractors will be hired and managed by Habitat for Humanity of Greater Cincinnati.

Impact and Community Benefits

How does the Home Repair Loan Program benefit the community?
The program helps stabilize neighborhoods by ensuring homes are safe and well-maintained, enhancing property values, and contributing to the financial stability of homeowners. By investing in local housing stock, the program also supports the creation of generational wealth in the community.

What other programs are part of LISC Greater Cincinnati's Homeownership Preservation Strategy?
The Revive + Thrive Home Repair Loan is part of LISC Greater Cincinnati's broader Homeownership Preservation Strategy, which includes the Lead Safe Hamilton County Program to preserve and enhance housing stock in the region. For more information, go to: www.hamiltoncountyhome.org.

Contact Information

Who can I contact for more information or assistance?
To apply for the Home Repair Loan Program, call the United Way of Greater Cincinnati 211 helpline.

Where can I find updates about the program?
Updates and additional information available through www.hamiltoncountyhome.org, Hamilton County's official channels, LISC Greater Cincinnati's website, and social media.

For Immediate Release

Media Contact:
Regina Carswell Russo
(513) 315-1326
regina@rrightnow.com

Hamilton County Commission Launches Home Repair Loan Program
Powered by LISC Greater Cincinnati

Program *opens to County residents outside of the City of Cincinnati on September 24*

(Hamilton County-OH) Hamilton County is making it easier than ever for homeowners to make essential repairs with the launch of the new **Revive + Thrive Home Repair Loan Program** powered by LISC Greater Cincinnati. Backed by a $2 million investment from the Hamilton County Commission through the American Rescue Plan Act (ARPA) and Community Development Block Grant (CDBG), with additional support from the Greater Cincinnati Foundation.

“At a time when homeowners are struggling with escalating property values, we are providing essential relief by making much-needed renovations more affordable,” said Commission President Alicia Reece. “The Revive + Thrive Home Repair Loan Program is a powerful tool our residents can leverage to maintain and enhance their homes so they can protect and grow their investment.”

Commissioner Denise Driehaus added, "This program reflects our commitment to ensuring that every homeowner in Hamilton County has the opportunity to improve their property; the Revive + Thrive initiative provides a pathway to affordable, accessible home repair that fosters long-term stability.”

“With the Revive + Thrive Home Repair Loan Program launch, we're opening doors for homeowners who may otherwise struggle to finance necessary repairs. This program can be a giant step forward in improving living conditions, providing hope, and beautifying the community,” said Commissioner Stephanie Summerow Dumas.

The Home Repair program will launch throughout Hamilton County, with City of Cincinnati residents eligible later this year. Cincinnati City Councilman Reggie Harris said, “I’m extremely proud that Cincinnati residents in need will have access to critical home repair loans they didn’t before, thanks to this historic leadership and collaboration. It will help families stay in their homes, improve their communities, and is part of our continued commitment to safe, quality housing for all.”

Kristen Baker, Executive Director of LISC Greater Cincinnati, shares, This new program represents a powerful commitment to preserving and enhancing our housing stock while offering vital support to homeowners who need it most."

Modeled after successful initiatives in Detroit and Memphis, which have helped hundreds of homeowners, the Revive + Thrive Home Repair Loan Program helps homeowners tackle repairs that improve living conditions and build long-term value in their homes, empowering families to create enduring financial legacies.

As part of LISC Greater Cincinnati's broader homeownership preservation strategy, the Revive + Thrive Home Repair Loan program, our newest program, goes beyond financial assistance, offering access to comprehensive resources that will support homeowners from start to finish. With a below-market 2% interest rate, the program is accessible to homeowners who may not qualify for traditional financing options. Loan amounts range from $5,000 to $25,000, providing the flexibility to address a wide range of repair needs, to include:

- Elimination of hazardous substances in the home
- Electrical repairs
- Furnace replacement
- Roof replacement
- Plumbing
- Energy efficiency upgrades
- Door and window replacements
- Porches and structural support Warsaw Federal, Cincinnati's first Minority Depository Institution (MDI), is servicing the loans and ensuring the program is rooted in the community.

Homeowners in Hamilton County with incomes at or below 80% of the Area Median Income may be eligible for the program. This translates to $75,500 for a family of three and $58,700 for a single person.

But it's not just about the money. **The Revive + Thrive Home Repair Loan Program** includes wrap-around support services from trusted local partners. Working in Neighborhoods will guide interested homeowners through the application process, while Habitat for Humanity of Greater Cincinnati will oversee the construction process from getting bids to and managing repairs, ensuring that all work is done to the highest standards. By offering affordable financing and end-to-end support, the Home Repair Loan Program is a vital tool in stabilizing neighborhoods, enhancing financial stability, and helping homeowners protect and grow the value of their properties.

Homeowners can call 211 to begin the application process. For more information on the Revive + Thrive Home Repair Loan Program, visit www.hamiltoncountyhome.org.

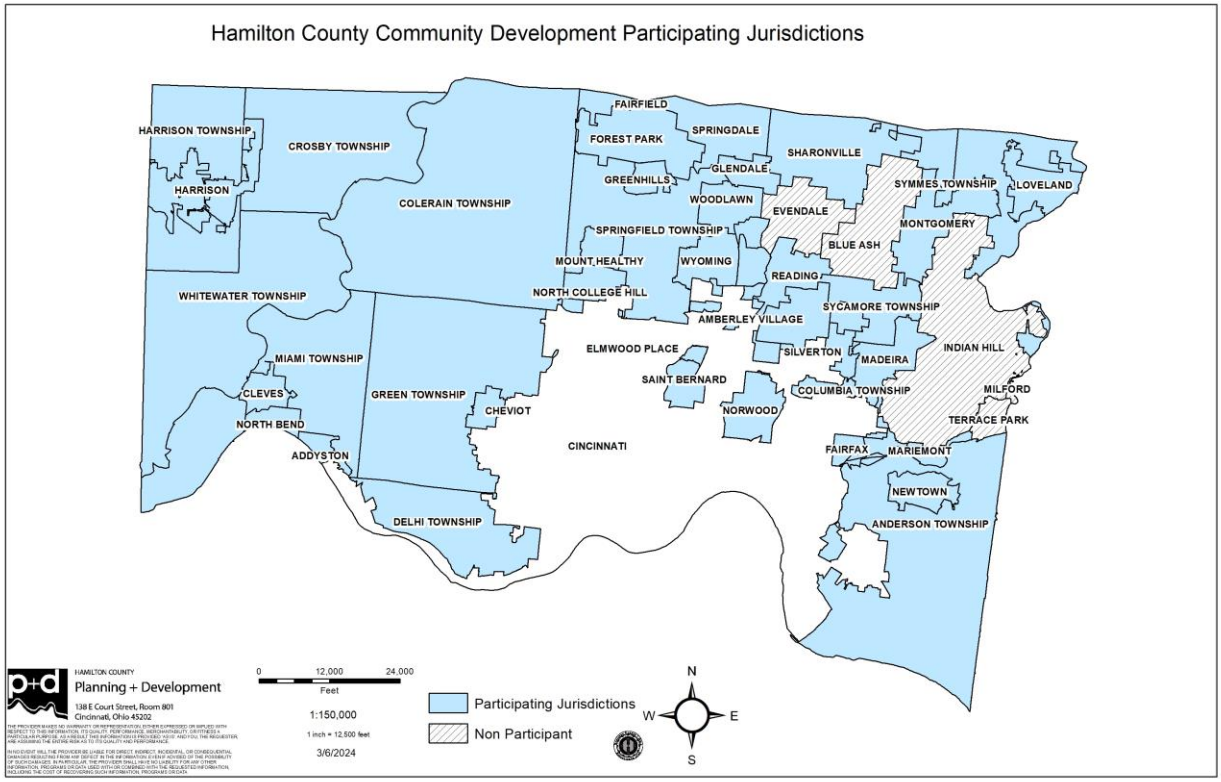
About LISC Greater Cincinnati: LISC Greater Cincinnati is dedicated to fostering vibrant, resilient communities through strategic investments in affordable housing, economic development, and community well-being. By partnering with local organizations and implementing innovative programs, LISC drives positive change in the Greater Cincinnati.

About Warsaw Federal: Warsaw Federal is Cincinnati's first Minority Depository Institution, committed to providing inclusive financial services and supporting community development. With a focus on economic equity, Warsaw Federal plays a crucial role in expanding financial access and opportunities for all residents.

About Working in Neighborhoods: Working in Neighborhoods is a certified HUD-counseling agency that provides comprehensive support and resources to local homeowners, facilitating access to essential services and financial assistance.

About Habitat for Humanity of Greater Cincinnati: Habitat for Humanity of Greater Cincinnati works to build affordable homes and strengthen communities through volunteer labor and donations. Their expertise in construction management ensures high-quality home repairs and improvements.

Hamilton County Participating Jurisdictions (2024)



Addyston
Anderson Township
Amberley
Arlington Heights
Cheviot
Cleves
Columbia Township
Crosby Township
Colerain Township
Delhi Township
Deer Park
Elmwood Place
Fairfax
Forest Park
Glendale
Golf Manor
Green Township
Greenhills
Harrison Township
Harrison
Lincoln Heights
Loveland
Lockland
Madeira
Mariemont
Miami Township
Montgomery
Mt. Healthy
Newtown
North Bend
North College Hill
Norwood
Reading
St. Bernard
Sharonville
Silverton
Springdale
Springfield Township
Sycamore Township
Symmes Township
Whitewater Township
Woodlawn
Wyoming

**Milford participates with Clermont County; City of Cincinnati receives its own HUD Entitlement Grants*

PRESENTATIONS

Department: Fire

Department Director: Allen Walls, Fire Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High-Quality Safety Services

Department of Fire and EMS 2021-2026 Strategic Plan Update

No action is requested of the Board.

Rationale:

Chief Walls will provide an update on the Department of Fire and EMS 2021-2026 Strategic Plan.

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Resolution Declaring a Junk Motor Vehicle - 2486 Schon Dr. - 1 of 10

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

2486 Schon Dr. Cincinnati, OH 45231

1. (NO TAG), 1999, White, Ford, Econoline

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00** p.m., on the ____ day of _____, 202_ at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 2486 Schon Dr. Cincinnati, OH 45231– Parcel ID 510-0044-0038-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **2486 Schon Dr. Cincinnati, OH 45231– Parcel ID 510-0044-0038-00**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located at **2486 Schon Dr. Cincinnati, OH 45231– Parcel ID 510-0044-0038-00** to be inoperable, extensively damages, and at least three model years old:

   A. **(NO TAG), 1999, White, Ford, Econoline**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

a. A general description of the vehicle to be removed;

b. A statement the Board has determined that the vehicle is a junk motor vehicle.

c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

7. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

8. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger_____ and Mr. Wahlert _____

ADOPTED this _____day of _____, 202_.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

_____
Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of _____, 202_.

_____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Resolution Declaring a Junk Motor Vehicle - 2497 Cranbrook Dr. - 2 of 10

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

2497 Cranbrook Dr. Cincinnati, OH 45231

1. (DOT Number), R604394, 2007, Black, Freightliner, Semi Cab

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00** p.m., on the ____ day of _____, 202_ at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 2497 Cranbrook Dr. Cincinnati, OH 45231– Parcel ID 510-0012-0042-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **2497 Cranbrook Dr. Cincinnati, OH 45231– Parcel ID 510-0012-0042-00**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located at **2497 Cranbrook Dr. Cincinnati, OH 45231– Parcel ID 510-0012-0042-00** to be inoperable, extensively damages, and at least three model years old:

   A. **(DOT Number), R604394, 2007, Black, Freightliner, Semi Cab**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

a. A general description of the vehicle to be removed;

b. A statement the Board has determined that the vehicle is a junk motor vehicle.

c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

7. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

8. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger_____ and Mr. Wahlert _____

ADOPTED this _____day of _____, 202_.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

_____
Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of _____, 202_.

_____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Resolution Declaring a Junk Motor Vehicle - 2586 Haverknoll Dr. - 3 of 10

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

2586 Haverknoll Dr. Cincinnati, OH 45231

1. (NO PLATE), 2006, Grey, Chrysler, 300

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

2586 Haverknoll Dr. Cincinnati, OH 45231

1. (NO PLATE), 2006, Grey, Chrysler, 300

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00** p.m., on the ____ day of _____, 202_ at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 2586 Haverknoll Dr. Cincinnati, OH 45231– Parcel ID 510-0011-0293-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **2586 Haverknoll Dr. Cincinnati, OH 45231– Parcel ID 510-0011-0293-00**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located at **2586 Haverknoll Dr. Cincinnati, OH 45231– Parcel ID 510-0011-0293-00** to be inoperable, extensively damages, and at least three model years old:

   A. **(NO PLATE), 2006, Grey, Chrysler, 300**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

a. A general description of the vehicle to be removed;

b. A statement the Board has determined that the vehicle is a junk motor vehicle.

c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

7. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

8. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger_____ and Mr. Wahlert _____

ADOPTED this _____day of _____, 202_.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

_____
Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of _____, 202_.

_____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Resolution Declaring a Junk Motor Vehicle - 2860 Compton Rd. - 4 of 10

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

2860 Compton Rd. Cincinnati, OH 45251

1. (OH), JIN2229, 2015, Black/Tan, Challenger, Thor

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00** p.m., on the ____ day of _____, 202_ at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 2860 Compton Rd. Cincinnati, OH 45251– Parcel ID 510-0054-0158-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **2860 Compton Rd. Cincinnati, OH 45251– Parcel ID 510-0054-0158-00**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located at **2860 Compton Rd. Cincinnati, OH 45251– Parcel ID 510-0054-0158-00** to be inoperable, extensively damages, and at least three model years old:

   A. **(OH), JIN2229, 2015, Black/Tan, Challenger, Thor**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

a. A general description of the vehicle to be removed;

b. A statement the Board has determined that the vehicle is a junk motor vehicle.

c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

7. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

8. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger_____ and Mr. Wahlert _____

ADOPTED this _____day of _____, 202_.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

_____
Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of _____, 202_.

_____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Resolution Declaring a Junk Motor Vehicle - 3094 Libra Ln. - 5 of 10

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

3094 Libra Ln. Cincinnati, OH 45251

1. (INDIANA), 450ZTD, 2011, Black, Kia, Sorento

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00** p.m., on the ____ day of _____, 202_ at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 3094 Libra Ln. Cincinnati, OH 45251– Parcel ID 510-0054-0237-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **3094 Libra Ln. Cincinnati, OH 45251– Parcel ID 510-0054-0237-00**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located at **3094 Libra Ln. Cincinnati, OH 45251– Parcel ID 510-0054-0237-00** to be inoperable, extensively damages, and at least three model years old:

   A. **(INDIANA), 450ZTD, 2011, Black, Kia, Sorento**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

a. A general description of the vehicle to be removed;

b. A statement the Board has determined that the vehicle is a junk motor vehicle.

c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

7. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

8. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger_____ and Mr. Wahlert _____

ADOPTED this _____day of _____, 202_.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

_____
Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of _____, 202_.

_____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Resolution Declaring a Junk Motor Vehicle - 3252 Deshler Dr. - 6 of 10

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

3252 Deshler Dr. Cincinnati, OH 45251

1. (OHIO), HYF1064, 2012, Black, Volkswagen, Jetta

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00** p.m., on the ____ day of _____, 202_ at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 3252 Deshler Dr. Cincinnati, OH 45251– Parcel ID 510-0102-0170-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **3252 Deshler Dr. Cincinnati, OH 45251– Parcel ID 510-0102-0170-00**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located at **3252 Deshler Dr. Cincinnati, OH 45251– Parcel ID 510-0102-0170-00** to be inoperable, extensively damages, and at least three model years old:

   A. **(OHIO), HYF1064, 2012, Black, Volkswagen, Jetta**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

a. A general description of the vehicle to be removed;

b. A statement the Board has determined that the vehicle is a junk motor vehicle.

c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

7. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

8. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger_____ and Mr. Wahlert _____

ADOPTED this _____day of _____, 202_.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

_____
Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of _____, 202_.

_____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Resolution Declaring a Junk Motor Vehicle - 8884 Pippin Rd. - 7 of 10

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

8884 Pippin Rd. Cincinnati, OH 45251

1. (NO TAG), 2014, Grey, Nissan, Maxima
2. (NO TAG), 2007, Maroon. Ford, F-150
3. (NO TAG), 1968, (ALL RUST), Ford, Mustang
4. (NO TAG), 1940's, Black, Unknown Vehicle Shell
5. (OHIO), CZ31VU, Maroon, Nissan, 300ZX
6. (NO TAG), 2015, Maroon, Buick, Lacrosse
7. (OHIO), KHZ7057, 2008, White, Lexus, ES350
8. (OHIO), KAC3474, 2009, Black, Lexus, LS400
9. (OHIO), KAA6567, 2003, Grey, Mitsubishi, Galant
10. (NO TAG), 1980, White/Blue, Seacraft, Viking

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00** p.m., on the ____ day of _____, 202_ at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 8884 Pippin Rd. Cincinnati, OH 45251– Parcel ID 510-0062-0224-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **8884 Pippin Rd. Cincinnati, OH 45251– Parcel ID 510-0062-0224-00**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located at **8884 Pippin Rd. Cincinnati, OH 45251– Parcel ID 510-0062-0224-00** to be inoperable, extensively damages, and at least three model years old:

    A. **(NO TAG), 2014, Grey, Nissan, Maxima**
    B. **(NO TAG), 2007, Maroon. Ford, F-150**
    C. **(NO TAG), 1968, (ALL RUST), Ford, Mustang**
    D. **(NO TAG), 1940's, Black, Unknown Vehicle Shell**
    E. **(OHIO), CZ31VU, Maroon, Nissan, 300ZX**
    F. **(NO TAG), 2015, Maroon, Buick, Lacrosse**
    G. **(OHIO), KHZ7057, 2008, White, Lexus, ES350**
    H. **(OHIO), KAC3474, 2009, Black, Lexus, LS400**

I. **(OHIO), KAA6567, 2003, Grey, Mitsubishi, Galant**
J. **(NO TAG), 1980, White/Blue, Seacraft, Viking**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

    a. A general description of the vehicle to be removed;

    b. A statement the Board has determined that the vehicle is a junk motor vehicle.

    c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

    d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

    e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

7. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

8. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger_____ and Mr. Wahlert _____

ADOPTED this _____day of _____, 202_.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

_____
Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of _____, 202_.

Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Resolution Declaring a Junk Motor Vehicle - 8910 Pippin Rd. - 8 of 10

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

8910 Pippin Rd. Cincinnati, OH 45251

1. (OHIO), NW52JG, 1989, Brown/White, Ford, F-150
2. (OHIO), KCQ4742, 2010, White, Ford, Focus

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00** p.m., on the ____ day of _____, 202_ at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 8910 Pippin Rd. Cincinnati, OH 45251– Parcel ID 510-0062-0223-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **8910 Pippin Rd. Cincinnati, OH 45251– Parcel ID 510-0062-0223-00**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located at **8910 Pippin Rd. Cincinnati, OH 45251– Parcel ID 510-0062-0223-00** to be inoperable, extensively damages, and at least three model years old:

    A. **(OHIO), NW52JG, 1989, Brown/White, Ford, F-150**
    B. **(OHIO), KCQ4742, 2010, White, Ford, Focus**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

    a. A general description of the vehicle to be removed;

    b. A statement the Board has determined that the vehicle is a junk motor vehicle.

    c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

    d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

    e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

7. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

8. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger_____ and Mr. Wahlert _____

ADOPTED this _____day of _____, 202_.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

_____
Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of _____, 202_.

_____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Resolution Declaring a Junk Motor Vehicle - 11467 Pippin Rd. - 9 of 10

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

11467 Pippin Rd. Cincinnati, OH 45231

1. (OHIO), EHS8148, 2003, Grey, Dodge, Ram
2. (NO TAG), 2008, Grey, Chevrolet, Silverado

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00** p.m., on the ____ day of _____, 202_ at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 11467 Pippin Rd. Cincinnati, OH 45231– Parcel ID 510-0024-0071-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **11467 Pippin Rd. Cincinnati, OH 45231– Parcel ID 510-0024-0071-00**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located at **11467 Pippin Rd. Cincinnati, OH 45231– Parcel ID 510-0024-0071-00** to be inoperable, extensively damages, and at least three model years old:

    A. **(OHIO), EHS8148, 2003, Grey, Dodge, Ram**
    B. **(NO TAG), 2008, Grey, Chevrolet, Silverado**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

    a. A general description of the vehicle to be removed;

    b. A statement the Board has determined that the vehicle is a junk motor vehicle.

    c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

    d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

    e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

7. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

8. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger_____ and Mr. Wahlert _____

ADOPTED this _____day of _____, 202_.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

_____
Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of _____, 202_.

_____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Resolution Declaring a Junk Motor Vehicle - 11589 Pippin Rd. - 10 of 10

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

11589 Pippin Rd. Cincinnati, OH 45231

1. (KENTUCKY), A3X948, 1996, Grey, Nissan, Frontier

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00** p.m., on the ____ day of _____, 202_ at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 11589 Pippin Rd. Cincinnati, OH 45231– Parcel ID 510-0024-0295-00 AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **11589 Pippin Rd. Cincinnati, OH 45231– Parcel ID 510-0024-0295-00**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The Board declares the junk motor vehicle located at **11589 Pippin Rd. Cincinnati, OH 45231– Parcel ID 510-0024-0295-00** to be inoperable, extensively damages, and at least three model years old:

   A. **(KENTUCKY), A3X948, 1996, Grey, Nissan, Frontier**

2. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

3. The written notice shall contain the following information:

a. A general description of the vehicle to be removed;

b. A statement the Board has determined that the vehicle is a junk motor vehicle.

c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.

d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

e. A copy of this resolution.

4. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.

5. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.

6. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

7. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

8. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger_____ and Mr. Wahlert _____

ADOPTED this _____day of _____, 202_.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

_____
Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of _____, 202_.

_____
Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SERVICES

Department:	Public Services
Department Director:	Tiphanie Mays, Assistant Administrator
Strategic Plan Goal:	Strategic Goal #5: Continuously Improve the Operations of the Township, Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Motion to Adopt Five Year Road Plan

Recommend ADOPTION of the Motion.

Rationale:

Colerain Township's 2024 Road Program is in the final stages of completion which signals the release of a new five-year road plan to include years 2025 through 2029. While the 2025 plan is approximately $105,000 over budget, the staff's recommendation that the 2025 list be approved as is, and if cost savings or additional budget cannot be obtained, reductions can be made at a later date.

2025-2029 Road Program

Street	Sections	Asphalt	Curb	Total PCI	Grade	Route	Miles	Feet	Estimate	Year to Pave
Amarillo Ct	1	20	30	22	F-	4	0.09	475.2		
Hollyridge Ct	1	20	50	26	F	5	0.06	316.8	$79,463.50	2025
Spiritridge Ln	1	30	0	30	F	7	0.28	1478.4	$511,040.83	2025
Chippenham Ct	1	30	50	34	F	4	0.14	739.2	$117,816.48	2025
Glenknoll Ct	1	30	50	34	F	5	0.09	475.2	$94,469.91	2025
Hawkhurst Dr	1	30	50	34	F	4	0.34	1795.2	$125,020.00	2025
Hollybrook Ct	1	40	20	36	F	2	0.14	739.2	$179,513.56	2025
Planet Dr	2	70	80	36	F	2	0.29	1531.2	$247,898.63	2025
Commodore Ln	1	40	50	42	F	2	0.26	1372.8	$198,229.53	2025
Haverknoll Dr	1	40	50	42	F	6	0.37	1939	$294,882.55	2025
Ambassador Dr	1	40	60	44	F	4	0.2	1056		
Jackfrost Wy	1	40	40	40	F	5	0.3	1584		
Ridgevalley Ct	1	40	80	48	F	9	0.3	1373		
Cheltenham Dr	1	40	50	42	F	4	0.17	897.6	$155,730.66	2025
Chapel Heights	1	40	80	48	F	9	0.14	739.2		
Mars Ct	2	80	110	43	F	2	0.08	422.4		
Glohaven Ct	1	50	60	52	D	9	0.06	316.8		
Brockton Dr	2	110	160	60	D	5	0.63	3326.4		
Silva Dr	4	220	270	58	D	5	0.48	2534.4		
Roundtop Rd	2	120	150	63	D	5	0.37	1953.6		
Coogan Dr	1	40	70	46	F	2	0.63	3326.4		
Cornwall Dr	1	70	70	70	C	2	0.39	2059.2		
Sheldon Av	1	50	80	56	D	1	0.34	1795.2		
Blanchetta DR	1	50	80	56	D	1	0.23	1214.4		
Windsong Dr	1	40	30	38	F	3	0.39	2059.2		
							6.73 Miles		**$2,004,065.65**	

5 year Total Budgeted: $ 9,500,000.00
Each year: $ 1,900,000.00

PUBLIC SERVICES

Department: Public Services

Department Director: Tiphanie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #5: Continuously Improve the Operations of the Township

Motion to Issue a Request for Bids for the 2025 Road Program

Recommend ADOPTION of the Motion.

Rationale:

The 2025-2029 Road Program has been assembled by Public Services. Consistent with past practice, Public Services is proposing that all streets in the 2025 Road Program receive a minimum of a two-inch mill of the current surface and two-inch fill with new liquid asphalt. The total depth of mill and fill will vary slightly in different areas of each street. These streets will also receive new curbs and needed repairs to storm basins. Once approved, we will release for bid the next business day with a planned bid opening of January 8, 2025.

PUBLIC SERVICES

Department:	Administration
Department Director:	Tiphanie Mays, Assistant Administrator
Strategic Plan Goal:	Strategic Goal #2: Continue to Provide High Quality Safety Services Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Motion Authorizing Invitation to Bid - Joseph Road Sidewalk Construction

Recommend ADOPTION of the Motion.

Rationale:

Engineering is now complete on the Joseph Road sidewalk project. This invitation to bid will be published externally in the newspaper and bidders will have until January 14th to return a bid. Staff will have a placeholder on the January Board of Trustee agenda for award of the contract to the lowest and best bidder. It is anticipated that all work will be completed in 2025 on this project. The Township has previously secured two separate grants to cover the cost of the construction of the sidewalk.

INVITATION TO BID

A sealed bid for **JOSEPH ROAD SIDEWALK - COLERAIN AVENUE TO CHEVIOT ROAD FOR COLERAIN TOWNSHIP, OHIO** will be received at **4200 SPRINGDALE ROAD, COLERAIN TOWNSHIP, OHIO 45251**, until **JANURARY 14TH, 2025 AT 2:00PM** local time. All bids must be properly labeled and received at the administrative offices of the **COLERAIN TOWNSHIP, OHIO.**

The **CONTRACT DOCUMENTS** may be examined the following locations:

Colerain Township	Brandstetter Carroll Inc.
4200 Springdale Road	308 E. Eighth Street
Colerain Township, Oh 45251 (513) 245-6503	Cincinnati, OH 45202 (513) 651-4224

Copies of the CONTRACT DOCUMENTS, full sets only, may be obtained at Key Blue Prints for a non-refundable payment for each set of documents. Shipping and delivery costs are additional. *Key Blue Prints Cincinnati contact information: 411 Elliott Avenue, Cincinnati, Ohio 45215 Phone: 513-821-2111*

Bidding questions may be directed to Bruce Brandstetter, Brandstetter Carroll Inc. at 513-651-4224.

Each bidder is required to furnish with its proposal, a Bid Guaranty and Contract Bond in accordance with Section 153.54 of the Ohio Revised Code. Bid security furnished in Bond form, shall be issued by a Surety Company or Corporation licensed in the State of Ohio to provide said surety.

Each proposal must contain the full name of the party or parties submitting the proposal and all persons interested therein. Each bidder must submit evidence of its experiences on projects of similar size and complexity, and a complete listing of all subcontractors to be used.

The Contractor must comply with the Prevailing Wage Rates on Public Improvements in Hamilton County and Colerain Township as determined by the Ohio Bureau of Employment Services, Wage and Hour Division.

The right is reserved by the OWNER to reject any or all bids, and to waive any informality in bids received and to accept any bid which is deemed to be the lowest and best bid.

No BIDDER may withdraw his BID for a period of sixty (60) days after the scheduled closing time for the receipt of the bids.

Publish: NEWSPAPER 12/16/24
12/23/24

PUBLIC SERVICES

Department: Administration

Department Director: Tiphanie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Resolution Accepting Crosley Meadow, Ava Lane, and Amelia Court as Township Streets

Recommend ADOPTION of the Resolution.

Rationale:

The Hamilton County Engineer has inspected these streets and has determined that the street has been constructed to meet their standards. Therefore, the Engineer recommends that the Township accepts the proposed streets.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the __ day of January 2025, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Ulrich, Mr. Daniel Unger, Mr. Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____ - 25

RESOLUTION ACCEPTING CROSLEY MEADOW, AVA LANE, AND AMELIA COURT AS A COLERAIN TOWNSHIP ROAD

WHEREAS, the Hamilton County Engineer has requested that Crosley Meadow, Ava Lane, and Amelia Court located in the Crosley Meadows Subdivision, Colerain Township, Hamilton County, Ohio be established as a Township road; and

WHEREAS, the Hamilton County Engineer's Office has received a Maintenance Surety (Bond) and Maintenance Contract for the roads from the developer, to the satisfaction of and in favor of, the Board of County Commissioners of Hamilton County, and;

WHEREAS, the Ohio Revised Codes Section 505.10 authorizes a Board of Township Trustees to accept, on behalf of a township, the donation of any real or personal property for township use, and;

WHEREAS, the Board has evaluated the utility of accepting Crosley Meadow, Ava Lane, and Amelia Court as a Township road and concluded that acceptance of the road would be in the best interest of the Township.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio:

1. The Colerain Township Board of Trustees authorizes the Township Administrator to execute any documents and agreements necessary in order to establish Crosley Meadow, Ava Lane, and Amelia Court as a Township road; and

2. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and

3. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading; and

4. That this Resolution shall be effective at the earliest date allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger _____, Mr. Wahlert _____,

ADOPTED this _____ day of January, 2025.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Daniel Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

_____
Brodi J. Conover
2 East Mulberry Street
Lebanon, OH 45036
(513)870-6693
Colerain Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of January, 2025.

_____
Jeff Baker,
Colerain Township Fiscal Officer

PUBLIC SERVICES

Department: Public Services

Department Director: Tiphanie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Motion Authorizing Township Administrator to Execute Agreement with HPA Development for Snow and Ice Removal of Villas at Taylor Glen Subdivision

Recommend ADOPTION of the Motion.

Rationale:

The developer of the Taylor Glen Subdivision has requested that the Township remove snow and ice on the unaccepted streets for the subdivision that they are constructing. The attached contract would compensate the Township at a rate of 10 cents per lineal foot (for a total of 806 lineal feet) of snow removal for each snow event.

In prior years, the Township would execute similar contracts for subdivisions that were under construction.

AGREEMENT FOR SNOW REMOVAL
FROM DEDICATED BUT UNACCEPTED STREETS

THIS AGREEMENT made this 11th day of November, 20 24 by and between, Taylor Glen Development, LLC by:HPA Development, Inc, Managing Member whose address is 9091 Montgomery Road, Cinti, Ohio 45242, ("Owner"), and COLERAIN TOWNSHIP BOARD OF TRUSTEES (the "Township").

WHEREAS, Owner has dedicated the following streets within Colerain Township, Hamilton County, Ohio as township streets, from which Owner desires to have the Township remove snow and ice as needed, but the same have not yet been accepted by the Hamilton County Commissioners:

SUBDIVISION NAME	STREET NAME	LINEAL FEET
Villas at Taylor Glen	New Year Drive	433
	Mae Court	373

TOTAL LINEAL FEET 806

WHEREAS, until acceptance, Owner is responsible to keep said streets clear of snow and ice, and to bear all of the costs connected therewith; and

WHEREAS, if the Owner fails to keep the said roads clear of snow and ice, Ohio Revised Code Section 505.82 provides, among other things, that in the event of an emergency, the Township may remove ice and snow from dedicated but unaccepted streets but must give or attempt to give prior notice to the Owner, and must charge the Owner all actual costs incurred thereby; and

WHEREAS, Owner and Township recognize that the streets must be open and passable for the safety of the persons who reside thereon; and

WHEREAS, Owner and Township desire to establish an arrangement whereby the said streets can be cleared by the Township in a timely and efficient basis with costs to be charged to the Owner by the Township, without the procedures set out in Sec. 505.82, including the declaration of an emergency and prior notice to the Owner.

NOW, THEREFORE, the parties agree as follows:

1. Owner hereby requests that the Township clear ice and snow from the streets identified above, and Township hereby agrees to do so, effective November 11, 2024. Owner agrees to give Township a plat or print on which Owner has highlighted the streets or portions thereof to be cleared.

2. Owner authorizes the Township to enter upon said streets with its snow plow/salt trucks, and Owner agrees to keep the said streets free of debris, wires, building materials,

construction equipment, and other obstructions which could hinder or damage the Township's snow plows/salt trucks.

3. Owner releases and agrees to hold the Township harmless from any and all liability for loss of damage to the street or to structures in the street which may result from the Township's snow plow/salt trucks, including possible damage from salt and ice melting chemicals.

4. The decision as to when and if the said streets are to be plowed and/or salted and/or inspected, and the frequency thereof, shall be solely the Townships, as determined by the Township Public Services Assistant Director and/or assigned employees.

5. The parties agree that TEN CENTS ($0.10) PER LINEAL FOOT of street PER TRAVERSE (or trip) by snow plow/salt truck is a fair and reasonable charge for the services to be rendered hereunder by the Township to the Owner, and Owner agrees to pay said sum to the Township promptly upon the Township's billing therefore. In the event that Owner fails or refuses to pay the sums agreed upon hereunder, the Owner consents and agrees that the Township shall certify the unpaid charges to the Hamilton County Auditor, who shall place the charges upon a special duplicate to be collected as other taxes against the Owner's property described above, and returned to the township general fund.

6. Owner waives the notice and other formal requirements and procedures set out in Ohio Revised Code Section 505.82 relating to snow removal by the Township from Owner's streets, and reimbursement for the Township's costs incurred in connection therewith.

7. The term of this agreement is from the date written above until May 1, 20 26, or until acceptance of said streets by the Hamilton County Commissioners, whichever shall occur first. Provided, nevertheless, this agreement may be terminated by either party upon written notice given to the other.

8. This document contains the entire agreement of the parties. It supersedes all prior and oral agreements and understanding of the parties, and may be amended only in writing.

WITNESS our hands on the date first written above.

COLERAIN TOWNSHIP
BOARD OF TRUSTEES

By: _____

_____

Date: _____

OWNER:

By: Graham S. Parlin, Vice-President

Graham S Parlin

Date: November 11, 2024

PUBLIC SERVICES

Department: Public Services

Department Director: Tiphanie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Motion Authorizing Township Administrator to Execute Agreement with MI Homes for Snow and Ice Removal of Abbeytown Subdivision

Recommend ADOPTION of the Motion.

Rationale:

The developer of the Abbeytown Subdivision has requested that the Township remove snow and ice on the unaccepted streets for the subdivision that they are constructing. The attached contract would compensate the Township at a rate of 10 cents per lineal foot (for a total of 3,070 lineal feet) of snow removal for each snow event.

In prior years, the Township would execute similar contracts for subdivisions that were under construction.

AGREEMENT FOR SNOW REMOVAL
FROM DEDICATED BUT UNACCEPTED STREETS

THIS AGREEMENT made this 7th day of November, 2024 by and between, M/I Homes of Cincinnati whose address is 9349 Waterstone Blvd, Ste 100, Cincinnati, OH 45249, ("Owner"), and COLERAIN TOWNSHIP BOARD OF TRUSTEES (the "Township").

WHEREAS, Owner has dedicated the following streets within Colerain Township, Hamilton County, Ohio as township streets, from which Owner desires to have the Township remove snow and ice as needed, but the same have not yet been accepted by the Hamilton County Commissioners:

SUBDIVISION NAME	STREET NAME	LINEAL FEET
Abbeytown	Abbeytown Drive	3,070

TOTAL LINEAL FEET 3,070

WHEREAS, until acceptance, Owner is responsible to keep said streets clear of snow and ice, and to bear all of the costs connected therewith; and

WHEREAS, if the Owner fails to keep the said roads clear of snow and ice, Ohio Revised Code Section 505.82 provides, among other things, that in the event of an emergency, the Township may remove ice and snow from dedicated but unaccepted streets but must give or attempt to give prior notice to the Owner, and must charge the Owner all actual costs incurred thereby; and

WHEREAS, Owner and Township recognize that the streets must be open and passable for the safety of the persons who reside thereon; and

WHEREAS, Owner and Township desire to establish an arrangement whereby the said streets can be cleared by the Township in a timely and efficient basis with costs to be charged to the Owner by the Township, without the procedures set out in Sec. 505.82, including the declaration of an emergency and prior notice to the Owner.

NOW, THEREFORE, the parties agree as follows:

1. Owner hereby requests that the Township clear ice and snow from the streets identified above, and Township hereby agrees to do so, effective 11/7/2024. Owner agrees to give Township a plat or print on which Owner has highlighted the streets or portions thereof to be cleared.

2. Owner authorizes the Township to enter upon said streets with its snow plow/salt trucks, and Owner agrees to keep the said streets free of debris, wires, building materials,

construction equipment, and other obstructions which could hinder or damage the Township's snow plows/salt trucks.

3. Owner releases and agrees to hold the Township harmless from any and all liability for loss of damage to the street or to structures in the street which may result from the Township's snow plow/salt trucks, including possible damage from salt and ice melting chemicals.

4. The decision as to when and if the said streets are to be plowed and/or salted and/or inspected, and the frequency thereof, shall be solely the Townships, as determined by the Township Public Services Assistant Director and/or assigned employees.

5. The parties agree that TEN CENTS ($0.10) PER LINEAL FOOT of street PER TRAVERSE (or trip) by snow plow/salt truck is a fair and reasonable charge for the services to be rendered hereunder by the Township to the Owner, and Owner agrees to pay said sum to the Township promptly upon the Township's billing therefore. In the event that Owner fails or refuses to pay the sums agreed upon hereunder, the Owner consents and agrees that the Township shall certify the unpaid charges to the Hamilton County Auditor, who shall place the charges upon a special duplicate to be collected as other taxes against the Owner's property described above, and returned to the township general fund.

6. Owner waives the notice and other formal requirements and procedures set out in Ohio Revised Code Section 505.82 relating to snow removal by the Township from Owner's streets, and reimbursement for the Township's costs incurred in connection therewith.

7. The term of this agreement is from the date written above until May 1, 20 25, or until acceptance of said streets by the Hamilton County Commissioners, whichever shall occur first. Provided, nevertheless, this agreement may be terminated by either party upon written notice given to the other.

8. This document contains the entire agreement of the parties. It supersedes all prior and oral agreements and understanding of the parties, and may be amended only in writing.

WITNESS our hands on the date first written above.

COLERAIN TOWNSHIP
BOARD OF TRUSTEES

By: _____

_____

Date: _____

OWNER:

By: Ryan Taggart VP of Development

Ryan Taggart

Date: 11/7/202

PUBLIC SERVICES

Department: Administration

Department Director: Tiphanie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #5: Continuously Improve the Operations of the Township

Motion to Approve Fee Schedule for Public Services

Recommend ADOPTION of the Motion.

Rationale:

Each year the Public Services Department will review its existing fee structure to determine if all fees are at an appropriate rate and to determine if they are adequately covering costs of service. The Department is not proposing any fee changes for 2025. After reviewing and updating policies, staff determined that it was necessary to include the department's special event application fee and notification of the varying fees for a special event permit fee based on what services the applicant is requesting through the application process.

Public Services 2025 Fee Schedule

Effective January 1, 2025

Right of Way Permit	**Standard Fee**	
For work on Sidewalks/Driveways	$15.00	
Memorials	**Standard Fee**	
Memorial Plaque	$500.00	
Tree	$1,000.00	
Bench	$2,500.00	
Brick	$100.00	
Baseball Diamonds	**Standard Fee**	
Dirt Infields	$275.00/season	
Grass Infields	$300.00/season	
One time Rental Fee	$50.00/3 hours	
Soccer, Lacrosse, Football	**Standard Fee**	
Seasonal Fee	$125/season	
Amphitheater	**Resident Fee**	**Non-Resident Fee**
5 hour time increments	$325.00	$400.00
Projector/Attendant (5 Hours Max)	$100.00	$100.00
Shelters	**Resident Fee**	**Non-Resident Fee**
Full Day	$140.00	$240.00
Special Event Permit	**Standard Fee**	
Application fee, non-refundable	$100.00	
Event Rental Agreement/Permit Fee	Varies between $500-$60,000 per day. Fees are determined based on the impact the event places on the facility/facilities as well as public services including Police, Emergency Medical Services, Fire, Public Services and/or Facility Maintenance that may be required to support the event.	

All pricing reflects current market and labor costs. Fees have been benchmarked with other communities and is either at or less than the benchmark. The Board of Trustees shall have the authority to waive or modify any fees associated with the use of Township facilities.

DEVELOPMENT

Department:	Administration
Department Director:	David Miller, Director of Development
Strategic Plan Goal:	Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Motion to Approve 2025 Meeting & Submission Dates for the Board of Zoning Appeals
Recommend ADOPTION of the Motion.

Rationale:
The attached list would set the meeting dates for 2025 for the Board of Zoning Appeals.

BOARD OF ZONING APPEALS

Schedule of Meetings &
Submission Deadlines

2025

Submission Deadline	Meeting Date
December 13, 2024	January 22, 2025
January 17, 2025	February 26, 2025
February 14, 2025	March 26, 2025
March 14, 2025	April 23, 2025
April 18, 2025	May 28, 2025
May 16, 2025	June 25, 2025
June 13, 2025	July 23, 2025
July 18, 2025	August 27, 2025
August 15, 2025	September 24, 2025
September 12, 2025	October 22, 2025
October 3, 2025	November 12, 2025
October 31, 2025	December 10, 2025
December 19, 2025	January 28, 2026

Meetings begin at 6:00 P.M.

Meetings are generally held on the fourth Wednesday of the month. Exceptions: November & December.

DEVELOPMENT

Department:	Administration
Department Director:	David Miller, Director of Development
Strategic Plan Goal:	Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Motion to Approve 2025 Meeting & Submission Dates for the Zoning Commission
Recommend ADOPTION of the Motion.

Rationale:
The attached list would set the meeting dates for 2025 for the Zoning Commission.

ZONING COMMISSION

Schedule of Meetings &
Submission Deadlines

2025

Submission Deadline	Meeting Date
December 12, 2024	January 21, 2025
January 9, 2025	February 18, 2025
February 6, 2025	March 18, 2025
March 6, 2025	April 15, 2025
April 10, 2025	May 20, 2025
May 8, 2025	June 17, 2025
June 5, 2025	July 15, 2025
July 10, 2025	August 19, 2025
August 7, 2025	September 16, 2025
September 11, 2025	October 21, 2025
October 9, 2025	November 18, 2025
November 6, 2025	December 16, 2025
December 11, 2025	January 20, 2026

Meetings begin at 6:00 P.M.

Meetings are held on the second Tuesday of the month.

DEVELOPMENT

Department: Administration

Department Director: Jeff McElravy, Assistant Administrator

Strategic Plan Goal: Strategic Goal #5: Continuously Improve the Operations of the Township

Motion to Appoint Bruce Carpenter as the Business Member of the Colerain Township Joint Economic Development District (Liberty Nursing Health Care)

Recommend ADOPTION of the Motion.

Rationale:

Mr. Carpenter served on the JEDD Board from 2019-2022 and is currently a Vice President for LBK Health Care, Inc. The appointment is to a four-year term, commencing 12/11/2024.

DEVELOPMENT

Department: Administration

Department Director: Jeff McElravy, Assistant Administrator

Strategic Plan Goal: Strategic Goal #5: Continuously Improve the Operations of the Township

Motion to appoint Carrie Steely as the Worker Member of the Colerain Township Joint Economic Development District (Liberty Nursing Health Care)

Recommend ADOPTION of the Motion.

Rationale:

Ms. Steely is the Administrator for Liberty Nursing and would serve as the Worker Member of the JEDD. If appointed, she would serve a four-year term, commencing 12/11/2024.

DEVELOPMENT

Department:	Administration
Department Director:	David Miller, Director of Development
Strategic Plan Goal:	Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Motion to Appoint Carl Werner Hauser III to a Permanent Position on the Colerain Township Zoning Commission (ZC)

Recommend ADOPTION of the Motion.

Rationale:

Mr. Hauser will fill an existing vacancy on the Zoning Commission. He currently serves as an alternate to the Zoning Commission.

ADMINISTRATION

Department:	Administration
Department Director:	Jeff Weckbach, Township Administrator
Strategic Plan Goal:	Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability Strategic Goal #2: Continue to Provide High Quality Safety Services Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement Strategic Goal #4: Expand Recreational Opportunities for all Ages Strategic Goal #5: Continuously Improve the Operations of the Township Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Motion to Adopt the 2025 Strategic Plan and Budget Book

Recommend ADOPTION of the Motion.

Rationale:

Aligning our strategic priorities with the available resources is a critical component to moving Colerain Township forward. 2025 represents the second year of progress toward the goals established by the Board to govern the 2024-2026 Strategic Plan. This book, linked at the bottom of this narrative is the update to the Strategic Plan that contains critical budgetary information for Fiscal Year 2025.

As a reminder, the theme for 2024-2026 is: Growing a Thriving and Sustainable Community

This theme captures the six goal areas as adopted by the Board as legislative priorities. These priorities and goals were then translated into numerous initiatives that will be completed by all of our departments. More information and the full Strategic Plan and Budget Book can be viewed at the link below:

https://stories.opengov.com/coleraintownshiphamiltonoh/published/8YKf5uANJk

ADMINISTRATION

Department:	Administration
Department Director:	Tiphanie Mays, Assistant Administrator
Strategic Plan Goal:	Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability Strategic Goal #2: Continue to Provide High Quality Safety Services Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement Strategic Goal #4: Expand Recreational Opportunities for all Ages Strategic Goal #5: Continuously Improve the Operations of the Township Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Resolution Adopting Organizational Chart and Job Descriptions

Recommend ADOPTION of the Resolution.

Rationale:

Staff has completed the process of reviewing all job descriptions within the organization to make improvements, corrections and updates as it pertains to the duties and assignments of the employees. The attached job descriptions and roster are amended to reflect current practices and operations of the Township. This resolution will align the roster and organizational chart with the items found in the 2025 Strategic Plan and Budget.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the ____ day of December, 2024, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Cathy Ulrich, Dan Unger, Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____ **- 24**

RESOLUTION AMENDING ROSTER AND JOB DESCRIPTIONS

WHEREAS, the Board of Trustees sets the policy direction for Colerain Township employees and residents; and;

WHEREAS, Colerain Township Roster and Job Descriptions requires an updated and amended version to be formally adopted by the Board of Trustees; and;

WHEREAS, Colerain Township has determined that it is in the best interest of the operation to update and review all job descriptions within the organization to make improvements, corrections and updates as it pertains to the duties and assignments of the employees; and;

WHEREAS, attached to this resolution is a copy of all job descriptions for positions in Colerain Township and each job description should mirror a position on the Roster; and;

WHEREAS, any subsequent changes to the organizational roster or job descriptions shall be brought to the Board of Trustees for formal approval, prior to implementation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows:

1. The Township Roster and Job Descriptions be formally adopted by the Board of Trustees; and

2. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and

3. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

4. That this Resolution shall be effective at the earliest date allowed by law.

Trustee_____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich_____, Mr. Unger_____, Mr. Wahlert_____

ADOPTED this ____ day of December, 2024.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeffrey Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

_____
Scott Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Colerain Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of December, 2024.

_____
Jeffrey Baker
Colerain Township Fiscal Officer

COLERAIN
TOWNSHIP ~ OHIO

Cathy Ulrich
Township Trustee

Daniel Unger
Township Trustee

Matt Walhert
Township Trustee

Jeff Baker
Fiscal Officer

Jeff Weckbach
Administrator

Helen Tracey-Noren
Communications Specialist

Tiphanie Mays
Assistant Administrator

Jeff McElravy
Assistant Administrator

I.T. Director

Allen Walls
Fire Chief

Tawanna Molter
Assistant Public Services Director

Cynthia Miller
Finance Manager

David Miller
Development Director

Ed Cordie
Chief of Police

Special Projects Manager

Executive Assistant

Division Chief Part Time (2)

Office Manager

Part Time Receptionist (2)

Human Resources Specialist

Accounting Specialist (2)

Admin Clerk

Senior Planner

Planner (2)

Public Safety Admin Assistant

Assistant Fire Chief

- Battalion Chief: Shift 1
  - Captains (2) Full Time
  - Lieutenants (4) Full Time
  - EMT Firefighters (19) Full Time
  - EMT / Paramedic Firefighters (8) Part Time
- Battalion Chief: Shift 2
  - Captains (2) Full Time
  - Lieutenants (4) Full Time
  - EMT Firefighters (19) Full Time
  - EMT / Paramedic Firefighters (8)Part Time
- Battalion Chief: Shift 3
  - Captains (2) Full Time
  - Lieutenants (4) Full Time
  - EMT Firefighters (19) Full Time
  - EMT / Paramedic Firefighters (8)Part Time
- EMT - Paramedic Firefighters (28) Part Time PRN

Assistant Fire Chief

- Captain EMS Operations
  - Medical Director
  - EMS Coordinator
  - Community Paramedic
- Captain Community Risk Reduction
  - Fire Inspector - Full Time
  - Fire Inspector - Part Time
  - Reservist - Public Educators - Part Time
- Captain Training & Education
- Vehicle Fleet Manager
  - Fleet Mechanic I Tech
  - Fleet Mechanic II Tech
  - Mechanic Tech Part Time
  - CO-OP Mechanic
- Seasonal Fire Hydrant Inspectors (3)

- Facility Manager
  - Part-Time Facility Maintenance
- Superintendent
  - Roads Foreman
    - Maintenance (8)
    - Litter Pickup (3)
  - Parks Foreman
    - Maintenance (5)
    - Seasonal Parks (7)
    - Part Time Event Setup (2)
    - Part Time Bus Driver
- Special Event Coordinator
  - Summer Camp Director
  - Summer Camp Assistant Director
  - Summer Camp Counselors (6)

Investigative Services Lieutenant

- Investigative Sergeant
  - OIC
  - Detectives (7)

Support Services Lieutenant

- NWLSD Sergeant
  - OIC
  - SRO (4)
  - School Safety Officers (5)
- Admin Sergeant
  - OIC
  - Environmental Crimes Investigator (2)
  - Code Enforcement Specialist (2)
  - Part Time Code Enforcement Specialist
- Civilian Supervisor
  - Accreditation Manager
  - Clerk (8)
  - Part Time Clerk (2)

Patrol Lieutenant

- Patrol Sergeant
  - OIC
  - Police Off/Rec (6)
  - K-9
- Patrol Sergeant
  - OIC
  - Police Off/Rec (6)
- Patrol Sergeant
  - OIC
  - Police Off/Rec (6)
- Patrol Sergeant
  - OIC
  - Police Off/Rec (6)
  - K-9
- Impact Team Sergeant
  - OIC
  - Police Officers (6)
- Traffic Safety Officer (2)

Organization Chart

Updated 11.02.24

2025 Updated Job Descriptions (Approved 12/10/2024)

100 - Township Administrator*.doc
101 - Assistant Township Administrator – Fin/Dev*.doc
102 - Assistant Township Administrator – Ops/Eng*.doc
103 - IT Director*.doc
104-1 - Finance Manager*.doc
105 - Accounting Specialist.doc
106 - Human Resources Specialist.doc
107 - Office Manager.doc

108 - Fire Chief*.doc
109 - Assistant Fire Chief - Operations*.doc
110 - Assistant Fire Chief - Administration*.docx
111 - Executive Assistant - Fire.doc
112 - Division Chief (PT).doc
113 - Reservist (PT).doc
114 - Fire Safety Inspector (PT).doc
115 - Reservist - Public Educator (PT).doc
116 - Fire Hydrant Maintenance Worker (PT).doc
117 - Vehicle Fleet Manager*.doc
118 - Fleet Mechanic Technician (PT).doc
119 - Co-Op Fleet Mechanic Technician.doc
120 - EMS Coordinator.doc
121 - Medical Director.doc
122 - Battalion Chief.doc
123 - Captain - Emergency Medical Services.doc
124 - Captain - Community Risk Reduction.doc
125 - Captain - Fire Training & Education.doc
126 - Captain.doc
127 - Lieutenant.doc
128 - Fire Safety Inspector.doc
129 - Firefighter Paramedic.doc
130 - Firefighter EMT (PT).doc
130 - Paramedic (PT).doc
131 - Community Paramedic.doc
132 - Fleet Mechanic I.doc
133 - Fleet Mechanic II.doc

136 - Chief of Police*.doc
137 - Lieutenant*.doc
138 - Sergeant.doc
139 - Police Officer.doc
140 - Police Cadet (PT).doc
141 - Administrative Assistant - Police.doc
142 - Civilian Supervisor*.doc
143 - Police Clerk.doc
144 - Police Clerk (PT).doc
145 - School Safety Officer (PT).doc
146 - Code Enforcement Specialist.doc
147 - Code Enforcement Specialist (PT).doc
148 - Environmental Crimes Specialist (PT).doc
149 - Public Information Officer.doc
150 - Police Recruit

156 - Assistant Director of Public Services*.doc
157 - Event Coordinator.doc
158 - Facility Manager.doc
159 - Supervisor Foreman.doc
160 - Maintenance Worker 2.doc
161 - Bus Driver (PT).doc
162 - Event Setup Worker (PT).doc
163 - Seasonal Maintenance Worker (PT).doc
164 - Summer Camp Director (PT).doc
165 - Summer Camp Assistant Director (PT).doc
166 - Summer Camp Counselor (PT).doc
167 - Facility Maintenance Worker (PT).doc
168 - Litter Laborer (PT).doc
169 - Superintendent of Public Services*.doc
999 - Other - PS - Laborer.doc

170 - Communications Specialist.doc
171-1 - Administrative Clerk.doc
172-1 - Receptionist (PT).doc

180 - Director of Development*.doc
181 - Senior Planner/Development Officer.doc
182 - Planner/Development Officer.doc

* Indicates Exempt Positions

POSITION TITLE Township Administrator	STATUS Full Time – Exempt
REPORTS TO Board of Trustees	**Salary Range:** $145,000-$180,000
SUPERVISES Asst. Admin, Fire Chief, Police Chief, Communications Spec.	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #100

PURPOSE:

The Township Administrator is the Chief Administrative Officer of Colerain Township, and is responsible for the day to day execution of the operations of the Township, including all policies of the Township as established by the Board of Trustees. The Township Administrator is responsible for creating an organizational culture that is emblematic of the Township's core values of hard work, pride, connectedness, customer service, integrity and innovation.

SCOPE:

The responsibilities of this position consist of highly specialized administrative and managerial oversight of the various departments and functions of the Township. This person will foster and promote a culture of accountability and continuous improvement with all departments and personnel, and continuously strive for excellence in serving residents. Duties of the positions are performed under the general direction of the Board of Trustees.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Thought leader and visionary; consistently adds real value by providing innovative ideas, leading improvement initiatives, and fostering best in class service and efficiency for the residents of Colerain Township.
- Networks with others inside and outside the Township to identify new trends and best practices.
- Assists businesses and commercial contractors in completing submission requirements for new construction and expansion of existing businesses.
- Questions established practices or procedures in the interest of improving them.
- Strong leadership presence; influential and confident without appearing excessively authoritarian or arrogant.
- Thorough knowledge of contemporary public administration concepts.
- Superior oral and written communication skills, as well as public relation skills.
- Sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize and manage multiple complex projects.
- Demonstrate strong initiative, sense of urgency, and exhibit a high energy level in order to quickly generate results; proactive without being rash or impulsive.
- Highly imaginative, but comfortable managing ambiguity and dealing with "gray areas."
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials, especially those with widely diverse management styles and personalities.
- Ability to analyze and interpret complex information and convey solutions in Executive Format for both elected and appointed officials.
- Ability to coach and mentor subordinate employees in the specialized fields of public safety, zoning, public services, parks administration, and other services; comfortable and confident in offering constructive feedback and identifying opportunities for improvement.
- Ability to focus Township personnel on customer service and engrain customer service

POSITION TITLE Township Administrator	STATUS Full Time – Exempt
REPORTS TO Board of Trustees	**Salary Range:** $145,000-$180,000
SUPERVISES Asst. Admin, Fire Chief, Police Chief, Communications Spec.	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #100

principles and best practices in all facets of Township Government.

- Guides the economic development efforts of the Township.
- Serves as a liaison to businesses in the community.
- Recruits and retains businesses into the community.
- Develops a collaborative vision for the community, manifested in the strategic plan.
- Negotiates collective bargaining agreements.
- May serve as the primary spokesperson in the event of an emergency/disaster.
- Assists with responses to public records requests.
- Creates connections with internal staff and eternal groups, organizations and residents.
- Fosters an environment of innovation, encouraging staff and residents to embrace next practices.
- Demonstrates superior customer service to staff, community stakeholders, public officials and vendors.
- Establishes an ethos of hard work, ensuring that necessary tasks and operations are delivered efficiently, effectively, economically and equitably.
- Demonstrates pride toward the community.
- Leads with integrity.

CRITICAL SKILLS / EXPERTISE:

- Ability to act as administrative head and supervisor of department heads.
- Ability to implement policy as dictated by the Colerain Township Board of Trustees
- Ability to recommend action steps and/or best practices in the implementation of stated Board Policy.
- Able to serve as chief appointed advisor to the Board of Trustees on internal matters (i.e. budgets, human resources, etc.).
- Ability to supervise and direct activities of the divisions of the Township that are under the control and jurisdiction of the Board of Trustees.
- Ability to work with Health Care Committee to recommend Township insurance plans.
- Ability to represent the Township's interests and views as warranted.
- Ability to represent and defend decisions of the Board of Trustees as warranted.
- Skill in formulating operating budgets for all departments and services, and ensuring adherence to those budgets.
- Ability to supervise the annual appraisal process for non-union personnel; ensure the merit pool as determined by the Board of Trustees is properly allocated and not exceeded.
- Ability to work with Township staff to direct the communication of messages and public relations of Colerain Township. Ensure a consistent and positive message through Colerain Township's web site, social media tools, special events, newsletter, media contacts, public improvements, and branding of Colerain Township to residents, businesses and visitors.
- Certification and knowledge in the National Incident Management System (NIMS).

POSITION TITLE Township Administrator	STATUS Full Time – Exempt
REPORTS TO Board of Trustees	**Salary Range:** $145,000-$180,000
SUPERVISES Asst. Admin, Fire Chief, Police Chief, Communications Spec.	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #100

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Graduate of an accredited four-year college or university with a preference for a master's degree in public administration, business administration, or a closely related field.
- Ability to obtain membership in the International City / County Managers Association, an ICMA Credentialed Manager preferred.
- At least 5-10 years of management experience in either a local government or business environment.
- Highly proficient with computers and management information systems, especially Microsoft Office applications.
- Any equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be successful in this role will also be considered.

PHYSICAL & MENTAL REQUIREMENTS:

- A mature and pragmatic individual with strong people skills, high integrity, energy and enthusiasm who consistently exercises good professional judgement. Constantly and consistently a top performer. Pushes self and the entire organization for results. An initiator both in thinking and in relationships. An agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change. This person must be ethically driven and self-motivated.
- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Assistant Township Administrator – Finance/Development	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Dev. Dir., Finance Spec., Accounting Spec., IT Director	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #101

PURPOSE:

The responsibilities of the Assistant Township Administrator of Finance and Development consist of highly specialized administrative and managerial oversight of finance operations, development operations (such as the attraction, retention, and expansion of business and housing), and other duties as required by the Township Administrator.

SCOPE:

Duties of the position are performed under the general direction of the Township Administrator. In the absence of the Township Administrator, the Assistant Township Administrator may assume the Administrator's duties. Under direction of the Township Administrator, this position will manage the Township's financial activities, including payroll, accounts receivable, accounts payable, budget/forecast, risk/insurance, benefits administration and information technology. This position also requires a thorough knowledge of development incentives, and the ability to work independently to drive business and housing growth that meets the policy goals of the Board of Trustees.

ESSENTIAL ROLES & RESPONSIBLILITIES:

- May include, but not limited to the following:
- Assists the Administrator with economic development efforts of the Township.
- Receives and responds to general residents' concerns.
- Formulates operating budgets for various general services, economic development, recycling incentive and special grant funds and, subsequently, participates in the budget review process.
- Attends and participates in various organizations that promote development in the Colerain Township area.
- May act as representative on behalf of the Township Administrator at meetings or conferences.
- May act as a liaison between civic groups and township administration.
- May assist in the preparation and processing of grant applications.
- Ability to coach and mentor subordinate employees in the specialized fields of public safety, zoning, public services, parks administration, and other services; comfortable and confident in offering constructive feedback and identifying opportunities for improvement.
- Assists in the development of the Township's strategic plan.
- Assists the Administrator with the development of and presentation of recommendations for the Board of Trustees.
- Direct and oversee all the financial activities of the Township including preparation of current financial reports as well as summaries and forecast for future Township growth or decline and general economic outlook.
- Obtain and analyze financial information in order to forecast business, industry, economic and governmental trends as a basis for making investment decisions.
- Performs quantitative analysis required for the strategic planning for the Township operations and the Township's investments.
- Coordinate and review with Fiscal Officer all accounting functions and financial statements in a timely fashion.

POSITION TITLE Assistant Township Administrator – Finance/Development	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Dev. Dir., Finance Spec., Accounting Spec., IT Director	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #101

- Directs the preparation of all financial reports.
- Oversees the Finance Department, assists the Administrator and the Board of Trustees in budget preparation, and audit functions.
- Confers with Administrator to coordinate and prioritize financial planning to include pinpointing opportunities and areas that need reorganizing, and staffing level evaluations.
- Prepares long-term and short term strategic financial planning.
- Studies and recognizes long-range trends and projects the Township's financial needs for operations and capital improvements against projected revenues.
- Maintains close relations with bankers, brokers, and other professionals within the financial and business communities to maximize the quality and available investment opportunities.
- Ensures the integrity of the financial functions of the Township.
- Reconciles daily/monthly cash flow statements and reconciles monthly bank statements.
- Assist Fiscal Officer in managing all facets of the township accounting and financial management system consistent with township policy, generally accepted governmental accounting and financial reporting principles and procedures in the Ohio Revised Code.
- Serve as the primary Liaison to the Colerain Township Fiscal Officer to make certain the duties of the office are carried out in a timely and efficient manner, including oversight of the accounts payable function and ensuring all Township obligations are paid in a timely manner.
- Participate as a member of the Colerain Township Health Care Review Committee that partner to direct and plan the selection of Health Care providers to maintain health care to employees in the most cost-effective manner.
- Supervise staff of the Colerain Township Finance Division.
- Review, analyze and recommend improvements for the accounting and payroll software to improve accuracy, efficiency, internal control, and timeliness and customer relations.
- Review, analyze and assist in the implementation and control of purchasing and inventory systems.
- Oversee and assist in the preparation of an Annual Comprehensive Financial Report according to General Accepted Accounting Principles.
- Preparation of the annual township tax budget, temporary and permanent appropriation resolutions, and capital improvement plans; plan and coordinate appropriation adjustments as needed.
- Oversee and assist in the forecasting of revenues and expenditures on a quarterly or project basis.
- Ensure departmental budgets are followed and assist in training department personnel in financial systems and principals.
- Consult with the Township Trustees and Township Administrator for recommendations for re-appropriation of needed funds.

POSITION TITLE Assistant Township Administrator – Finance/Development	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Dev. Dir., Finance Spec., Accounting Spec., IT Director	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #101

- Monitor the lighting district budgets and certified assessments with Hamilton County to ensure proper payment of lighting obligations.
- Provide for the disbursement of all funds from the township treasury.
- Maintain a system of internal control over expenditures in compliance with state law and coordinate all required audits as necessary with the Fiscal Officer.
- Maintain accounting for fixed assets, including the sale of obsolete assets through online auctions.
- Develop both short and long-term policy recommendations to meet financial and service obligations of the Township in light of funding from State and Federal Government sources.
- Assist the Township Administrator/Economic Development Director with Tax Increment Financing Bonds and Project accounts for compliance with the ORC.
- Develop ideas and proposals that improve production, organizational performance, or result in cost or timesaving for the department.
- Assist the Township Administrator/Economic Development Director in the coordination of land values with the Hamilton County Auditor's Office to make certain historical TIF values and tax increments are collected and dispersed correctly.
- Perform in depth cash flow analysis based upon the Hamilton County Auditor's estimated tax revenue in terms of expenditures for operating budgets, reserves and capital improvements budgets.
- Assist in the preparation and processing monetary match for Colerain Township grant applications.
- Assist the Township Administrator and Law Director in all monetary matters for collective bargaining agreements, specifically, to model the long-range financial implications of all proposals and counter-proposals.
- Special projects as assigned.
  Maintains compliance with all Township issued debt.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to government financial management.
- Ability to develop and maintain working relationships with associates, superiors and public.
- Ability to read, analyze, and interpret general financial/business periodicals, professional journals, technical procedures, or governmental regulations and other professional topic related documents.
- Ability to prepare reports and business correspondence.
- Ability to effectively present information and respond to questions from groups, employees, and the public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry.

POSITION TITLE Assistant Township Administrator – Finance/Development	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Dev. Dir., Finance Spec., Accounting Spec., IT Director	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #101

- Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Strong analytical and financial modeling skills, with the ability to derive key insights from financial and operational data, prepare complex analytical financial reports, and communicate insights and solutions to the Administrator, Board of Trustees, and other appointed officials in a summarized and lucid manner.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Must be highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Thorough knowledge of accounting & finance procedural best practices, and standard office and accounting systems and software.
- Ability to plan, organize and direct the work of subordinate employees in the specialized fields of accounting, purchasing, and goal setting.
- Ability to conduct him/herself in accordance with the highest ethical standards, both on and off duty.
- Ability to maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Must be available for service at all times in case of special needs or emergencies.
- Ability to establish and maintain cordial and effective working relationships with other employees, township officials, civic groups, and the general public.
- Broad working knowledge of the principals, practices and techniques of economic development, human resources, and general public management.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Ability to maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Ability to refrain from abusive and threatening conduct toward co-workers.
- Ability to maintain the confidence and trust of peers, superiors and general citizenry.
- Must be self-disciplined, self-motivated and work independently of direct supervision.

POSITION TITLE Assistant Township Administrator – Finance/Development	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Dev. Dir., Finance Spec., Accounting Spec., IT Director	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #101

- Certification and knowledge in the National Incident Management System (NIMS).

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Graduation from an accredited college or university with a baccalaureate degree in public administration, business administration or another related field with three years of experience in local government administration. Master's degree in public administration, business administration or another related field preferred.
- Any equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be successful in this role will also be considered.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Assistant Township Administrator – Operations/Engagement	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Asst Dir of PS, Mgmt. Analyst, Office Manager, & HR Spec.	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #102

PURPOSE:

The responsibilities of the Assistant Township Administrator of Operations and Engagement consist of highly specialized administrative and managerial oversight of solid waste management, human resources, coordination of technology improvements, safety compliance, grant administration, and other duties as required by the Township Administrator.

SCOPE:

Duties of the position are performed under the general direction of the Township Administrator. In the absence of the Township Administrator, the Assistant Township Administrator may assume the Administrator's requisite duties. This position requires a thorough knowledge of technology issues, safety regulations, human resources, and public management concepts.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Receives and responds to general residents' complaints.
- Serves as secondary negotiator for Collective Bargaining.
- Oversees grievances for Administration and assigned departments before the level of Township Administrator / Trustee.
- Responsible for the formation, setup, and distribution of the Township's e-newsletter.
- Periodically reviews and revises personnel policies and procedures and aids the township administrator in pre-disciplinary hearing investigations.
- Assists with compliance with storm water EPA Phase II guidelines and the hazard mitigation projects in the community.
- May act as representative on behalf of the Township Administrator at meetings or conferences.
- Works with the Fiscal Officer to ensure that records requests are filled in a timely manner.
- May act as a liaison between civic groups and township administration.
- May assist in the preparation and processing of grant applications.
- Responds to citizen inquiries on various Township contracts, including solid waste, electric aggregation, and gas aggregation.
- Oversees the high-level implementation of human resources department, including the implementation of various human resources initiatives.
- Coordinates indigent burials/cremations for the Township.
- Provides high level support and guidance to department heads on various personnel policies and issues.
- Ability to coach and mentor subordinate employees in the specialized fields of public safety, zoning, public services, parks administration, and other services; comfortable and confident in offering constructive feedback and identifying opportunities for improvement.
- Assists in the development of the Township's strategic plan.

POSITION TITLE Assistant Township Administrator – Operations/Engagement	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Asst Dir of PS, Mgmt. Analyst, Office Manager, & HR Spec.	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #102

- Responsible for evaluating and developing various data dashboards and analytics for internal and external use.
- Oversees the implementation of various IT projects, including the Township website.
- Responsible for the successful implementation of several large-scale community events and projects throughout the year.
- Oversees capital projects on behalf of Colerain Township including, but not limited to, sidewalk construction.
- Responsible for the development of the Township's capital improvement budget.
- Works collaboratively with the Township administrator to develop engagement initiatives and to drive citizen participation.
- Assists the Administrator with the development of and presentation of recommendations for the Board of Trustees.
- Special projects as assigned.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to government financial management.
- Ability to develop and maintain working relationships with associates, superiors and the public.
- Ability to read, analyze, and interpret general financial/business periodicals, professional journals, technical procedures, or governmental regulations and other professional topic related documents.
- Ability to prepare reports and business correspondence.
- Ability to effectively present information and respond to questions from groups, employees, and the public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry.
- Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Strong analytical and financial modeling skills, with the ability to derive key insights from financial and operational data, prepare complex analytical financial reports, and communicate insights and solutions to the Administrator, Board of Trustees, and other appointed officials in a summarized and lucid manner.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.

POSITION TITLE Assistant Township Administrator – Operations/Engagement	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Asst Dir of PS, Mgmt. Analyst, Office Manager, & HR Spec.	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #102

- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Must be highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Thorough knowledge of accounting & finance procedural best practices, and standard office and accounting systems and software.
- Ability to plan, organize and direct the work of subordinate employees in the specialized fields.
- Ability to conduct themself in accordance with the highest ethical standards, both on and off duty.
- Ability to maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Must be available for service at all times in case of special needs or emergencies.
- Ability to establish and maintain cordial and effective working relationships with other employees, township officials, civic groups, and the general public.
- Broad working knowledge of the principals, practices and techniques of economic development, human resources, and general public management.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Ability to maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Ability to refrain from abusive and threatening conduct toward co-workers.
- Ability to maintain the confidence and trust of peers, superiors and general citizenry.
- Must be self-disciplined, self-motivated and work independently of direct supervision.
- Certification and knowledge in the National Incident Management System (NIMS).

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Graduation from an accredited college or university with a baccalaureate degree in public administration, business administration or another related field with three years of experience in local government administration. Master's degree in public administration, business administration or another related field preferred.
- Any equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be successful in this role will also be considered.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at

POSITION TITLE Assistant Township Administrator – Operations/Engagement	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $110,000-$140,000
SUPERVISES Asst Dir of PS, Mgmt. Analyst, Office Manager, & HR Spec.	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #102

the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE IT Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator-Finance/Development	**Salary Range:** $80,000-$105,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #103

PURPOSE:

To lead, implement, maintain, and protect the information technology infrastructure of Colerain Township.

SCOPE:

This position requires a thorough working knowledge of an HP switched network, Microsoft Server networking, various computer software applications, PC, server and peripheral hardware, program development, and project management. It also requires 'soft' skills as much of this position also involves face-to-face and remote end-user training, support, and troubleshooting. This position requires continuing education on advances in technology and security.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Oversees computer network and computer vendors, communicating to them any system problems for adjustment and/or correction.
- Researches, evaluates, recommends, and bids, when appropriate, new hardware and software purchases for each department.
- Coordinates shared software applications between all departments.
- Responsible for installation and integration of all software in township networking environment.
- Maintains working knowledge of the operations and processing of all software applications.
- Recommends purchase of new equipment and upgrades that enhance township productivity and efficiency.
- Maintains working knowledge of all computer hardware devices and their operations.
- Manages and controls proper licensing of all applications.
- Coordinates and serves as primary contact for all computer support agreements and software developers.
- Creates, controls and maintains an inventory for all hardware, software, licenses, and updates.
- Oversees fiber optic network to make certain it is functioning properly and utilized efficiently.
- Serves as primary contact for end-user helpdesk support issues.
- Maintains backup schedule, IT Disaster Plan, and performs backup of each server on the network.
- Responsible for safe storage and rotation of backup tapes.
- Performs prompt restoration of any files upon qualified requests.
- Ability to analyze, identify and diagnose system problems or errors on many levels including software, hardware, networking and communication.
- Assists in the development of computer policy(s) regarding the use of the township's computer network and telecommunications equipment. Expected to identify and report policy violations to senior leadership.
- Aids Finance Director and department heads in preparing budgets for IT expenses.
- Helps direct and maintain the Township website and internet functions and communications.

POSITION TITLE IT Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator-Finance/Development	**Salary Range:** $80,000-$105,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #103

- May act as trainer or assist in the training of township employees on hardware or software issues.
- May represent the township at meetings, seminars, or conferences.
- May assist in the preparation and processing of technological grant applications.
- May participate in the maintenance of township website.

CRITICAL SKILLS / EXPERTISE:

- Knowledgeable in the principals and practices of GB Ethernet/Fiber networking.
- Technical and practical knowledge of many software applications, which include, but are not limited to: Microsoft Windows server and Windows 10/11, O365 Office Suites, Microsoft Exchange Server/O365 Exchange and Azure and how to configure through the O365 Administration Portal.
- Ability to troubleshoot various computer issues effectively and promptly.
- Ability to perform repairs and/or adjust components of the computer network with precision and care.
- Possess analytical skills to observe township functions and recommend IT solutions to promote efficiency in the organization.
- Ability to organize, resolve, and process several issues simultaneously.
- Ability to internalize, translate, and disseminate technology terms and protocols to end-user personnel.
- Ability to lead and manage projects from infancy through completion.
- Knowledge of FortiGate Firewalls, including configuring access lists, Nat rules and site-to-site tunnels.
- Knowledge of Microsoft Server Administration, from setting up new servers as well as maintaining existing Active directory network including multiple domain controllers and implementing group policies for different departments.
- Knowledge of hosted VOIP and Basic VOIP Administration.
- Knowledge of Networking including working with Layer 2 and Layer 3 switches and understanding how to troubleshoot issues regarding spanning tree loops and broadcast storms, as well as cabling standards and what type of connections are needed based on the switch interfaces i.e., LC fiber, SC Fiber etc.
- Must have experience with running and terminating different types of cabling including CAT6, Coax and fiber.
- Must possess ability to handle updating and creating web pages for the external website.
- Need to be able to support user's handheld phones across various models/manufacturers for setting up email access.
- Needs to possess audiovisual skills to set up and install projectors and multimedia environments within the different departments.
- Need to have a good understanding of Server UPS and power requirements because when installing new equipment, breakers may need to be upgraded as well as the type of outlet from a 15amp to a 20amp or even a 30-amp twist lock.
- Experience installing and configuring enterprise level wireless access points including various encryption methods.

POSITION TITLE IT Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator-Finance/Development	**Salary Range:** $80,000-$105,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #103

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required.
- Graduation from an accredited college or university with a baccalaureate degree in information systems, computer science or another related field, preferred.
- Four (4) years of technical experience in a Microsoft Networking /Exchange environment as well as FortiNet, HP/ARUBA hardware networking.
- Six (6) years of equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be effective in this position.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be available around-the-clock to correct any system failure or other detrimental network/computer related problems. A hybrid schedule of onsite and remote work is acceptable.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Finance Manager	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	**Salary Range:** $75,000-$95,000
SUPERVISES Account Specialists and Administrative Clerk	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #104-1

PURPOSE:

The Finance Manager is responsible for the daily operations of the Township finance office and its employees. The Finance Manager must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the office are achieved.

SCOPE:

Under the direction of the Assistant Administrator of Finance and Development, the Finance Manager will manage the Township's financial activities including payroll, accounts receivable, accounts payable, budget monitoring, procurement, treasury management, and debt management.

ESSENTIAL ROLES & RESPONSIBLILITIES:

This role includes, but is not limited to the following:

- Assist the Fiscal Officer in managing all facets of the township accounting and financial management system consistent with township policy, the Ohio Revised Code, and guidance issued by the Auditor of State.
- Manage the workload and responsibilities of the staff of the office.
- Managing payroll and payroll-related reporting, including withholdings such as pensions, taxes, and health care.
- Managing the accounts receivable and accounts payable processes.
- Reconciling accounting records to the bank activity each month.
- Monitor budget to actual revenues and expenses monthly.
- Provide guidance and oversight for procurement, including the management of purchase orders, super blanket certificates, and the purchasing card program.
- In collaboration with the Township's advisor, invest idle cash in eligible financial products that preserves capital while generating a return.
- Managing cash flow.
- Manage the Township's debt portfolio, including making debt service payments, providing annual disclosure on the Township and its existing debt, and reporting and paying on any arbitrage earned.
- Lead the year-end closing process and collaborate in the preparation of annual financial statements.
- Serve as a vigilant watchdog for potential fraud and maintain and improve internal controls.
- Assist in the preparation of the annual township tax budget, temporary and permanent appropriation resolutions, and capital improvement plans; plan and coordinate appropriation adjustments as needed.
- Monitor lighting district assessments and utility payments.

CRITICAL SKILLS / EXPERTISE:

- Ability to coach, motivate, and lead small teams to achieve objectives and meet deadlines.
- Strong written and oral communication skills, including the ability to communicate the results from technical analysis in a manner that is easily digestible by the general public.
- Ability to model, analyze, interpret, and present financial information.
- Ability to manage multiple projects simultaneously.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.

POSITION TITLE Finance Manager	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	**Salary Range:** $75,000-$95,000
SUPERVISES Account Specialists and Administrative Clerk	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #104-1

- Ability to plan, organize and direct the work of subordinate employees.
- Ability to conduct him/herself in accordance with the highest ethical standards, both on and off-duty.
- Ability to maintain confidentiality and carefully manage sensitive information.
- Ability to maintain the confidence and trust of peers, superiors, and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Graduation from an accredited college or university with a bachelor's degree in business or public administration, accounting, finance, or a related field.
- A minimum of five to seven years of experience in finance, public sector experience is preferred.

PHYSICAL & MENTAL REQUIREMENT:

- The employee must be able to lift and/or move varying amounts of weight, depending upon the task.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must be able to kneel, bend at the waist, and work in a sitting/standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Approved October 22, 2024

POSITION TITLE Accounting Specialist	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	**Salary Range:** $45,000-$67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #105

PURPOSE:

The Accounting Specialist will plan, organize, process and manage the accounts receivable function, lead or assist with the monthly bank reconciliation, manage the assessments and payments for the Township's lighting districts, and plan and implement initiatives to achieve the Township's strategic goals.

SCOPE:

The Accounting Specialist will play an integral role in the success of the Finance Department and will plan, organize, coordinate, and direct activities related to the accounting functions of the Township.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Plan, organize, process and manage the accounts receivable or accounts payable function, consistent with township policy, collective bargaining agreements, and the Ohio Revised Code.
- Lead or assist with the monthly bank reconciliation.
- Manage the assessments and payments for the Township's lighting districts.
- Plan and implement initiatives to achieve the Township's strategic goals.
- Prepares periodic financial or operational reports.
- Identify opportunities to improve organizational performance.
- Identify opportunities to secure outside funding, grant writing, monitoring, and compliance.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Highly proficient with Microsoft Office applications, especially Excel. Proficient with financial management systems on a fund accounting platform is preferred.
- Must have a keen sense of attention to detail and commitment to accuracy.
- Ability to structure, prioritize, and manage multiple projects.
- Strong communication skills, both written and oral.
- Commitment to customer service.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level to quickly generate results.
- Ability to establish and maintain harmonious working relationships with employees.
- Must be a person of high integrity, energy and enthusiasm who can work independently, and as part of a team; consistently exercises good professional judgment.
- Must be an agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change.

POSITION TITLE Accounting Specialist	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	**Salary Range:** $45,000-$67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #105

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required. Graduate of accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Human Resources Specialist	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	**Salary Range:** $45,000-$67,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #106

PURPOSE:

Under direction of the Assistant Administrator, the Human Resources Specialist will plan, organize, process and manage all facets of the township human resources and benefits programs, consistent with township policy, collective bargaining agreements, and the Ohio Revised Code.

SCOPE:

The Human Resource Specialist will perform a variety of routine clerical, secretarial and administrative work in the administration of various components of the personnel system of the organization, including job analysis, compensation analysis, applicant screening, examination, selection process, benefits, and training. This position requires a thorough knowledge of employee benefit programs, human resource practices and an extensive background in computerized financial systems and will work closely with the Finance Specialist.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Administers the township employee open enrollment and benefit programs, including retirement plan, health insurance, cobra administration and vacation, sick and other leaves.
- Assists independent auditors in the audit of township records.
- Manages open enrollment processes, prepares and distributes written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.
- Reconciles monthly benefit bills and maintains employee benefit tracking spreadsheet.
- Maintains employee master files and manages vendor relations related to Onbase.
- Assists Department Directors with the development of, posts, and advertises position vacancies as assigned; assists in the coordination of recruitment, interviewing and selection processes. Keeps records of applicants not selected for employment. Corresponds with job applicants to notify them of employment consideration.
- Conducts onboarding for all new hires and promoted full-time staff to foster positive attitude toward organization goals.
- Ensures compliance for all new hires and termination processes, inputs new hires and processes staff changes in financial management system.
- Responsible for Workers' Compensation Program including claims administration and reporting.
- Manages retirement reporting of wages and employee status changes with Pension Boards.
- Assists with the development and management of township policy and procedures, ensuring that compliance is maintained by tracking staff evaluations, annual motor vehicle reports, and random DOT testing.
- Assists in conducting wage surveys within the labor market to determine competitive wage rate.
- Evaluates the township job descriptions; standardizing them township wide.
- Assist with the development and administration of township-wide wellness programs or initiatives.
- Prepares responses to public records request for HR items.

POSITION TITLE Human Resources Specialist	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	**Salary Range:** $45,000-$67,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #106

- Administrator for the Township's Human Resources Information System.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to government human resource management.
- Ability to develop and maintain working relationships with associates, superiors and general public.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Thorough knowledge of human resources and benefit procedural best practices, and standard office systems and software.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Graduate of accredited four-year college or university with a degree in human resource management, business or public administration, or a closely related field.
- At least 3-5 years of experience in benefit administration with deep understanding of governmental systems. Consistently been a top performer in their peer group.
- Highly proficient with Microsoft Office applications, with advanced Excel skills.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TITLE Human Resources Specialist	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	**Salary Range:** $45,000-$67,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #106

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Office Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	**Salary Range:** $40,500-$61,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #107

PURPOSE:

The Office Manager is responsible for carrying out secretarial and clerical processes necessary to the efficient and effective function of the Township.

SCOPE:

The employee in this position serves as the first contact and first impression of Colerain Township's Administration. This position requires excellent customer service skills and the ability to perform various tasks simultaneously.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Serves as the primary backup to the Management Analyst and fills in at the front desk in their absence.
- Greet visitors and assist customers at the front counter, delivering exemplary customer service with genuine enthusiasm.
- Familiarity with how the Township operates, having knowledge of each department's functions, and being able to answer customer questions about the electric and gas aggregate programs. Shall keep abreast of Township issues and events.
- Answer all incoming phone calls, providing service or direction when applicable to address customer's needs.
- Responsible for entry and maintenance of all Public Records Requests into the Customer Service Request (CSR) system.
- Assist Development Department with input of complaints into CSR system.
- Liaison with Code Enforcement and Environmental Crimes Unit to gain knowledge of any "problem" areas.
- Assist with permit intake for planning and zoning certificates.
- Process payments/revenue for Development Department.
- Assist HVAC, pest control, and other vendors by providing access as needed.
- Maintain and update inventory lists for all departments as needed. Prepare annual audit with departments to insure items are listed or removed, if necessary.
- Sort incoming mail and ensure lobby area is tidy.
- Schedule meetings and oversee Room calendars.
- Monitor postage meter and refill funds as needed.
- Set up Trustee Chambers for meetings; purchase water as needed.
- Provide clerical support to staff.
- Responsible for developing and maintaining a positive work environment, to the best of their ability.
- Responsible for maintenance, service, and supplies for office copier.
- Organize supply closet and order supplies as needed.
- Maintain coffee area in Lower Level Classrooms; order coffee and supplies as needed.
- Coordinate with Northwest Local School District Job Trainer to prepare for weekly visits of students, providing them with training in an office environment by completing tasks such as filing, shredding, scanning, etc.
- Maintain the trust of superiors, peers (both internal and external) and abide by the

POSITION TITLE Office Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	**Salary Range:** $40,500-$61,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #107

established ethics of the profession.

- Oversee storage of public records and prepare annual destruction list.
- Liaison with Fiscal Officer to distribute items from Trustee meetings.
- Maintain Trustee Resolutions and Meeting Minutes Binders and ensure Resolutions are placed on the Township website.
- Prepare legal ads and process accordingly.
- Maintain Township phone list for administrative staff in all departments.
- Order name plates, business cards, office supplies for new employees.
- Maintain Key Log and distribution of Administration office keys.
- Ensure signed contracts are complete and uploaded to Contracts Drive.
- Assist with making reservations for training.
- Manage Township paper supply and order accordingly.
- Manage Certificates of Liability received from vendors.
- Plan and coordinate office activities.

CRITICAL SKILLS / EXPERTISE:

- Ability to understand and follow oral and written instructions.
- Ability to report for duty dependably and punctually.
- Ability to organize and maintain accurate records and files.
- Ability to organize and analyze data and prepare records and reports.
- Ability to communicate effectively both orally and in writing.
- Ability to handle confidential information.
- Ability to deal effectively with the public.
- Ability to effectively work with and serve a diverse local community.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school education plus at least two (2) years of general office experience which must include working collaboratively with the public and co-workers.
- Must have a working knowledge of Microsoft Office – Word, Outlook, Excel, PowerPoint and other software programs.
- Valid State Driver's License.
- Prior experience working in a local government is preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work

POSITION TITLE Office Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	**Salary Range:** $40,500-$61,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #107

environment involves duties to be performed in an indoor office setting.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Fire Chief	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Assistant Fire Chiefs, Executive Assistant and Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #108

PURPOSE:

The Fire Chief has the overall responsibility to lead, direct, plan, and coordinate the activities of the Township's Department of Fire and Emergency Medical Services.

SCOPE:

Responsibility to project strong leadership qualities in the department. Contribute to the professional development and culture of the department. Facilitate recruitment, acquisition of property, maintenance of equipment and facilities, training, education, personnel management, and disaster planning as it relates to the community. Provide guidance to the department by identifying goals, providing educational and training opportunities for all personnel, assisting in developing and implementing new policies, and directing the overall operations of the Department. Provide leadership within the community. Capable of interacting with various groups and people within the community in conjunction with other departments of the Township regarding the future growth and direction of the Township for community strategic planning and disaster planning.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Directs and manages all activities and operations of the department including administration, fire protection, fire suppression, emergency medical services, emergency management, technical rescue, fire prevention, code compliance, inspections, public education, training, and hazardous materials response.
- Manages the enforcement of fire ordinances, laws and codes; develops and implements rules, regulations, policies, and procedures to advance the mission, goals, and objectives, and provide efficient and effective fire and rescue services to the Township.
- Assess local needs and updates strategic plans for the future of the department and the Township. Analyze problems, identify alternative solutions, projects consequences of proposed actions, and implements recommendations in support of goals. Interacts with other departments and agencies to promote and coordinate activities, goals, and programs.
- Advocates necessary changes to promote high quality of life within the community; coordinates and resolves interdepartmental issues that arise from fire services.
- Manage, supervise, and direct activities of assigned staff; makes recommendation regarding hiring, discipline, termination or advancement of employees. Schedule employees, assigns work, monitors progress; compose and conduct evaluations.
- Remain current on issues and trends relative to the department and service delivery responsibilities.
- Respond to and resolves sensitive and complex community and organizational inquiries and complaints.
- Monitor departmental operations and customer service to ensure quality control; identifies and resolves deficiencies; prepares and presents periodic and special staff reports on departmental issues and projects. Interacts with other departments and agencies to promote and coordinate activities.
- Responds to major fire alarms/incidents and commands incident as necessary.

POSITION TITLE Fire Chief	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Assistant Fire Chiefs, Executive Assistant and Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #108

- Oversee and participate in the development and administration of the department budget. Determines levels of staff, equipment, and other resources needed to effectively and efficiently provide departmental services and programs.
- Maintains high visibility with strong emphasis on communicating with members of the department.
- Develop and implement mutual/auto aid agreements with neighboring communities to ensure a high level of fire, rescue, and emergency medical services.
- Serve as a member of the Township's senior management team.
- Represent the Township in meetings with professional organizations, other public agencies, and the public.
- Meet with Board of Trustees and Township Administrator to assist in policy determinations.
- Address citizen groups regarding the activities of the department and to explain and promote public understanding of its work.
- Serves as Incident Commander within ICS for Fire Operations.
- Ensures successful completion of the Fire and EMS portion of the Strategic Plan.

CRITICAL SKILLS / EXPERTISE:

- Knowledge and the ability to plan, organize, direct, and evaluate administration, fire protection, fire suppression, emergency medical service, emergency management, technical rescue, fire prevention, code compliance, public education, training, and hazardous materials response.
- Knowledge of federal, state and local statutes, ordinances, procedures, and safety/regulating guidelines from fire service-related organizations.
- Strong knowledge and ability in utilizing the National Incident Management System and the strategy and tactics of firefighting.
- Knowledge of the general principles and practices of public administration, including personnel management and supervision, organizational development and budgeting.
- Direct and manage activities/operations of a municipal combination fire department.
- Skill in determining levels of staff, equipment, and other resources needed to effectively and efficiently provide departmental services and programs.
- Skill in developing, implementing, and evaluating policies and procedures to achieve department missions, goals, and objectives.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to develop, manage and maintain budgets.
- Ability to effectively assess community or township needs and strategically plan for the future of the department.
- Ability to research, evaluate, and use new methods and techniques for operational improvement.
- Ability to facilitate change and provide leadership to a diverse group of career and part-time firefighters.

POSITION TITLE Fire Chief	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Assistant Fire Chiefs, Executive Assistant and Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #108

- Ability to work independently with very little direction.
- Ability to demonstrate a high degree of ethics, integrity and discretion.
- Ability to monitor departmental operations and customer service to ensure quality control, identifying and resolving deficiencies.
- Ability to effectively represent the Township in meetings with professional organizations, other public agencies and the general public.
- Ability to serve as a member of a senior management team.
- Ability to motivate, lead, supervise and train employees.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations.
- Ability to deal constructively with conflict, develop consensus and facilitate change.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implements recommendations in support of goals.
- Ability to listen well and communicate effectively verbally and in writing with various audiences.
- Ability to research, develop and lead formal and informal presentations and discussions with diverse groups.
- Ability to interpret, understand, and comply with complex statutes, ordinances, regulations, standards, and laws.
- Ability to analyze and evaluate information accurately, and to express ideas clearly when providing oral and written reports or recommendations on administrative, financial and technical issues.
- Ability to use standard office equipment, computer equipment and software including word processing, database management, spreadsheet applications and electronic mail.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Bachelor's Degree from an accredited college or university.
- Graduate of the National Fire Academy's Executive Fire Officer Program or Ohio Fire Executive Program.
- A minimum of five (5) years of command level experience
- Valid State Driver's License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Emergency Medical Technician-Paramedic Certification
- Valid State of Ohio Fire and/or EMS Instructor's Certification
- Blue Card© Incident Command Certification

POSITION TITLE Fire Chief	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Assistant Fire Chiefs, Executive Assistant and Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #108

PHYSICAL & MENTAL REQUIREMENTS:

- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- This work is primarily performed on the premises of the Department of Fire & EMS administration offices and within Colerain Township.
- Exposure to heat and cold, fire and smoke, riding in emergency vehicles, and other hazards inherent to the fire service will be encountered in the performance of the position's functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Assistant Fire Chief of Operations	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $100,000-$120,000
SUPERVISES Full Time and Part Time Fire Personnel	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #109

PURPOSE:

The Assistant Fire Chief provides direction and management of the Operations Bureau while supporting the overall operation of the Fire Department for Colerain Township.

SCOPE:

The Assistant Fire Chief must be capable of overseeing the development and implementation of all policies and procedures, be capable of handling multiple projects at the same time and ensure the timely completion of all projects and assignments. In addition, the person in this position must respond to all major emergencies as one of the primary incident commanders.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Upon arrival of an incident scene, coordinates, directs and supervises all activities.
- As a member of the Senior Command Staff, explores and develops new policies and procedures for the department.
- Division budgeting and expenditures- Submits the division budget for the year and determines the cost-effective ways to provide additional training for personnel. Ensures that personnel are reimbursed for various training as determined by the policies of the Township.
- Supervises the activities and programs involving communications and coordinates duties of the Communications Officer, which includes the following: (a) makes recommendations on the purchase and maintenance of equipment; (b) ensures proper and adequate equipment deployment; (c) determines where and what type of communication equipment is necessary at the various stations and among various personnel and apparatus; (d) identifies communication deficiencies in the department and identifies objectives for improvement.
- Supervises the activities and programs involving apparatus and building maintenance which includes the following: (a) makes recommendations on the purchase and maintenance of equipment; (b) ensures proper and adequate equipment deployment; (c) determines where and what type of equipment is necessary at the various stations and among various personnel and apparatus; (d) identifies maintenance deficiencies in the department and identifies objectives for improvement.
- Encourages group input, participation, and synergism through meetings, training, and delegation of projects and tasks as appropriate.
- Supervises assigned bureau (s) performance measurement. This includes but is not limited to overseeing to determine that operational goals are being met. Observes individual performance to determine that the training which is taking place is effective.
- Problem solves. The person in this position must be able to supervise various personalities to ensure the smooth operation of the division.
- Demonstrates personal compliance with the physical fitness program and be able to perform basic firefighting/emergency medical tasks during emergency incidents.
- Assures personal and departmental compliance with all applicable laws, ordinances, regulations, and standards of good business practice in all department activities and endeavors.

POSITION TITLE Assistant Fire Chief of Operations	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $100,000-$120,000
SUPERVISES Full Time and Part Time Fire Personnel	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #109

- Upon learning or observing various behavior requiring disciplinary measures or commendations, may determine the discipline or commendation to be received or may delegate the responsibility to the supervisory personnel.
- When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
- Performs essential duties of the Chief in his absence as possible and as necessary (see the Chief job description).
- Performs all functional duties of firefighter and EMT or Paramedic, directs activities of personnel and coordinates action with other agencies and apparatus to ensure that departmental safety policies and procedures are followed. For details, see the firefighter/EMT job description.
- On occasion, will be assigned to complete special projects or research and development as requested by the Chief and shall coordinate such projects with the Chief.
- Attends meetings and in-services as required.
- Performs other duties and responsibilities not specifically described above as assigned by the Chief as necessary.

CRITICAL SKILLS / EXPERTISE:

- Ability to work considerable extra time and scheduling flexibility will be required at times in the form of meetings, training sessions, and committee involvement, and there will be a general 24 hour on-call requirement.
- Must have knowledge of department rules, regulations, policies, and procedures; structure and function of the department and local, town/county governments; local, state, and federal laws affecting employment practices, budgeting and funding, and emergency service organizations; business administration and personnel development, management, and supervision.
- Knowledge of fire suppression theories, strategy, tactics, methods, and procedures; fire prevention, inspection, and investigation procedures; public education requirements; instructional skills; emergency medical and communications systems and procedures; budgeting and purchasing planning and procedures; program development, implementation, and evaluation; news media relations; labor relations; and records completion, management, and statistical analysis.
- Must have the ability to direct, coordinate, and/or manage complex operations, analyze problems quickly and take action under stress, read a wide range of technical literature, write, and edit materials for multiple purposes, handle complex public and departmental contacts, deliver lectures, and apply basic mathematical concepts.
- Must be skilled in application of human resources development and business management principles.
- Must show attention to detail, emotional stability, personal integrity, good physical condition, creativity, and self-motivation.
- Ability to interface with individuals from all divisions and levels of the department, the general public, and the professional community.

POSITION TITLE Assistant Fire Chief of Operations	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $100,000-$120,000
SUPERVISES Full Time and Part Time Fire Personnel	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #109

- As determined by specific circumstances, interactions will range from supervisor to subordinate, instructor to student, and information source to problem solver.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Bachelor's Degree from an accredited college or university.
- Graduate of the National Fire Academy's Executive Fire Officer Program or Ohio Fire Executive Program.
- A minimum of five (5) years of command level experience
- Valid State Driver's License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Emergency Medical Technician-Paramedic Certification
- Valid State of Ohio Fire and/or EMS Instructor's Certification
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENTS:

- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- This work is primarily performed on the premises of the Fire Department headquarters and within Colerain Township.
- Exposure to heat and cold, fire and smoke, riding in emergency vehicles, and other hazards inherent to the fire service will be encountered in the performance of the position's functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $100,000-$120,000
SUPERVISES Division Chief, Captains – EMS/Training/CRR	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #110

PURPOSE:

The Assistant Fire Chief provides direction and management of various administrative services while supporting the overall operation of the Fire Department for Colerain Township.

SCOPE:

The Assistant Fire Chief must be capable of overseeing the development and implementation of all policies and procedures, be capable of handling multiple projects at the same time and ensure the timely completion of all projects and assignments. In addition, the person in this position must respond to all major emergencies as one of the primary incident commanders.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Upon arrival of an incident scene, coordinates, directs and supervises all activities.
- As a member of the Senior Command Staff, explores and develops new policies and procedures for the department.
- Division budgeting and expenditures- Submits the division budget for the year and determines the cost effective ways to provide additional training for personnel. Ensures that personnel are reimbursed for various training as determined by the policies of the Township.
- Supervises the activities and programs involving communications, building maintenance, and apparatus which includes the following: (a) makes recommendations on the purchase and maintenance of equipment; (b) ensures proper and adequate equipment deployment; (c) determines where and what type of communication equipment is necessary at various stations and among various personnel and apparatus; (d) identifies deficiencies in the department and identifies objectives for improvement.
- Compiles the Annual Report defining department accomplishments and reporting for the previous year.
- Maintains General Orders for Policy Manual update each year.
- Oversees the Accident Review Board.
- Functions as Fire Department liaison to Information Technology and plans and purchases new computer equipment.
- Encourages group input, participation, and synergism through meetings, training, and delegation of projects and tasks as appropriate.
- Supervises assigned bureau (s) performance measurement. This includes but is not limited to overseeing to determine that operational goals are being met.
- Observes individual performance to determine that the training which is taking place is effective.
- Problem solves. The person in this position must be able to supervise various personalities to ensure the smooth operation of the division.
- Demonstrates personal compliance with the physical fitness program and be able to perform basic firefighting/emergency medical tasks during emergency incidents.
- Assures personal and departmental compliance with all applicable laws, ordinances, regulations, and standards of good business practice in all department activities and endeavors.
- Upon learning or observing various behavior requiring disciplinary measures or

POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $100,000-$120,000
SUPERVISES Division Chief, Captains – EMS/Training/CRR	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #110

commendations, may determine the discipline or commendation to be received or may delegate the responsibility to the supervisory personnel.

- When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
- Performs essential duties of the Chief in his absence as possible and as necessary (see the Chief job description).
- Performs all functional duties of firefighter and EMT or Paramedic, directs activities of personnel and coordinates action with other agencies and apparatus to ensure that departmental safety policies and procedures are followed. For details, see the firefighter/EMT job description.
- On occasion, will be assigned to complete special projects or research and development as requested by the Chief and shall coordinate such projects with the Chief.
- Attends meetings and in-services as required.
- Performs other duties and responsibilities not specifically described above as assigned by the Chief as necessary.

CRITICAL SKILLS / EXPERTISE:

- Ability to work considerable extra time and scheduling flexibility will be required at times in the form of meetings, training sessions, and committee involvement, and there will be a general 24 hour on-call requirement.
- Must have knowledge of department rules, regulations, policies, and procedures; structure and function of the department and local, town/county governments; local, state, and federal laws affecting employment practices, budgeting and funding, and emergency service organizations; business administration and personnel development, management, and supervision.
- Knowledge of fire suppression theories, strategy, tactics, methods, and procedures; fire prevention, inspection, and investigation procedures; public education requirements; instructional skills; emergency medical and communications systems and procedures; budgeting and purchasing planning and procedures; program development, implementation, and evaluation; news media relations; labor relations; and records completion, management, and statistical analysis.
- Must have the ability to direct, coordinate, and/or manage complex operations, analyze problems quickly and take action under stress, read a wide range of technical literature, write and edit materials for multiple purposes, handle complex public and departmental contacts, deliver lectures, and apply basic mathematical concepts.
- Must be skilled in application of human resources development and business management principles.
- Must show attention to detail, emotional stability, personal integrity, good physical condition, creativity, and self-motivation.
- Ability to interface with individuals from all divisions and levels of the department, the general public, and the professional community.
- As determined by specific circumstances, the manner of interaction will range from supervisor to subordinate, instructor to student, and information source to problem solver.

POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $100,000-$120,000
SUPERVISES Division Chief, Captains – EMS/Training/CRR	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #110

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Bachelor's Degree from an accredited college or university.
- Graduate of the National Fire Academy's Executive Fire Officer Program or Ohio Fire Executive Program.
- A minimum of five (5) years of command level experience
- Valid State Driver's License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Emergency Medical Technician-Paramedic Certification
- Valid State of Ohio Fire and/or EMS Instructor's Certification
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENTS:

- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- This work is primarily performed on the premises of the Fire Department headquarters and within Colerain Township.
- Exposure to heat and cold, fire and smoke, riding in emergency vehicles, and other hazards inherent to the fire service will be encountered in the performance of the position's functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Executive Assistant - Fire	STATUS Full Time – Non-Exempt
REPORTS TO Fire Chief	**Salary Range:** $45,000-$67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #111

PURPOSE:

This position performs general office, clerical, technical, and related administrative support functions in the day-to-day operations of the Fire Department's Training Division as well as support functions associated with community risk reduction activities and emergency medical services.

SCOPE:

This is an administrative position providing relatively complex and confidential office work specific to the fire department. Independent judgement is exercised, based on knowledge of duties. Work involves regular contact with employees, supervisors, other governmental agencies, and the public on matters of significance to the department and may involve routine contacts with elected officials.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Position involves citizen contacts regarding fire department and township issues.
- Receives citizen complaints, questions and requests for information, and directs to the appropriate department officer or township/county agency.
- Provides follow-up to assure proper resolution and customer satisfaction.
- Responsible for organization and accuracy of major department record files including personnel, payroll, emergency incident reports, and department expenditures.
- Processes requests from citizens, insurance companies and attorneys for Fire and EMS reports.
- Responsible for compiling, assuring accuracy, and transmitting fire and rescue reports to State Fire Marshal's Office each month.
- New Employee Applications; prepares and distributes application packets to prospective employees. Processes and files completed applications for training division review.
- Provides information to supervisors during annual employee evaluation process. Responsible for purging personnel files in accordance with policies.
- Records Storage; assists the records retention manager with records storage activities. Includes proper storage of records and purging of files in accordance with ORC.
- Performs word processing, duplication, and collation of reports for program, bureau, and division managers in the department.
- Township Liaison; liaison for the department with all other township entities on administrative and payroll matters, including policies. Interacts with peer group in other township departments and administration.
- Purchase Requisitions & Billing Issues; assigns internal purchase orders, processes purchase requests and performs all aspects of invoice review prior to fiscal officer's payment to vendors. Resolves billing discrepancies with vendors. Reviews requests for travel reimbursement from employees. Approves vendors for use by department personnel in certain areas of operation.

POSITION TITLE Executive Assistant - Fire	STATUS Full Time – Non-Exempt
REPORTS TO Fire Chief	**Salary Range:** $45,000-$67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #111

CRITICAL SKILLS / EXPERTISE:

- Knowledge of general clerical and administrative assistant operations, services, and activities.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, email, internet, and voicemail.
- Knowledge of the principles and practices of customer service.
- Knowledge of Township and Fire Department Policy, Procedures, and Guidelines.
- Ability to perform competently in a dynamic work environment.
- Ability to meet and tactfully interact with the public in a variety of situations.
- Ability to perform complex administrative work involving the use of independent and personal initiative.
- Ability to independently prepare correspondence and memorandums.
- Ability to research, compile, analyze, interpret, and prepare a variety of fiscal, statistical, and administrative reports.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to operate modern office equipment, including computers.
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including Township officials and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High School diploma or equivalent.
- Valid State Driver's License.
- Valid CPR card or the ability to obtain CPR certification within 90 days of hire.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

POSITION TITLE Executive Assistant - Fire	STATUS Full Time – Non-Exempt
REPORTS TO Fire Chief	**Salary Range:** $45,000-$67,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #111

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59/hour-$25.00/hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #112

PURPOSE:

The purpose of the position is to coordinate and direct all training and educational activities of the department and to be directly responsible for the health and safety for all of the Colerain Township Fire Department personnel.

SCOPE:

The person in this position has a strong responsibility as the Colerain Township Fire Department holds training and safelty of personnel as a high priorty and that all prersonnel are properly trained as well to ensure firefighter safety. The position is responsible for overseeing and assisting in the development and implementation of various safety guidelines, enforcement, and training for all firefighter on a continual basis. In addition, the person in this position must respond to emergencies as one of the department officers.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Supervises activities involved in the service related education of all personnel. This includes but is not limited to the following tasks:

  a) Using NFPA guidelines, determines the course schedule and ensures that fire personnel take the tests, completes the appropriate paperwork and submits to the state in a timely manner.
  b) Using state EMS guidelines, determines the course schedule and ensures that the EMT and first responders take the tests, completes the appropriate paperwork and submits to the state in a timely manner.
  c) Sets the schedule for the weekly training classes
  d) Sets up curriculum guidelines, reviews curriculum already established for any specialized classes required by federal or state laws or local department directives.
  e) Researches and develops new courses for established curriculum.
  f) Reviews new manuals available for the use in classroom instruction.
  g) Purchases any needed audio-visual equipment or training aids needed to supplement course curriculum.

- Goalsetting- establishes and implements training goals for the department
- Activity reports- Using a computerized recordkeeping system, enters various activity reports, ensuring the reports are accurate and completed in a timely manner. These reports include but are not limited to training sign in sheets, member activity reports, and meeting sign-ins.
- Incident post-analysis- Actively participates in any incident post-analysis meeting, making observations and reviewing the reactions at the incident scene. Observes any areas where department personnel may need additional training.
- Division budgeting and expenditures- Submits the division's budget for the year and determines the cost-effective ways to provide additional training for personnel. Ensures that personnel are reimbursed for various training as determined by the policies of the Township.
- Will serve as a liaison for the Department, within the business community.

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59/hour-$25.00/hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #112

a) Address training and related issues
b) Foster working relationships
c) Create a compatible working environment between first responders and department members.

- Serves as the Ohio Department of Public Safety, Division of Emergency Medical Services Program Director for the State of Ohio Fire Charter issued to the Department.

  a) Insures all requirements of the State issued Fire Charter are met.
  b) Maintain the record keeping associated with the Fire Charter
  c) Develop an advisory committee and hold committee meetings

- Supervises Recruit Training Academies including but not limited to the following tasks:

  a) Establishes academy rules and regulations not covered by Fire Department policies.
  b) Establishes curriculum to meet local, state, and federal requirements using NFPA as a guide.
  c) Directly supervises recruit firefighters.
  d) Carries out discipline of recruits in accordance with Fire Department policies.

- Supervises department training instructors in development and implementation of training programs and individual classes.
- Supervises the activities and programs involved in the recruit applicant selection and objective promotion processes. This includes but is not limited to the following tasks:

  a) Schedules all the phases of the application process/promotion process and recommends ways to improve the process when possible.
  b) Recommends members of the Oral Interview Board.
  c) Ensures all of the equipment needed for the selection process is on site and in place on time.
  d) Scores all the phases of the tests and enters the data in a computerized recordkeeping system. Submits all completed paperwork to the Chief for review.
  e) Ensures that all applicants meet the requirements for the position for which they are applying.

- Supervises activities and programs involving safety, risk reduction, and fitness. This includes but is not limited to the following tasks:

  a) Performs as designated Department Safety Officer.
  b) Makes recommendations for Standard Operating Guidelines for the department.

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59/hour-$25.00/hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #112

c) Disciplinary actions or commendations- Ensures that the department procedures and policies are followed by personnel. This includes but is not limited to delivering verbal or written warnings. On occasion, if the infraction warrants, takes corrective action, documents and maintains records to substantiate disciplinary actions and advises the Chief of serious disciplinary action taken when necessary. In instances of exceptional performance, provide letter of commendation for personnel file and advises the Chief when such commendations are awarded.
d) Equipment purchases- Assists in research and development for any new equipment for the department to ensure the safety standards and guidelines of the department are met.
e) Goal setting- Assists in determining and implementing goals for the department according to NFPA and OSHA standards.

- Oversees and assists personnel in meeting the requirements as set forth in NFPA standards. This includes but is not limited to ensuring personnel successfully complete the requirements as set forth in the Safety and Health Program, Infection Control Program and overseeing the medical requirements for personnel are met.
- On occasion, will be assigned to complete special projects or research and development as requested by the Chief and shall coordinate such projects with the Chief.
- Upon arrival of an incident scene, coordinates, directs and supervises all activities. This includes but is not limited to:

a) Upon arrival of an incident scene, coordinates, directs and supervises all activities. This includes but is not limited to:
    1. Performs as the incident commander at the incident scene in accordance with the department's Standard Operating
    2. Procedures at the shift level. This includes but is not limited to the following tasks:
        i. Actual location of the incident
        ii. Brief description of the incident and report of conditions.
        iii. Designation of the individual assuming command and incident name.

- Assesses Incident Priorities. Incident priorities provide a framework for command decision making. Tactical activity may address more than one incident priority simultaneously:

a) Life Safety (first priority)
b) Incident Stabilization (second priority)
c) Property Conservation (third priority)

- Performs Size-Up. The Incident Command must perform an initial assessment of the situation, incident potential and resource status.

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59/hour-$25.00/hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #112

- Selects the Strategic Mode. Such operations are either an Offensive or Defensive mode.
- Defines strategic goals and establishes tactical objectives.
- Implements the Action Plan.
- Implements the accountability tag system. When necessary, keeps track of personnel on an incident by use of accountability tracking system.
- Staging. Implements incident staging when appropriate based on resources.
- Transfer of Command. When command is transferred, the transfer will be accompanied by an appropriate status report. The status report will include the following information:

  a) The status of the current situation.
  b) Resources committed to the incident and responding, as well as the present incident organizational structure.
  c) Assessment of the current effect of tactical operations.

- When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
- Attends meetings and in-services as required. This includes but is not limited to the Town Safety Board meeting.
- On occasion, performs functions of higher-ranking officers as assigned by the Chief.
- Performs all functional duties of firefighter and EMT when necessary (see the firefighter/EMT job description).
- Performs other duties and responsibilities not specifically described above as assigned by the Chief as necessary.

MINIMUM EDUCATION & EXPERIENCE:

1001 Firefighter Professional Qualifications- Firefighter I/II, 1002 Fire Apparatus Driver/ Operator Professional Qualifications - Driver/ Operator- Pumper and Driver/ Operator-Aerial, 1021 Fire Officer Professional Qualifications - Fire Officer II, Fire Service Instructor Professional Qualifications - Instructor II/III, 1521 Fire Department Safety Officer.

CRITICAL SKILLS / EXPERTISE:

- Meet rank of Captain or Battalion Chief for minimum of one (1) year.
- Successfully completed National Fire Academy Courses dealing with health and safety.
- Completion of Command Officer Training classes.
- Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills, and abilities, management knowledge, skills, and abilities (i.e.: planning, organizing, directing, coordinating, and evaluating).
- Prior demonstration of knowledge, skills, abilities related to the following are useful and desirable: supervision, clear and accurate communications, establishment and achievement of goals, support of department policies & procedures, completion of tasks in a thorough, positive and timely manner, initiative, progressive working atmosphere, and adaptability to additional responsibilities.
- Ability to work varying schedules.

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59/hour-$25.00/hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #112

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- 1001 Firefighter Professional Qualifications- Firefighter I/II
- 1002 Fire Apparatus Driver/ Operator Professional Qualifications - Driver/ Operator-Pumper and Driver/ Operator- Aerial
- 1021 Fire Officer Professional Qualifications - Fire Officer II
- Fire Service Instructor Professional Qualifications - Instructor II/III
- 1521 Fire Department Safety Officer.
- Blue Card© Incident Command Certification
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Emergency Medical Technician – Paramedic Certification

PHYSICAL & MENTAL REQUIREMENTS:

As set forth by the departments General Operating Guidelines

WORK ENVIRONMENT:

The work environment is varied and includes, but is not limited to the following: prolonged physical exertion, interrupted sleep, exposure to smoke, exposure to fire, emergency driving, extremes of temperatures, exposure to gasses/toxins and other exposures and hazards inherent to the fire service.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Reservist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief of Operations	**Salary Range:** $15.00/hour-$17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #113

PURPOSE:

Colerain Fire & EMS recognizes the importance of a carefully selected and properly trained individual to assist in the completion of the mission of the department.

SCOPE:

This position is designed to primarily augment the department in an administrative capacity and to support various functions within the department to include: community risk reduction, fire administration, community relations, and training and education services.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- All duties or assignments as identified by the Fire Chief or designee.
- Support of various administrative and operational elements of fire and EMS services, including community risk reduction, fire administration, community relations, and training and education services.

CRITICAL SKILLS / EXPERTISE:

- Possess knowledge of proper documentation of incident information, daily company staffing, and daily station activities.
- Possess thorough knowledge of Township policies and procedures and Colerain Fire & EMS SOGs.
- The principles, practices, procedures, and equipment used in contemporary firefighting and EMS professions.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required.
- Substantial experience as a Fire & EMS employee.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.

POSITION TITLE Reservist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief of Operations	**Salary Range:** $15.00/hour-$17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #113

- The employee must be able to lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Fire Safety Inspector (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $15.00/hour-$17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #114

PURPOSE:

The part- time Fire Safety Inspector will assist in community risk reduction activities.

SCOPE:

The part- time Fire Safety Inspector will perform a wide variety of prevention activities ranging from fire and life safety inspections, fire and building code enforcement, public education, and emergency preparedness.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Inspects buildings and occupancies to identify fire and life safety hazards; provides advice to occupants to aid in eliminating or reducing risks.
- Coordinates, schedules, and participates in public education events within the department. Works closely with administrative staff to coordinate events. Provides public education classes on fire prevention, fire safety, and emergency preparedness in schools, churches, and community service groups.
- Completes reports; aids the Captain and other inspectors in other special projects associated with community risk reduction.
- Answers questions of the public on fire prevention and emergency preparedness.
- Performs other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Must have a working knowledge of concepts of fire prevention, code enforcement, and hazardous materials.
- Must have a working knowledge of the Fire Code, Life Safety Code, and Rules and Regulations of the State Fire Marshal's Office.
- Ability to communicate in a written and verbal manner.
- Ability to teach, coordinate, and plan fire prevention and safety techniques in a public setting.
- Working knowledge of the use and application of computer hardware and software applicable to the position.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required.
- Two years of experience as a Fire Safety Inspector or course work in fire prevention.
- Experience in organizing and teaching public safety education courses.
- Valid State Driver's License.
- Valid Firefighter II Certification.
- Valid EMT or Paramedic.
- Valid State of Ohio Fire Safety Inspector's Certification.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TITLE Fire Safety Inspector (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $15.00/hour-$17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #114

- Ability to perform strenuous activities under hazardous and dangerous circumstances as follows: driving a fire department marked vehicle in traffic situations and maneuvering and parking on roadways and narrow residential streets. Working in exposed position near street traffic.

- Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

- Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office, vehicles, and outdoor environments, in all weather conditions, including temperature extremes, primarily during the day and occasionally at nights. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Reservist – Public Educator (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $16.99/hour-$22.95/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 3	**JOB ID:** #115

PURPOSE:

The purpose of this position is to coordinate and oversee special programs/public events and manage all programs/events budgets.

SCOPE:

The Public Educator responsibilities include supervising staff directly involved in the public education programs, researching, applying for, and administering grants for new and ongoing programs. Work is performed with considerable independence.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Reviews and determines needs, defines goals, and recommends steps needed to carry out a planned public education program.
- Coordinate, oversees, and evaluates public education programs.
- Serve as a department liaison with various external entities, such as the media, Township Communications Specialist, business interests, community groups (schools, day cares etc.), and the general public.
- Researches, prepares, and disseminates material and coordinates interaction of members of the department, Township staff, business interest, community groups and the general public.
- Responsible for monthly statistics, data dashboard creation, and general record keeping.
- Provides oversight of all aspects of the Department's Citizens' Fire Academy.
- Assists with the Department's Cadet Program as needed by program coordinators.
- Coordinates and schedules public education and community events.
- Assists with the Community Risk Reduction Division's Fire Extinguisher Training Program.
- Assists with special programming designed to create new outreach opportunities to special groups.
- Manages all aspects of the Car Seat Installation Program.
- Assists with CPR Class administrative tasks.
- Any other duties as assigned by the Fire Chief.

CRITICAL SKILLS / EXPERTISE:

- Application of computer systems to utility business procedures.
- Research techniques, methods and procedures.
- Effective public speaking skills.
- Grant research, writing and management.
- Program development, management and evaluation.
- Budget preparation and management.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required.
- Extensive experience in Fire and Emergency Medical Services.
- Current State of Ohio Paramedic or EMT-B Certification (preferred but not required).

POSITION TITLE Reservist – Public Educator (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $16.99/hour-$22.95/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 3	**JOB ID:** #115

- State Issued Driver's License
- Basic Life Support (BLS) and Instructor *(Instructor must be obtained upon an agreed time frame with the Department's Community Risk Reduction Captain).*
- Certified Car Seat Installation Technician (*Must be obtained upon an agreed time frame with the Department's Community Risk Reduction Captain).*
- Stop the Bleed Instructor (*Must be obtained upon an agreed time frame with the Department's Community Risk Reduction Captain).*
- ICS-100, 200, 700, 800.

PHYSICAL & MENTAL REQUIREMENTS:

- As set forth by the department's General Operating Guidelines.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and or up to 50 pounds of force frequently, and or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Fire Hydrant Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $11.00/hour-$15.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #116

PURPOSE:

The Fire Hydrant Maintenance Worker is a part-time seasonal position that assists with the maintenance and inspection of fire hydrants throughout the Township.

SCOPE:

This position works to perform an annual servicing of public and private fire hydrants in Colerain Township to ensure their effective operating condition.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Flushes and clears hydrants, hydrant valves and rises.
- Tests hydrants for water leakage and proper operation.
- Maintains a daily log containing the following information: date, time, location of hydrants serviced; referrals for other maintenance required; and contacts with the public.
- Wears a safety vest and practices safe work practices at all times while in the field.
- Removes vegetation or objects within three to four-feet of hydrant which obstructs view or operation of fire hydrant.
- Lubrication of hydrant discharge threads.
- Performs any other related work as required.
- Exercises care and respect for private landscaping and other property.
- Educates citizen contacts, where necessary, concerning the fire hydrant maintenance program.
- Preparation and painting of fire hydrants.
- Operates and maintains accountability for and cleanliness of Fire Department vehicle and property issued.
- Maintains a daily work schedule that starts and ends at the fire station.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of fire hydrant inspection practices and methods.
- Knowledge of techniques, methods, materials, tools, and equipment used in the maintenance or servicing of fire hydrants.
- Ability to operate and maintain an assortment of hand and power tools.
- Knowledge of safe work methods and safety regulations pertaining to the work performed.
- Basic computer skills.
- Ability to follow oral and written instructions.
- Ability to perform assigned tasks properly and efficiently.
- Ability to maintain basic record keeping and documentation.
- Ability to establish and maintain effective working relationships with co-workers and the public.

EDUCATION, LICENSING &

- High school diploma or GED required.
- A background working with municipal water supply, fire hydrants, or fire

POSITION TITLE Fire Hydrant Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $11.00/hour-$15.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #116

CERTIFICATION REQUIREMENTS:

department is desirable.

- State Issued Driver's License.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform strenuous activities under hazardous and dangerous circumstances as follows: driving a fire department marked vehicle in traffic situations and maneuvering and parking on roadways and narrow residential streets. Working in exposed position near street traffic.

- Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

- Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters direct, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Vehicle Fleet Manager	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $71,000 - $90,000
SUPERVISES Fleet Mechanic Technicians, Co-Op and Part Time Fleet Tech	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #117

PURPOSE:

The Vehicle Fleet Manager is a management-level position and is responsible for directing and monitoring all staff and maintenance activities in the Fleet Services Division.

SCOPE:

The Vehicle Fleet Manager is responsible for managing outside contractors in the purchase, inventory, maintenance, repair, and disposal of all vehicles and equipment assigned to the Fleet Services Division. This position is also responsible for planning, organizing, supervising, and reviewing the work of the Fleet Services Division's supervisory staff and semi-skilled and skilled trades employees engaged in a variety of maintenance and repair of Township vehicles and equipment. Other responsibilties include forecasting fleet replacement, estimating costs, maintaining a budget and effectively managing the workflow of the Division. This position requires the use of considerable judgement.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- The employee is responsible for maintaining records on all assigned vehicles including; license and registration with the state and assigning insurance coverage.
- Oversee the stations vehicle exhaust system.
- Responsible for the disposal of all the Township's vehicles and equipment through the GovDeals program.
- Handle all insurance claims from accidents arising with vehicles and equipment assigned to the Fleet Services Division.
- Responsible for reviewing all vehicles and equipment for purchase and provide recommendations on final selection.
- Must be able to manipulate computer data to produce reports upon request.
- The employee in this position is responsible for operation for a fleet preventative maintenance program.
- Is responsible for the efficient and safe repair of all fire division vehicles and related equipment.
- Work methods and procedures shall be in line with acceptable standard practices, with standard safety procedures being followed.
- Is responsible for Mobile Data Computers (MDC) including; software updates, programming and troubleshooting, and participating in regular communications committee meetings at the Hamilton County Communications Center.
- Is responsible for GPS Preemption systems in vehicles and intersections.
- Is responsible for the Township's Gasoline and Diesel fueling stations including; managing fueling station product level, repairs, troubleshooting, upgrades and reports.
- Be able to diagnosis and repair Detroit, Cummins, and Caterpillar engines and Allison automatic transmissions.
- Be able to diagnosis and repair gasoline powered vehicles.
- Work on all types of drive trains and suspensions.
- Work on light and heavy-duty steering systems.
- Trouble shoot electrical systems and repair.
- Read electrical system schematics.

POSITION TITLE Vehicle Fleet Manager	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $71,000 - $90,000
SUPERVISES Fleet Mechanic Technicians, Co-Op and Part Time Fleet Tech	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #117

- Weld with mig welders, gas welders and braze.
- Work on hydraulic systems diagnosing and repair.
- Read blue prints and drawings for fabrication purposes.
- Work without supervision.
- Employ safe work practices in the shop setting.

CRITICAL SKILLS / EXPERTISE:

- Considerable knowledge and ability in administrative and managerial functions that include: research, planning, scheduling, and budgeting.
- Ability to communicate concisely and clearly with employees, contractors, representatives of other departments and the general public.
- Must have knowledge of the methods, practices, tools and materials used in purchase, maintenance, and repair of vehicles and equipment; and ability to read and interpret vehicle and equipment specifications.
- General knowledge of computers to input and extract data for reports.
- Must have knowledge and understanding of DOT and NFPA standards.
- Extensive knowledge of vehicle repairs and their related costs normally gained through ten or more years of experience working in a repair facility.
- General knowledge of occupational hazards associated with the trade.
- Advanced knowledge of safety precautions utilized while working with equipment.
- Advanced knowledge and skill in the use and care of hand and machine tools employed in vehicle repair and adjustment.
- Advanced knowledge and aptitude in diagnosing and repair of electrical systems and its components.
- Possess the ability to work well with others and independently.
- Must be able to multi-task in a fast paced environment.
- Must be able to present and teach driver level maintenance to Township employees at all levels including; teaching pump theory and extended vehicle mechanical check to the Firefighter Apparatus Operator (FAO) class.
- Must be flexible and have the ability to respond during off duty hours.
- The ability to work unsupervised.
- Employee must provide their own tools, adequate to perform all necessary repairs they will encounter while working with heavy trucks and associated equipment.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High School diploma or equivalent.
- State Issued Driver's License with a CDL.
- Shall be at least 18 years of age.
- Certified ASE Master Med/Heavy Truck Certifications.

PHYSICAL & MENTAL REQUIREMENTS:

As set forth by the departments General Operating Guidelines.

WORK ENVIRONMENT:

This position operates in a typical office environment and within indoor shop and outdoor field work.

POSITION TITLE Vehicle Fleet Manager	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $71,000 - $90,000
SUPERVISES Fleet Mechanic Technicians, Co-Op and Part Time Fleet Tech	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #117

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Fleet Mechanic Technician (PT)	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $15.00/hour - $17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #118

PURPOSE:

The Part-Time Fleet Mechanic is a part-time position that assists with the maintenance and inspection of equipment and vehicles within the Fleet Services Division.

SCOPE:

This position performs semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs routine lubrication and oil and filter changes on vehicles and equipment.
- Performs repairs on vehicles and equipment.
- Conducts periodic inspections of vehicles and equipment in the fire stations.
- Inspects tires, brakes, hoses and belts; reports condition(s) and effects repairs, as directed.
- Performs repairs and installation of new parts on drive-train, steering, hydraulic, electrical, suspension, air compression, air and/or hydraulic brake systems, ignition, hydraulic and water pumps and controls, and air conditioning systems.
- Keeps shop, tools, equipment and repair facilities clean.
- Inspects vehicles and equipment for safety, mechanical deficiencies, and notifies Vehicle Fleet Manager; effects repairs as directed.
- Makes emergency field repairs to vehicles and equipment and may be requested to respond to emergencies after regular work hours and on weekends.
- Drives vehicles to and/or from repair facilities.
- Road tests and otherwise checks vehicles for proper operation and for detecting the source of reported deficiencies.
- Attends training and mechanical training seminars and schools, as required.
- Communicates clearly, both verbally and in writing, on Department maintenance forms and inter-departmental memos.
- Enters maintenance information in the Departments computer system.
- Ability to multi-task and work with frequent interruptions.
- Maintains positive working relationships with internal and external customers.

CRITICAL SKILLS / EXPERTISE:

Knowledge of:

- Techniques, theory, methods, care and repair of diesel and gasoline powered internal combustion engines, equipment and related components, including drive, fuel and electrical systems.
- Preventative maintenance inspection methods, electricity, hydraulics, mechanics and the methods, materials and tools used in the automotive, medium and heavy-duty vehicles and small engine equipment repair trade.
- Occupational hazards and standard safety precautions necessary in the work performed.

Ability to:

- Read and interpret pertinent laws, codes, safety orders, repair manuals, wiring diagrams, schematics and screens on a personal computer based digital scopes, on-

POSITION TITLE Fleet Mechanic Technician (PT)	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $15.00/hour - $17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #118

line technical repair data bases and scan tools.

- Perform mechanical work including troubleshooting and repair of equipment.
- Diagnose mechanical trouble and determine appropriate maintenance work.
- Provide training and instruction to other employees.
- Work productively in the absence of supervision.
- Safely operate Township vehicles.
- Understand and carryout oral and written instructions.
- Establish and maintain effective working relationships with supervisor(s), fellow employees, vendors and the general public.
- Employee must provide their own tools.
- Must have adequate knowledge to perform all necessary repairs they will encounter while working with heavy truck and associated equipment.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

Any combination of experience and education that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Education
  - High school diploma or General Educational Development diploma.
- Experience
  - Previous experience in performing automotive and/or diesel vehicular service and repair work.
  - Have a strong background in electrical, hydraulics, air condition and troubleshooting.
  - Experience in the repair of emergency vehicles (e.g., fire apparatus, ambulances, etc.) is preferred.
  - Multiplex electrical experience is preferred.
- Must possess a valid state issued driver's license.
- State Issued Driver's License with a CDL (Class B) is preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential roles and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stool, kneel, crouch or crawl; and smell.
- The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities required by this job include the ability to hear in the normal range with or without correction.

POSITION TITLE Fleet Mechanic Technician (PT)	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $15.00/hour - $17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #118

WORK ENVIRONMENT: Work is performed in a variety of environmental conditions, indoors and out with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust.

The noise level in the work environment is usually high.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Co-Op Fleet Mechanic Technician	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $12.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #119

PURPOSE:

The Co-Op Fleet Mechanic is a part-time temporary position that assists with the maintenance and inspection of equipment and vehicles within the Fleet Services Division.

SCOPE:

This position performs semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performance of preventative maintenance services on various vehicles.
- Maintains the overall cleanliness of the office space.
- Assists other mechanic techs when needed.
- Stocks the parts room.

CRITICAL SKILLS / EXPERTISE:

- Must be able to use hand tools.
- Must be able to report to work on a regular basis.
- Must have a basic understanding of Automotive and Diesel engines.
- Must possess basic computer skills.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Must possess a valid state issued driver's license.
- Minimum of 16 years of age.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential roles and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stool, kneel, crouch or crawl; swivel, turn, or pivot; and smell.
- The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities required by this job include the ability to hear in the normal range with or without correction.

WORK ENVIRONMENT:

Work is performed in a variety of environmental conditions, indoors and out with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust. The noise level in the work environment is usually high.

POSITION TITLE Co-Op Fleet Mechanic Technician	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $12.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #119

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE EMS Coordinator	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #120

PURPOSE:

The Emergency Medical Services (E.M.S.) Coordinator is responsible for the coordination and administration of a comprehensive Emergency Medical Services program that will meet the needs of the Colerain Township Department of Fire and Emergency Medical Services.

SCOPE:

The person in this position will assist and support the needs of the EMS Division through various roles and responsibilities. They will assit with creating the opertational planning and vision for the Division through quality assurance and continuous quality improvement programming, training, policy development, and data evaluation activities.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs essential functions of a State of Ohio Certified Paramedic.
- Serves as a liaison between local hospitals and Colerain Fire and EMS.
- Responsible for Quality Assurance and Continuous Quality Improvement Programming.
- Participates on the Hamilton County Protocol Committee and the Pre-Hospital Care Operations' Committee.
- Manages public records' request for patient care reports.
- Assists with management of the EMS reporting software system.
- Working knowledge of all department operational software systems.
- Participates in the development of EMS policies and procedures.
- Participates in planning of EMS department goals and objectives.
- Attends staff meetings for the purpose of department planning and problem-solving activities.
- Adheres to the Department's Health Insurance Portability and Accountability Act rules and guidelines.
- Performs all Department Infection Control Officer responsibilities.
- Liaison for pre-hospital care education institutions (i.e., Paramedic Training Programs).
- Coordination of EMT-B, Paramedic, and Intern observation time.
- Participates in training to maintain competencies and credentialing as a State of Ohio Certified Paramedic.
- Works alongside the Department's EMS and Training Division Captains for scheduling, coordinating, and executing training for department personnel.
- Will assist with annual budgetary planning as directed by the EMS Captain.
- Will assist with grant research and application processing.
- Extracts, collects, organizes, and interprets data used for organizational dashboards, grant reporting, and operational and administrative decision-making.
- Develops, reviews, and updates EMS policies and procedures, as necessary.
- Uses appropriate departmental programs used to document necessary work and report activity.
- Any other various duties and responsibilities as assigned by the Assistant Chief or Chief.

POSITION TITLE EMS Coordinator	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #120

CRITICAL SKILLS / EXPERTISE:

- Must have the desire and ability to remain flexible with scheduling to accommodate various meetings, training sessions, and patient appointments.
- Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills (i.e., planning, organizing, directing, coordinating, evaluating).
- Ability to practice sound decision-making skills
- Must be able to perform autonomously
- Shall be capable of physically and emotionally coping with highly stressful situations
- Shall follow the established infection control program
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Mobile and stationary computer operations; appropriate software platforms (i.e., MS Office, Health EMS, etc.)

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Five (5) years of experience as a Certified Paramedic.
- State of Ohio Certified EMS Instructor.
- Instructor of the following: Basic Life Support, Advancement Cardiovascular Life Support, Pediatric Advanced Life Support, Stop the Bleed.

PHYSICAL & MENTAL REQUIREMENTS:

- As set forth by the department's General Operating Guidelines.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Medical Director	STATUS Contract
REPORTS TO Fire Chief	**Salary Range:** Per Contract
SUPERVISES N/A	**Minimum Education:** M.D. or D.O.
NUMBER OF POSITIONS: 1	**JOB ID:** #121

PURPOSE:

The EMS Medical Director is an independent contractor for Colerain Township.

SCOPE:

The EMS Medical Director shall have authority over all clinical and patient care aspects of the EMS system or service. The primary role of the EMS Medical Director is to ensure quality patient care. Responsibilities include the ongoing design, operation, evaluation and revision of the EMS system from initial patient access to definitive patient care.

ESSENTIAL ROLES & RESPONSIBLILITIES:

Primary duties include and are not limited to:

- Provide oversight of the Department's Community Paramedic and other non-emergency EMS response models.
- Serve as a patient advocate in the EMS system.
- Set and assure compliance with patient care standards including communications, dispatch, and medical protocols.
- Develop and implement the process for the provision of concurrent medical direction.
- Ensure the appropriateness of initial qualifications of pre-hospital personnel involved in patient care.
- Ensure the qualifications of pre-hospital personnel involved in patient care are maintained on an ongoing basis through education, testing, and credentialing.
- Develop and implement an effective quality improvement program for continuous system and patient care improvement.
- Promote EMS research.
- Maintain liaison with the medical community including, and not limited to, hospitals, emergency departments, physicians, pre-hospital providers, and nurses.
- Interact with regional, state, and local EMS authorities to ensure that standards, needs, and requirements are met and resource utilization is optimized.
- Arrange for coordination of activities such as mutual aid, disaster planning and management, and hazardous materials response.
- Promulgate public education and information on the prevention of emergencies.
- Maintain knowledge levels appropriate for an EMS Medical Director through continuing education.
- Assist in the development of curricula for EMS training, schedule speakers and instructors for continuing education sessions.
- Participate in peer review and quality improvement programs as provided in section 4765.12 of the ORC.
- Active participation with the organization in the following programs: conducting performance improvement programs, conducting education programs, conducting protocol updates and review.
- Assure compliance with HIPAA and other pertinent Statutes and Regulations.

POSITION TITLE Medical Director	STATUS Contract
REPORTS TO Fire Chief	**Salary Range:** Per Contract
SUPERVISES N/A	**Minimum Education:** M.D. or D.O.
NUMBER OF POSITIONS: 1	**JOB ID:** #121

CRITICAL SKILLS / EXPERTISE:

- Active in the emergency care of patients.
- Familiarity with design and operation of pre-hospital EMS system.
- Experience or training in medical direction of pre-hospital emergency units.
- Experience or training in the pre-hospital care of the acutely ill or injured patient.
- Experience or training in the education of pre-hospital personnel.
- Experience or training in the EMS quality improvement process.
- Knowledge of EMS law and regulations.
- Knowledge of local mass casualty and disaster plans.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Possession of a valid Ohio medical license to practice medicine or osteopathy.
- Complete the National Association of Emergency Medical Service Providers (NAEMSP) medical director course, the Ohio American College of Physicians (ACEP) medical directors course, or other equivalent course approved by the State Board of EMS.
- Complete a board eligible/board certified residency program in emergency medicine or submit verification of EMS medical director experience and verification of performance improvement programs or training to the board of EMS.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Battalion Chief	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES Captains and Lieutenants	**Minimum Education:** Associate's Degree or OFE
NUMBER OF POSITIONS: 3	**JOB ID:** #122

PURPOSE:

The Battalion Chief is responsible for the daily planning and execution of emergency and non-emergency activities consistent with the department's mission statement.

SCOPE:

This position is an important part of the department's leadership and management team and is expected to plan, organize, and command all activities pertaining to the particular work shift.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Administers and manages daily operations of all assigned personnel.
- Evaluates work activities pertaining to the shift, develops work plans and implements new programs.
- Approves time off and vacation requests.
- Conducts performance evaluations of full-time personnel assigned to the shift.
- Performs a liaison function to Captains and program managers to facilitate the completion of needed details, e.g. vehicle maintenance, training, and customer service etc.
- Develops and implements policies, guidelines, and standards for efficient operation and maintenance of shift and department operations.
- Prepares a variety of studies, reports, and related information for strategic analysis.
- Assures that personnel comply with established policies and guidelines, including the safety policy.
- Responsible for the establishment and accurate maintenance of records and reports pertaining to emergency responses, inventory control, maintenance, purchases, training, and other assigned duties.
- Assists in the professional growth and development of assigned subordinates.
- Responds to emergencies in a separate command vehicle.
- Assigned to Station 25.
- Reviews and approves deployment assignments. In some cases, the Battalion Chief will make the assignments him or herself.
- Disciplines assigned personnel, as needed, in accordance with township and department guidelines.
- Provides guidance and supervision to all subordinates in the proper performance of department duties.
- Tours all stations on a periodic basis to verify readiness of fire and EMS resources. Checks on completion of assigned duties.
- Participates in planning of all department goals and objectives.
- Attends staff meetings for the purpose of department planning and problem-solving activities.
- Maintains liaison with other departments as well as state, local, and other public officials.
- Establishes rapport with community groups and other civic organizations through

POSITION TITLE Battalion Chief	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES Captains and Lieutenants	**Minimum Education:** Associate's Degree or OFE
NUMBER OF POSITIONS: 3	**JOB ID:** #122

meetings, speeches, and presentations.
- May serve on various committees within the department, and with township and county organizations.
- Performs administrative duties as assigned.
- Performs any other related work as required.

MINIMUM EXPERIENCE:

Served as a career officer for the last five (5) years.

CRITICAL SKILLS / EXPERTISE:

Demonstrates competency in the following:
- Organizational philosophy and policies that define the department's goals and objectives.
- Department rules and policies relating to the management of all service delivery and support programs.
- Department EMS operations, and specifically, the interface between Basic and Advanced levels of service.
- Executive management skills.
- Principles, practices, procedures, and equipment used in modern firefighting and the protection of life and property from fire damage.
- Geography of the township including special hazards, water distribution systems, and private fire protection systems and devices.
- The Fire Command Systems (FGC) and the Incident Management System (IMS).
- Arson detection methods and techniques.
- The use and limitation of various types of equipment and apparatus.
- Ability to execute a moderate level of administrative competence and managerial skills.
- Establish command and activate the command system on all emergencies, including EMS and mass casualty incidents.
- Analyze problems and develop methodical solutions.
- Understand both theoretical and practical concepts.
- Perform a wide range of complicated tasks with consistent accuracy and minimal supervision.
- Make accurate predictions about future trends, directives, and developments by keeping current on the latest technological advancements.
- Use effective verbal and written communication.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, word processing software, calculators, copy and fax utilities, phones, mobile or portable radio, and automobiles.

EDUCATION LICENSING & CERTIFICATION

- Valid State Driver's License
- State of Ohio Firefighter II Certification
- State of Ohio Emergency Medical Technician - Paramedic

POSITION TITLE Battalion Chief	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES Captains and Lieutenants	**Minimum Education:** Associate's Degree or OFE
NUMBER OF POSITIONS: 3	**JOB ID:** #122

REQUIREMENTS:

- Minimum of an Associate's Degree
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee id frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINT NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Captain – Emergency Medical Services	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES EMS Coordinator, Community Paramedic, Others as assigned	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #123

PURPOSE:

The purpose of the position is to provide managerial oversight of all aspects of the Department's Emergency Medical Services (EMS) activities which suport the operations and delivery of emergency medical and related community risk reduction services.

SCOPE:

The person in this position has a strong responsibility for managing staff; monitoring logistical needs, quality improvement, and special projects; assisting with the planning, development and implementation of policies and programs for EMS; development, implementation, and delivery of EMS training and education; facilitating organizational goals, and evaluating programs. The person in this position works within broad policy and organizational guidelines, regularly exercising discretion; independently plans and implements projects; maintenance of ongoing external relationships and partnerships pertinent to Paramedic and EMT-B training and certification; and reports progress of major activities through periodic conferences and meetings.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs as the primary contact and liaison to the department's medical director team.
- Directly oversees, and ensures that all procedures are properly followed with the EMS billing program and practices. Ensures compliance with all third party billing company requirements.
- Directly supervises the acurrate completion of all EMS run reports.
- Works in conjunction with the training captain to develop and schedule all EMS training activities.
- Oversight of EMS and equipment purchasing and procurement
- Goalsetting - establishes and implements EMS training goals for the department.
- Dashboard Reports- Works in conjunction with the EMS Coordinator using a computerized recordkeeping system, enters various activity reports, ensuring the reports (EMS training and incident reports etc.) are accurate and completed in a timely manner.
- On occasion, will be assigned to complete special projects or research and development as requested by the Assistant Chief or Fire Chief and shall coordinate such projects with the Assistant Chief.
- Attends meetings and in-services as required.
- Responds to incidents and assumes a role within the Incident Management System as assigned by the Incident Commander.
- Performs other duties and responsibilities not specifically described

POSITION TITLE Captain – Emergency Medical Services	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES EMS Coordinator, Community Paramedic, Others as assigned	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #123

above as assigned by the Fire Chief as necessary.

- Evaluates work activities pertaining to EMS operations, develops work plans and implements new programs.
- Performs a liaison function to Battalion Chiefs, Divisional Captains, and program managers to facilitate the completion of needed details; e.g. training, customer service etc.
- Develops and implements policies, guidelines, and standards for efficient operation and maintenance of EMS operations.
- Prepares a variety of studies, reports, and related information for strategic analysis or grant preparation.
- Ensures that personnel comply with established policies and guidelines, including the safety policy.
- Responsible for the establishment and accurate maintenance of records and reports pertaining to EMS operations, drug inventory control, maintenance, purchases, training and other assigned duties.
- Assists in the professional growth and development of assigned subordinates.
- Works in conjunction with the training captain, and the department medical directors to develop topics and scheduling for EMS continuing education.
- Coordinate the orientation program for new EMS personnel.
- Coordinate research and development of new EMS equipment and pre-hospital medical procedures.
- Oversee the development of EMS policies and procedures.
- Oversee the development of specifications for EMS vehicles.
- Ensure that all department EMT's and paramedics are adequately trained and are capable of correctly interpreting applicable protocols.
- Maintains discipline and ensures that assigned personnel follow department rules and regulations.
- Provides guidance and supervision to all subordinates in the proper performance of department duties.
- Participates in planning of EMS department goals and objectives.
- Maintains liaison with other departments, as well as state, local and other public officials.
- Establishes rapport with community groups (Citizens' Fire Academy) and other civic organizations through meetings, speeches, and presentations.
- Any other various duties and responsibilities as assigned by the Assistant Chief or Fire Chief.

POSITION TITLE Captain – Emergency Medical Services	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES EMS Coordinator, Community Paramedic, Others as assigned	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #123

CRITICAL SKILLS / EXPERTISE:

- Must have the desire and ability to work additional hours and to remain flexible with scheduling to accommodate various meetings, training sessions, and committee involvement.
- Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills, and abilities, management knowledge, skills, and abilities (i.e., planning, organizing, directing, coordinating, evaluating).
- Prior demonstration of knowledge, skills, abilities related to the following are useful and desirable: supervision, clear and accurate communications, establishment and achievement of goals, support of department policies & procedures, completion of tasks in a thorough, positive and timely manner, initiative, progressive working atmosphere, and adaptability to additional responsibilities.

EDUCATION LICENSING & CERTIFICATION REQUIREMENTS:

- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Basic Life Support (BLS)
- Incident Command System (ICS) and National Incident Management System (NIMS)
- ICS-100: Introduction to the Incident Command System
- ICS-200: ICS for Single Resources and Initial Action Incidents
- ICS-300: Intermediate ICS for Expanding Incidents
- ICS-400: Advanced ICS for Command and General Staff
- Independent Study(IS)-700: NIMS, An Introduction
- IS-800: National Response Framework, An Introduction
- Valid State Driver's License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Paramedic
- Valid State of Ohio EMS Instructor's Certification
- ACLS Instructor
- PALS Instructor
- BLS Instructor

PHYSICAL & MENTAL REQUIREMENTS:

- As set forth by the department's General Operating Guidelines.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, repetitive motions, and demonstrating manual dexterity.

POSITION TITLE Captain – Emergency Medical Services	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES EMS Coordinator, Community Paramedic, Others as assigned	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #123

- Exerting up to 100 pounds of force occasionally, and or up to 50 pounds of force frequently, and or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT: The work environment is varied and includes, but is not limited to the following: prolonged physical exertion, interrupted sleep, exposure to smoke, exposure to fire, emergency driving, extremes of temperatures, exposure to gasses/toxins and other exposures and hazards inherent to the fire service.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINT NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Captain – Community Risk Reduction	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES Fire Inspectors and Public Educators	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 1	**JOB ID:** #124

PURPOSE:

The purpose of this position is to ensure public safety by oversseing and assisting in the development and implementation of various public educational program to a variety of people on a continuning basis.

SCOPE:

The Colerain Fire Department wishes to proejct a strong, positive image. Therefore, the person in this poisition must regard public safety, public education, and public awareness as a primary concern. As a result, the person in this position performs code enforcement, plan review, and other fire prevention and public education activities for the Fire Department. In additon, this position must respond to emergencies as one of the department officers.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Oversees and assists in the performance of building inspections of occupancies including educational, industrial, residential, health-care, public assembly, commercial, construction, and others. Such inspections shall be conducted within knowledge of building codes and according to this department's procedures and may be conducted at various times of the day, night, and weekends.
- Reviews all variances filed by architects and attends the Ohio Fire and Building Services Commission meetings when necessary.
- Reviews inspection reports to determine types of violations and number of violations in an effort to determine what type of public education is necessary in the community to prevent such violations in the future.
- Issues and reviews inspections on a regular basis.
- Instructs and/or attends training classes on code enforcement.
- Oversees and assists to ensure the appropriate pre-plan information is collected and distributed in an effective, timely manner. This includes and is not limited to the following tasks:
    - Determines which buildings within the fire district will be surveyed.
    - Ensures the information gathered such as drawings, lists of hazardous materials, etc. is properly placed in the books, is distributed to the firefighters and is placed appropriately in the apparatus.
    - Ensures the information of the pre-plans is updated on an as needed basis.
    - Performs interdepartmental classroom training and on-site training sessions to enable the firefights to become familiar with the plans, determining locations of utility shut offs, types of fire protection systems available and various other life safety problems such as the location of chemicals, flammables, and people.
- Promotes public education and public safety through presenting speeches/classes to various groups and organizations regarding fire prevention and public safety topics. This includes and is not limited to the following tasks:
    - Oversees and assists in the development and implementation of Fire Prevention Week activities.
    - Conducts fire drills in health-care, educational, and certain business occupancies.

POSITION TITLE Captain – Community Risk Reduction	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES Fire Inspectors and Public Educators	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 1	**JOB ID:** #124

  - Oversees and assists in the development and implementation of the curriculum for the Juvenile Fire Awareness program.
  - Promotes fire prevention activities through various media such as radio, television, newspaper, etc.
  - Plans for fire prevention activities, public safety days, career days in high schools, and fire prevention week.
  - Assists in producing fire escape plans for residential, commercial, and educational facilities.
  - Assists in implementing, training, and practicing the plan as necessary.
  - Assists in developing curriculum and the training of staff in order to perform the public education function.
  - Oversees the shift in public education activities such as station tours, neighborhood block parties, public safety days, preschool presentations, etc.
- Reviews activity reports. Reports include, and are not limited to, number and type of inspections conducted, number and type of investigations conducted, juvenile fire awareness sessions held, public education sessions, fire drill reports, and any other reports determined to be necessary. Reviews these reports to ensure accuracy. The information gathered from these daily incident reports will make up the annual report.
- Performs statistical analysis on types of fires to determine the dollar amounts and locations of the incident.
- From these reports, determines what type of public education may be necessary to ensure that the behavior contributing to the incident is deterred.
- Based on the statistical analysis, determines any additional budgetary needs toward further public education and/or interdepartmental training.
- Performs all functional duties of firefighter and EMT, directs activities of personnel and coordinates action with other agencies and apparatus to ensure that departmental safety policies and procedures are followed.
- Performs administrative duties as assigned.
- Performs any other related work as required.

CRITICAL SKILLS / EXPERTISE:

- Organizational philosophy and policies that define the department's goals and objectives.
- Department rules and policies relating to the management of all service delivery and support programs.
- Principles, practices, procedures, and equipment used in modern firefighting and the protection of life and property from fire damage.
- Arson detection methods and techniques.
- Analyze problems and develop methodical solutions.
- Understand both theoretical and practical concepts.
- Perform a wide range of complicated tasks with consistent accuracy and minimal supervision.
- Make accurate predictions about future trends, directives and developments by keeping current on the latest technological advancements.

POSITION TITLE Captain – Community Risk Reduction	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES Fire Inspectors and Public Educators	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 1	**JOB ID:** #124

- Use effective verbal and written communication.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, word processing software, calculators, copy and fax utilities, phones, mobile or portable radio, and automobiles.
- The ability to relate to various audiences and be able to verbally communicate on an understandable level to various audiences ranging from pre-school to the elderly.
- The ability to work flexible hours, as overtime and scheduling flexibility will be required at various times for meetings and schooling.
- Must continue to satisfactorily perform the tasks and functions of the positions, must maintain position-related continuing education and must assist with and/or perform any other tasks assigned by supervisory and/or administrative personnel, and within the knowledge, abilities, and expectations of the position.
- The ability to interact with and interface with individuals from all divisions and levels of the department, the general public, and the public safety community – as determined by the specific circumstances, the manner of interaction will range from supervisor to subordinate, instructor to student, and information source to problem solver.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Valid State Driver's License.
- Must meet all 1001 Firefighter Professional Qualifications (FFII, state of Ohio EMT-B)
- 1002 Fire Department Vehicle Driver/Operator Qualifications (Chapters 1-3)
- 1021 Fire Officer Professional Qualifications (Fire Officer III)
- 1041 Fire Service Instructor Professional Qualifications (Instructor III)
- 1031 Professional Qualifications for Fire Inspections (Fire Inspector III)
- 1035 Professional Qualifications for Public Fire and Life Safety Educator.
- A high school diploma or equivalent
- Must meet all requirements of the firefighter/EMT position
- Certified EMT-B or higher level of EMS expertise
- Must be able to obtain Fire Inspector certification within one year of hire.
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee

POSITION TITLE Captain – Community Risk Reduction	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES Fire Inspectors and Public Educators	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 1	**JOB ID:** #124

must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Captain – Fire Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES All personnel assigned to Fire Training & Education	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #125

PURPOSE:

The purpose of the position is to coordinate and direct all fire training and educational activities of the department and to be directly responsible for the health and safety for all of the Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) personnel.

SCOPE:

The person in this position has a strong responsibility as the Colerain Fire & EMS holds training and safety of personnel as a high priorty and that all personnel are properly trained as well to ensure firefighter safety. The position is responsible for overseeing and assisting in the development and implementation of various safety guidelines, enforcement, and training for all firefighter on a continual basis.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Directs and coordinates all fire training activities.
- Performs all functional duties of primary training officer including but not limited to the following tasks:
  - Supervises activities involved in the service related education of all personnel. This includes but is not limited to the following tasks:
    - Using NFPA guidelines, determines the course schedule and ensures that fire personnel take the tests, completes the appropriate paperwork and submits to the state in a timely manner.
    - Sets the schedule for the weekly training classes
    - Sets up curriculum guidelines, reviews curriculum already established for any specialized classes required by federal or state laws or local department directives.
    - Researches and develops new courses for established curriculum.
    - Reviews new manuals available for the use in classroom instruction.
    - Purchases any needed audio visual equipment or training aids needed to supplement course curriculum.
- Goalsetting: establishes and implements fire training goals for the department
- Activity reports: Using a computerized recordkeeping system, enters (and/or designates the action of) various activity reports, ensuring the reports are accurate and completed in a timely manner. These reports include but are not limited to fire training sign-in sheets, member attendance and activity reports, and meeting sign-ins.
- Incident post-analysis: Actively participates in any incident post-analysis meeting, making observations and reviewing the reactions at the incident scene. Observes any areas where department personnel may need additional training.
- Division budgeting and expenditures- Submits the division's budget for the year to the Assistant Chief of Administration and determines cost effective

POSITION TITLE Captain – Fire Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES All personnel assigned to Fire Training & Education	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #125

ways to provide additional training for personnel.

- Supervises the Fire Recruit program including but not limited to the following tasks:
  - Establishes fire recruit rules and regulations not covered by Fire Department policies.
  - Establishes curriculum to meet local, state, and federal requirements using National Fire Protection Association (NFPA) as a guide.
  - Directly supervises fire recruits.
  - Carries out discipline of recruits in accordance with Fire Department policies.
- Supervises department fire training instructors in development and implementation of training programs and individual classes.
- Manages all aspects of the departement's State of Ohio Fire Charter 390.
- Supervises the activities and programs involved in the recruit applicant selection process. This includes but is not limited to the following tasks:
  - Schedules all the phases of the application process and recommends ways to improve the process when possible.
  - Recommends members of the oral interview board.
  - Ensures all of the equipment needed for the selection process is on site and in place on time.
  - Scores all the phases of the tests and enters the data in a computerized recordkeeping system. Submits all completed paperwork to the Assistant Fire Chief of Administrative Services for review.
  - Ensures that all applicants meet the requirements for the position for which they are applying.
- Supervises activities and programs involving safety, risk reduction, and fitness. This includes but is not limited to the following tasks:
  - Performs as designated Department Safety Officer.
  - Makes recommendations for Standard Operating Guidelines for the department.
  - Equipment purchases- Assists in research and development for any new equipment for the department to ensure the safety standards and guidelines of the department are met.
  - Goal setting- Assists in determining and implementing goals for the department according to NFPA and Occupational Safety and Health Administration standards.
- Manages all aspects of the department's driver's training program and the department's driver's training instructors which includes direct delivery of the FAO and ATO classes.
- Supervises fire training tower maintenance, inspections, and schedule repairs.
- Provides oversight of the Annual Physical Performance Evaluation.

POSITION TITLE Captain – Fire Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES All personnel assigned to Fire Training & Education	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #125

- Manages the Fire Officer development program.
- Develops and maintains external partnerships that are pertinent to fire training, education, and operations.
- Manages all aspects of outside training requests, registration, and tracking per departmental policy.
- Works closely with the Department's Pubic Educator to coordinate fire training education efforts with internal and external groups and affiliations.
- Assures departmental compliance for required National Incident Management System certification.
- On occasion, will be assigned to complete special projects or research and development as requested by the Chief or Assistant Fire Chief and shall coordinate such projects with the Chief.
- Maintains discipline and ensures that assigned personnel follow department rules and regulations.
- When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
- Responds to incidents and functions as the incident safety officer or other position within the Incident Management System as assigned by the Incident Commander.
- Attends meetings and in-services as required.
- Performs all functional duties of a Captain.
- Performs other duties and responsibilities not specifically described above as assigned by the Assistant Chief or Chief as necessary.
- Any other various duties and responsibilities as assigned by the Assistant Chief or Chief.

CRITICAL SKILLS / EXPERTISE:

- Must have the desire and ability to work additional hours and to remain flexible with scheduling to accommodate various meetings, training sessions, and committee involvement.
- Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills, and abilities, management knowledge, skills, and abilities (i.e., planning, organizing, directing, coordinating, evaluating).
- Prior demonstration of knowledge, skills, abilities related to the following are useful and desirable: supervision, clear and accurate communications, establishment and achievement of goals, support of department policies & procedures, completion of tasks in a thorough, positive and timely manner, initiative, progressive working atmosphere, and adaptability to additional responsibilities.

POSITION TITLE Captain – Fire Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES All personnel assigned to Fire Training & Education	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #125

EDUCATION LICENSING & CERTIFICATION REQUIREMENTS:

- NFPA 1001 Firefighter Professional Qualifications- Firefighter I/II
- NFPA 1002 Fire Apparatus Driver/ Operator Professional Qualifications - Driver/ Operator- Pumper and Driver/ Operator- Aerial
- NFPA 1021 Fire Officer Professional Qualifications - Fire Officer II
- Fire Service Instructor Professional Qualifications - Instructor II/III
- Valid State Driver's License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Paramedic
- Valid State of Ohio EMS Instructor's Certification
- NFPA 1521 Fire Department Safety Officer
- State of Ohio Live Fire Instructor and Trainer
- Emergency Vehicle Operator Course Instructor

PHYSICAL & MENTAL REQUIREMENTS:

- As set forth by the department's General Operating Guidelines.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment is varied and includes, but is not limited to the following: prolonged physical exertion, interrupted sleep, exposure to smoke, exposure to fire, emergency driving, extremes of temperatures, exposure to gasses/toxins and other exposures and hazards inherent to the fire service.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINT NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Captain	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Firefighters and Paramedics	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 6	**JOB ID:** #126

PURPOSE:

Under the general supervision of a Battalion Chief, the fire captain supervises personnel and participates in the activities of a fire company; does related work as required in accordance with the Township's and department's policies and procedures, standard operating guidelines (SOGs) and applicable laws.

SCOPE:

The Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) fire captain functions as a *second-level* working supervisor responsible for management, direction, coordination, leadership, and evaluation of the actions of lieutenants, firefighters, paramedics, and fire apparatus operators at emergency medical incidents, fire-related incidents, hazardous materials incidents, public education events, training, in-station activities, and any other activities or events of the assigned personnel. In the absence of the Battalion Chief, the captain assumes the duties of the Battalion Chief as the acting shift commander.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

Captain

- The Captain is responsible for the safety and well-being of the assigned personnel.
- Functions as a company officer of the engine, ladder or rescue company.
- Acts as relief for a superior officer as assigned.
- Conducts shift briefings.
- Works with the Battalion Chief on shift personnel assignments.
- Completes incident reports as required.
- Directs and coordinates training activities.
- Conducts public education activities and attends to customer service needs and issues.
- Responsible for cleanliness of station and maintenance of apparatus, tools, equipment, and other fire department property.
- Maintains discipline and ensures that personnel follow department policies, procedures and SOGs.
- Any other duties as prescribed by the Battalion Chief, the Assistant Fire Chief, or Fire Chief.

Station Captain

- In addition to the above, and through the management of subordinate first-level line supervisors on *all three shifts*, the station captain is *responsible for administrative oversight* of the facility, equipment, apparatus, and all activities pertaining to such within his or her assigned fire station. These activities include but are not limited to: planning, organizing, coordinating and directing community risk reduction activities, special operations, pre-incident planning, inventory, cleanliness, and maintenance of their assigned station, apparatus and equipment. Administrative oversight is defined as all non-emergency response issues. The station captain is responsible for all the same duties and responsibilities of a company officer (captain or lieutenant) as they relate to emergency response while on duty and assigned to a fire company.

POSITION TITLE Captain	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Firefighters and Paramedics	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 6	**JOB ID:** #126

CRITICAL SKILLS / EXPERTISE:

- Possess knowledge of proper documentation of incident information, daily company staffing, and daily station activities.
- Understand and utilize principles of supervision and interaction management.
- Possess thorough knowledge of Township policies and procedures and Colerain Fire & EMS SOGs.
- The use and limitation of various types of equipment and apparatus.
- The principles, practices, procedures, and equipment used in contemporary firefighting and EMS professions.
- Establish the incident command or management system on all emergencies including emergency medical and mass casualty incidents.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing, spreadsheet, presentation and data base software, copy and fax utilities, phone, mobile phone, mobile and portable radios, and motorized vehicles.

EDUCATION LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required.
- A minimum of not less than three-years of continuous experience as a Fire Lieutenant with Colerain Fire & EMS.
- Must be authorized to drive and operate all department apparatus and vehicles.
- Must have successfully completed Fire Officer I and II training.
- Blue Card© Incident Command Certification.
- Must be at current Hazard Materials Operations Level.
- State of Ohio EMT – Paramedic certification.
- State of Ohio Fire or EMS Instructor certification.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.

- The employee must be able to lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

POSITION TITLE Captain	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Firefighters and Paramedics	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 6	**JOB ID:** #126

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters direct, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINT NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Lieutenant	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Firefighters	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 12	**JOB ID:** #127

PURPOSE:

The Lieutenant functions as a first level working supervisor and is the station supervisor at Stations 25, 26, 102, 103, and 109.

SCOPE:

The Lieutenant is responsible for management, direction, coordination, leadership, and evaluation of the actions of firefighters, paramedics, and fire apparatus operators at emergency medical incidents, fire-related incidents, hazardous materials incidents, public education events, training, in-station activities, and any other activities/events of the assigned crews.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- The Lieutenant is responsible for the safety and well-being of his or her assigned crews.
- Functions as a Company Officer of the engine or ladder company at Station 25.
- Acts as relief for a superior officer as assigned.
- Assigned as the company officer at all stations.
- Conduct Shift Briefings.
- Work with the Station Captain on shift personnel assignments for Stations 25 & 26
- Complete incident reports as required.
- Direct and coordinate training activities
- Conduct public education activities and attend to customer service needs and issues.
- Responsible for cleanliness of station and maintenance of apparatus, tools, equipment, and other fire department property.
- Maintains discipline and ensures that personnel follow department rules and regulations.
- Any other duties as prescribed by the Shift Commander, Acting Shift Commander, and or the Assistant Chief of Operations.

CRITICAL SKILLS / EXPERTISE:

- Possess knowledge of proper documentation of incident information, daily company staffing and daily station activities.
- Understand and utilize principles of supervision and interaction management.
- Possess thorough knowledge of Colerain Fire & EMS policies and procedures.
- The use and limitation of various types of equipment and apparatus.
- The principles, practices, procedures, and equipment used in contemporary Firefighting and EMS professions.
- Establish the command system on all emergencies including emergency medical and mass casualty incidents.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

POSITION TITLE Lieutenant	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Firefighters	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 12	**JOB ID:** #127

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Shall have at least five (5) years of Full-Time service with Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS).
- Must have functioned as an Acting Company Officer with Colerain Fire & EMS for a period of no less than twelve (12) months.
- Must be authorized to drive and operate all department vehicles including Ladder 25.
- Must have successfully completed Fire Officer 1 (meets the intent of NFPA 1021).
- Minimum of twelve (12) hours of formal training in Fire ground Operations/Incident Command.
- Minimum of twelve (12) hours of formal training in Firefighting Tactics and Strategies.
- Must be at current Hazard Materials Operations Level.
- Valid State Driver's License
- State of Ohio Firefighter II Certification
- State of Ohio EMT –Paramedic Certification
- State of Ohio Fire or EMS Instructor Certification
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.

  The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

POSITION TITLE Lieutenant	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Firefighters	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 12	**JOB ID:** #127

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Fire Safety Inspector	STATUS Full Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 1	**JOB ID:** #128

PURPOSE:

The Fire Safety Inspector will assist in community risk reduction activities.

SCOPE:

This role will perform a wide variety of prevention activities ranging from fire and life safety inspections, fire and building code enforcement, public education, and emergency preparedness.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Inspects buildings and occupancies to identify fire and life safety hazards; provides advice to occupants to aid in eliminating or reducing risks.
- Coordinates, schedules, and participates in public education events within the department. Works closely with administrative staff to coordinate events. Provides public education classes on fire prevention, fire safety, and emergency preparedness in schools, churches, and community service groups.
- Completes reports; aids the Captain and other inspectors in other special projects associated with community risk reduction.
- Answers questions of the public on fire prevention and emergency preparedness.
- Performs other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Must have a working knowledge of concepts of fire prevention, code enforcement, and hazardous materials.
- Must have a working knowledge of the Fire Code, Life Safety Code, and Rules and Regulations of the State Fire Marshal's Office.
- Ability to communicate in a written and verbal manner.
- Ability to teach, coordinate, and plan fire prevention and safety techniques in a public setting.
- Working knowledge of the use and application of computer hardware and software applicable to the position.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required.
- Two years of experience as a Fire Safety Inspector or course work in fire prevention.
- Experience in organizing and teaching public safety education courses.
- Valid State Driver's License.
- Valid Firefighter II Certification.
- Valid EMT or Paramedic.
- Valid State of Ohio Fire Safety Inspector's Certification.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TITLE Fire Safety Inspector	STATUS Full Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 1	**JOB ID:** #128

- Ability to perform strenuous activities under hazardous and dangerous circumstances as follows: driving a fire department marked vehicle in traffic situations and maneuvering and parking on roadways and narrow residential streets. Working in exposed position near street traffic.

- Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

- Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office, vehicles, and outdoor environments, in all weather conditions, including temperature extremes, primarily during the day and occasionally at nights. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Firefighter Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 57	**JOB ID:** #129

PURPOSE:

The Firefighter Paramedic may be stationed at any Colerain Fire Station and will serve as a first responder to critical medical and fire related incidents.

SCOPE:

The Firefighter Paramedic functions as a line-level employee responsible for emergency medical incidents, fire-related incidents, hazardous materials incidents, public education events, training, in-station activities, and any other activities/events typically assigned to firefighter and basic EMS operations.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Under supervision, career firefighter paramedics respond to fire incidents with an assigned company and assist in extinguishing fires in the protection of lives and property.
- Assist in cleaning and caring for apparatus, equipment and quarters.
- Administer emergency victim care by means of advanced life support and or basic life support
- Assist in rescue work in various emergencies
- May inspect buildings for fire and life safety hazards and compliance with fire and life safety codes.
- Shall conduct a daily inventory of all EMS units.
- Shall assist with EMS training.
- Shall follow the established infection control program.
- Shall respond to, and render aid in the event of a natural disaster.
- Shall respond to fires, emergency medical scenes, and any other emergency scenes to render assistance and/or care where needed.
- Shall perform general maintenance work around fire department property and buildings, to include working from ladders, lifting heavy objects, climbing on fire apparatus to perform service to same, and performing various manual labors.
- General maintenance and repair on medical equipment and apparatus.
- Shall have the ability to properly perform the following medical functions:
- Use medical equipment associated with the emergency medical service.
    - Evaluate vital signs.
    - Perform a complete patient assessment.
    - Properly manage a patient's airway.
    - Splint sprains and fractures.
    - Provide psychological first aid.
    - Obstetrics.
    - Control bleeding.
    - Perform CPR.
    - Perform equipment checks.
    - Initiate I.V.'s.
    - Initiate intraosseous I.V.'s.
    - Perform chest decompression.
    - Administer medications.
    - Establish an airway using an ET tube or other Supraglottic airway device (medic

POSITION TITLE Firefighter Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 57	**JOB ID:** #129

only).
    - Efficiently operate an AED
    - Defibrillate and perform cardioversion.
    - Perform a cricothyrotomy.
    - Maintain security and direct the distribution of medications and controlled substances as dictated by a physician or protocol.
    - Any other procedure included within the current Hamilton County protocol for EMT-P's and/or any procedure authorized by the department's Medical Director.
- At various points in their careers, firefighters may also be assigned to work in support divisions such as, but not limited to, training and education, community risk reduction or fire administration.

CRITICAL SKILLS / EXPERTISE:

- Shall be capable of operating both as a member of a team, and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of using a variety of hand tools.
- Shall be capable of using a self-contained breathing apparatus.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of operating portable fire extinguishers.
- Shall be capable of working with ropes and tying certain knots used in the fire service.
- Shall be capable of handling highly pressurized fire hoses.
- Shall be capable of safely operating portable power equipment, such as a chain saw.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall be capable of passing the department's job-related physical performance evaluation.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion etc.
- Detect the presence of fire and/or smoke using the senses of sight, smell, or touch.
- Visually inspect buildings and fire equipment and visually examine the physical conditions of accident victims.
- Possess sufficient visual acuity in order to function optimally in dense smoke and darkness.
- Sufficiently hear instructions and commands while wearing protective headgear at fire and emergency scenes.
- Shall have acute hearing in order to locate somebody during a search and rescue, when a verbal or electronic signal is emitted.
- Balance on ice, oil, and water slick surfaces as may be encountered in the course of firefighting and rescue operations, and fire safety inspections.
- Understand the theories of fire science, fire safety and prevention, and emergency medical training, and apply theoretical knowledge on a practical level.
- Work cooperatively with subordinates' supervisors and the public under extremely stressful conditions, including situations of a life-threatening nature.
- Communicate effectively, both verbally and in writing.

POSITION TITLE Firefighter Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 57	**JOB ID:** #129

- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Must have a high school diploma or equivalent.
- Must have a minimum of a State of Ohio Firefighter Level I certification.
- Must have a current State of Ohio Emergency Medical Technician (EMT) – Paramedic certificate or currently be an EMT – Basic enrolled in an approved paramedic training program at the time of application.
- A successfully hired candidate possessing a State of Ohio Firefighter Level I certificate and or currently an EMT – Basic enrolled in an approved paramedic training program shall be a State of Ohio certified Firefighter Level II and or Paramedic by the end of the employee's probation date.
- Candidates must be currently employed part-time with Colerain Fire & EMS at time of application or had been employed for at least two (2) years with the Department and separated in "good standing" within the past twelve (12) months.
- Must possess a valid State issued automobile driver's license.
- Must have successfully completed the Colerain Fire & EMS Physical Performance Evaluation no more than twelve (12) months prior to the assessment process.
- State of Ohio EMT –Paramedic certification
- State of Ohio Fire or EMS Instructor certification

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- Shall be capable of working in a very dark, hot, and dangerous environment.
- Shall be capable of climbing ladders ranging from 16-feet to 110-feet.
- Shall be capable of carrying ground ladders.
- Shall be capable of dragging, carrying, and connecting fire hose.
- Shall be capable of opening and closing a fire hydrant.
- Shall be capable of driving large fire department vehicles.
- Shall be capable of operating fire apparatus pumps and equipment.
- Bend, crouch, and stoop up to one-half hour at a time in order to tend to accident victims in tight spaces, such as those encountered in damaged automobiles and in other rescue settings.
- Walk, run, and jump as needed to respond to a fire, auto accident, home or industrial

POSITION TITLE Firefighter Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: 57	**JOB ID:** #129

accident or other emergency situation.

- Step vertically three feet without assistance to enter a fire vehicle.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- Exposure to extreme heat and toxic smoke.
- Exposure to potential building collapse.
- Exposure to cuts bruises sprains, fractures and any other injury that might occur on an emergency scene.
- Exposure to electrical hazards – electrocution hazard.
- Exposure to severe stress that could cause a fatal heart attack or stroke.
- Exposure to extreme weather conditions that could cause heat exhaustion, heat stroke, frostbite or any other weather-related injury or illness.
- Potential for exposure to contagious diseases including but not limited to hepatitis and aids.
- Exposure to dangerous and hazardous materials.
- Exposure to any and all such hazards that might be encountered while responding to, and working at a fire, EMS, rescue, hazardous materials disaster or any emergency scene.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINT NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Firefighter EMT (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	**JOB ID:** #130

PURPOSE:

The Firefighter Paramedic may be stationed at any Colerain Fire Station and will serve as a first responder to critical medical and fire related incidents.

SCOPE:

The primary function of a Colerain Township Firefighter is to protect the community from disaster and emergency situations, including house and building fires, and promote an environment of public safety within the Fire Department's response area. This position also participates in fire prevention and inspection activities, equipment and quarters maintenance, and training dealing with all phases of fire suppression, prevention, inspection, rescue and emergency operation, and Emergency Medical Services.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Responds to fire alarms.
- Communicates clearly and effectively utilizing various types of radios.
- Wears a self-contained breathing apparatus, fire gear, protective head gear and other gear that may weigh over twenty-five pounds or more, for long periods of time during fire and EMS operations.
- Fire suppression and all fire suppression operations.
- Performs salvage operations such as throwing salvage covers, sweeping water and removing debris.
- Responds to and renders assistance in all emergency situations.
- Cleans and inspects equipment and apparatus after returning from a fire, prior to the start of shift, or as the job requires.
- Inspects equipment and apparatus and notifies superior officer of any defects.
- Makes minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action.
- Keeps fire station, equipment and grounds in a clean and orderly condition.
- Participates in training activities and instructional sessions.
- Acquires and retains a thorough knowledge of the township including streets, buildings, water supply, unusual hazards and related items.
- Performs all work duties and activities in accordance with Colerain Township and Colerain Fire Department's, policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions.
- Adheres to responsibilities concerning safety and injury prevention.
- Performs various public information or educational tasks and activities at local schools, churches, and other public venues which may include education in the arena of both fire and EMS.
- Respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues, that include high angle, below grade, swift water, trench and collapse rescues.
- Works with Social Services in areas related to emergency and non-emergency response, by assisting victims and relatives of victims of traumatic events, drug addiction, emergency and non-emergency senior care; psychiatric care, and community risk reduction activities as necessary.

POSITION TITLE Firefighter EMT (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	**JOB ID:** #130

- Works with other agencies such as the Health Department, Police Department, and local Hospitals to ensure resident safety in the home.
- Respond to medical and or traumatic emergency calls and provide basic medical or advanced treatment as required.
- Communicates with local hospitals and other healthcare providers for the continuity of patient care.
- Completes patient care reports for every patient as outlined in the Ohio Revised Code, Colerain Fire Department's Policies and Procedures Manual, and per the general standard of care expected of each employee.
- Adheres to the Southwest Ohio Medical Protocols and keeps a working knowledge of the protocol during update periods through training and education.
- Maintains a high level of understanding and knowledge of emergency medicine, emergency care, and all EMS operations, while having the desire to continue to learn new techniques, medical treatments, and any other continuing education as the job requires.
- Performs all job duties and functions that are expected under the auspices of the Ohio EMT and/or Paramedic Scope of Practice and performs under the direction of the Southwest Medical Protocols that have been established.

CRITICAL SKILLS / EXPERTISE:

- Shall be capable of operating both as a member of a team and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of using a variety of hand tools.
- Shall be capable of using a self-contained breathing apparatus.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of operating portable fire extinguishers.
- Shall be capable of working with ropes and tying certain knots used in the fire service.
- Shall be capable of handling highly pressurized fire hoses.
- Shall be capable of safely operating portable power equipment, such as a chain saw.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall be capable of passing the department's job-related physical performance evaluation.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Detect the presence of fire and/or smoke using the senses of sight, smell, or touch.
- Visually inspect buildings and fire equipment and visually examine the physical conditions of accident victims.
- Possess sufficient visual acuity in order to function optimally in dense smoke and darkness.
- Sufficiently hear instructions and commands while wearing protective headgear at fire and emergency scenes.
- Shall have acute hearing in order to locate somebody during a search and rescue, when a verbal or electronic signal is emitted.

POSITION TITLE Firefighter EMT (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	**JOB ID:** #130

- Balance on ice, oil, and water slick surfaces as may be encountered in the course of firefighting and rescue operations, and fire safety inspections.
- Understand the theories of fire science, fire safety and prevention, and emergency medical training, and apply theoretical knowledge on a practical level.
- Work cooperatively with subordinates, supervisors, and the public under extremely stressful conditions, including situations of a life-threatening nature.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Must have a high school diploma or equivalent.
- Must have a minimum of a State of Ohio Firefighter Level I certification.
- Must have a current State of Ohio Emergency Medical Technician (EMT) – Paramedic certificate or currently be an EMT – Basic enrolled in an approved paramedic training program at the time of application.
- A successfully hired candidate possessing a State of Ohio Firefighter Level I certificate and or currently an EMT – Basic enrolled in an approved paramedic training program shall be a State of Ohio certified Firefighter Level II and or Paramedic by the end of the employee's probation date.
- Must possess a valid State issued automobile driver's license.
- Must have successfully completed the Colerain Fire & EMS Physical Performance Evaluation no more than twelve (12) months prior to the assessment process.
- State of Ohio EMT –Paramedic certification.
- State of Ohio Fire or EMS Instructor certification.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- Shall be capable of working in a very dark, hot, and dangerous environment.
- Shall be capable of climbing ladders ranging from 16-feet to 110-feet.
- Shall be capable of carrying ground ladders.
- Shall be capable of dragging, carrying, and connecting fire hose.
- Shall be capable of opening and closing a fire hydrant.
- Shall be capable of driving large fire department vehicles.
- Shall be capable of operating fire apparatus pumps and equipment.
- Bend, crouch, and stoop up to one half hour at a time in order to tend to accident victims in tight spaces, such as those encountered in damaged automobiles and in other rescue

POSITION TITLE Firefighter EMT (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	**JOB ID:** #130

settings.

- Walk, run, and jump as needed to respond to a fire, auto accident, home or industrial accident or other emergency situation.
- Step vertically three feet without assistance to enter a fire vehicle.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- Exposure to extreme heat and toxic smoke.
- Exposure to potential building collapse.
- Exposure to cuts bruises sprains, fractures and any other injury that might occur on an emergency scene.
- Exposure to electrical hazards – electrocution hazard.
- Exposure to severe stress that could cause a fatal heart attack or stroke.
- Exposure to extreme weather conditions that could cause heat exhaustion, heat stroke, frostbite or any other weather-related injury or illness.
- Potential for exposure to contagious diseases including but not limited to hepatitis and aids.
- Exposure to dangerous and hazardous materials.
- Exposure to any and all such hazards that might be encountered while responding to, and working at a fire, EMS, rescue, hazardous materials disaster or any emergency scene.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Paramedic (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	**JOB ID:** #130

PURPOSE:

The primary function of a Colerain Township Paramedic is to respond to medical or traumatic emergencies and deliver exceptional care to patients, while protecting the community by promoting an environment of public safety within the fire department's response area.

SCOPE:

Providing emergency medical services requires an individual to work under long, intense, fatiguing, and highly dangerous and stressful conditions. It is essential that the candidate is capable of carrying out the below listed functions associated with the duties of pre-hospital care in a prompt and efficient manner.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Shall be capable of operating both as a member of a team and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of operating a computer.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall conduct a daily inventory of all EMS units.
- Shall assist with EMS training.
- Shall follow the established infection control program.
- Shall respond to, and render aid in the event of a natural disaster.
- Shall respond to fires, emergency medical scenes, and any other emergency scenes to render assistance and/or care where needed.
- Shall perform general maintenance work around fire department property and buildings, to include working from ladders, lifting heavy objects, climbing on fire apparatus to perform service to same, and performing various manual labors.
- General maintenance and repair on medical equipment and apparatus.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Shall have the ability to properly perform the following medical functions:
  - Use medical equipment associated with the emergency medical service.
  - Evaluate vital signs.
  - Perform a complete patient assessment.
  - Properly manage a patient’s airway.
  - Splint sprains and fractures.
  - Provide psychological first aid.
  - Obstetrics.
  - Control bleeding.
  - Perform CPR.
  - Perform equipment checks.
  - Initiate I.V.’s.
  - Initiate intraosseous I.V.’s.
  - Perform chest decompression.

POSITION TITLE Paramedic (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	**JOB ID:** #130

  - Administer medications.
  - Establish an airway using an ET tube or other Supraglottic airway device.
  - Efficiently operate an AED
  - Defibrillate and perform cardioversion.
  - Perform a chricothyrodomy.
  - Maintain security, and direct the distribution of medications and controlled substances as dictated by a physician or protocol.
  - Any other procedure included within the current Hamilton County protocol for EMT-P's or any procedure authorized by the department's Medical Director
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Shall be capable of operating both as a member of a team, and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of using a variety of hand tools.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall be capable of passing the department's job-related physical performance evaluation.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion etc.
- Work cooperatively with subordinates, supervisors, and the public under extremely stressful conditions, including situations of a life-threatening nature.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required.
- Advanced Cardiac Life Support (ACLS).
- Pediatric Advanced Life Support (PALS).
- Basic Life Support (BLS).
- Incident Command System (ICS) and National Incident Management System (NIMS).
- ICS-100: Introduction to the Incident Command System.
- ICS-200: ICS for Single Resources and Initial Action Incidents.
- Independent Study (IS)-700: NIMS, An Introduction.
- IS-800: National Response Framework, An Introduction.
- Valid state of Ohio Paramedic.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TITLE Paramedic (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	**JOB ID:** #130

- Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

- Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME** **DATE**

Updated August 22, 2023

POSITION TITLE Community Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #131

PURPOSE:

To provide both emergency and non emergency fire and medical response to the Colerain Community. Non-emergency-based functions include home-based health care that supports optimum health and wellness for the patient within the scope of a State of Ohio Certified Paramedic under the direction of a Licensed Medical Director. Emergency response includes fire suppression and emergency medical first response.

SCOPE:

The person in this position will identify patient needs and assist in connecting them with available community and medical resources. The community paramedic will perform in accordance with established departmental paramedicine policy and procedures. The Community Paramedic will exercises considerable independent judgment in evaluating duties while supporting the existing health care system by providing interdisciplinary health services in collaboration with other health professionals to high-risk patients and frequent users of service.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs essential functions of a State of Ohio Certified Paramedic
- Performs essential functions of a State of Ohio Certified Firefighter II
- Firefighter paramedics respond to fire incidents with an assigned company and assist in extinguishing fires in the protection of lives and property
- Assist in cleaning and caring for apparatus, equipment, and quarters
- Administer emergency victim care by means of advanced life support and or basic life support
- Shall perform general maintenance work around fire department property and buildings, to include working from ladders, lifting heavy objects, climbing on fire apparatus to perform service to same, and performing various manual labors
- Perform first response to all emergency calls for service including fire, rescue, and EMS incidents
- Assesses, screens, treats, and coordinates health services for patients
- Conducts and assists with post-hospital release care that includes, but is not limted to, home safety evaluations, medication reconciliation and eduation, dressing changes, full basic and advanced life support assessment, and post-release and follow up healthcare instructions
- Observes, records, and reports, to the patient's physician, their conditons, and reactions to medications, treatments, and significant health events
- Conducts chronic disease management education to the patient that includes, but is not limited to, diabetes, hypertension, congestive heart failure, chronic obstructive pulmonary disease, fall and injury prevention, basic nutritional needs, post-operative wound monitoring and care
- Administers care consistent with department treatment protocols and

POSITION TITLE Community Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #131

physicians' orders
- Coordinates appointments, additional home-heath visits, and follow-ups with the patient's providers
- Develops and completes appropriate reports and templates for the community paramedic program
- Attends department medical director meetings and staff meetings as required
- Participates in the development of EMS policies and procedures
- Participates in planning of EMS department goals and objectives
- Attends staff meetings for the purpose of department planning and problem-solving activities
- Maintains liaison role with other departments, as well as state, local and other public officials
- Establishes rapport with community groups and other civic organizations through meetings, speeches, and presentations
- Performs assigned EMS equipment checks daily
- Conducts maintenance and inventory on assigned EMS equipment
- Adheres to the Department's Health Insurance Portability and Accountability Act rules and guidelines
- Actively involved in Community Paramedic research activities and ongoing program improvement
- Participates in training to maintain competencies and credentialing as a State of Ohio Certified Paramedic and a Community Paramedic
- Provides training to department personnel as requested
- Uses appropriate departmental programs used to document necessary work and report activity
- Duties and responsibilities as assigned by the EMS Captain, Assistant Chief, or Chief

CRITICAL SKILLS / EXPERTISE:

- Must have the desire and ability to remain flexible with scheduling to accommodate various meetings, training sessions, and patient appointments
- Ability, both verbal and written, to communicate clearly and accurately, effective interpersonal communications skills (i.e., planning, organizing, directing, coordinating, evaluating)
- Ability to practice sound decision-making skills
- Must be able to perform autonomously
- Shall be capable of physically and emotionally coping with highly stressful situations
- Shall assist with EMS training
- The use and limitation of various types of equipment, vehicles, and apparatus.
- The principles, practices, procedures, and equipment used in contemporary firefighting and EMS professions.

POSITION TITLE Community Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #131

- Establish the incident command or management system on all emergencies including emergency medical and mass casualty incidents.
- Shall follow the established infection control program
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Mobile and stationary computer operations; appropriate software platforms (i.e., MS Office, Health EMS, etc.).

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A minimum of five years' experience as a Certified Paramedic
- A minimum of five years' experience as a Certified Firefighter II
- Valid State of Ohio Driver's License (4 points or less)
- Valid State of Ohio Paramedic
- Valid State of Ohio Firefighter II
- Emergency Vehicle Operations' Course Certified
- High school diploma or GED required.
- Advanced Cardiac Life Support (ACLS).
- Pediatric Advanced Life Support (PALS).
- Basic Life Support (BLS).
- Incident Command System (ICS) and National Incident Management System (NIMS).
- ICS-100: Introduction to the Incident Command System.
- ICS-200: ICS for Single Resources and Initial Action Incidents
- Independent Study (IS)-700: NIMS, An Introduction.
- ICS-800: National Response Framework, An Introduction.

PHYSICAL & MENTAL REQUIREMENTS:

- As set forth by the department's General Operating Guidelines.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT: The work environment is varied and includes, but is not limited to the following: prolonged physical exertion, interrupted sleep, exposure to smoke, exposure to fire, emergency driving, extremes of temperatures, exposure to gasses/toxins and other exposures and hazards inherent to the fire service.

POSITION TITLE Community Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #131

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Fleet Mechanic Technician 1	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $42,300 - $55,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #132

PURPOSE:

The Fleet Mechanic Technician 1 performs various maintenance activities and inspections of equipment and vehicles within the Fleet Services Division.

SCOPE:

The Fleet Mechanic Technician 1 position assists with and performs semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs routine lubrication and oil and filter changes on vehicles and equipment.
- Assist in performing repairs on vehicles and equipment.
- Conducts periodic inspections of vehicles and equipment in the fire stations.
- Inspects tires, brakes, hoses and belts; reports condition(s) and effects repairs, as directed.
- Assist in performing repairs and installation of new parts on drive-train, steering, hydraulic, electrical, suspension, air compression, air and/or hydraulic brake systems, ignition, hydraulic and water pumps and controls, and air conditioning systems.
- Keeps shop, tools, equipment and repair facilities clean.
- Inspects vehicles and equipment for safety, mechanical deficiencies, and notifies Vehicle Fleet Manager; effects repairs as directed.
- Assist in making emergency field repairs to vehicles and equipment and may be requested to respond to emergencies after regular work hours and on weekends.
- Drives vehicles to and/or from repair facilities.
- Road tests and otherwise checks vehicles for proper operation and for detecting the source of reported deficiencies.
- Attends training and mechanical training seminars and schools, as required.
- Communicates clearly, both verbally and in writing, on Department maintenance forms and inter-departmental memos.
- Enters maintenance information in the Departments computer system.
- Ability to multi-task and work with frequent interruptions.
- Maintains positive working relationships with internal and external customers.
- Manages the Fleet Services Division parts room.

CRITICAL SKILLS / EXPERTISE:

Basic fundamental knowledge of:

- Techniques, theory, methods, care and repair of diesel and gasoline powered internal combustion engines, equipment and related components, including drive, fuel and electrical systems.
- Preventative maintenance inspection methods, electricity, hydraulics, mechanics and the methods, materials and tools used in the automotive, medium and heavy-duty vehicles and small engine equipment repair trade.
- Occupational hazards and standard safety precautions necessary in the work performed.

Ability to:

POSITION TITLE Fleet Mechanic Technician 1	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $42,300 - $55,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #132

- Read and interpret pertinent laws, codes, safety orders, repair manuals, wiring diagrams, schematics and screens on a personal computer based digital scopes, on-line technical repair databases and scan tools.
- Assist in performing mechanical work including troubleshooting and repair of equipment.
- Assist with diagnosing mechanical trouble and determining appropriate maintenance work.
- Provide training and instruction to other employees.
- Work productively in the absence of supervision.
- Safely operate Township vehicles.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with supervisor(s), fellow employees, vendors and the general public.
- Work overtime as required.
- Provision of tools that are adequate to perform all necessary repairs while working with heavy trucks and associated machinery/equipment is the responsibility of this individual.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

Any combination of experience and education that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Education
  - High school diploma or General Educational Development diploma.
- Experience
  - Minimum of two-year of previous experience in performing automotive and/or diesel vehicular service and repair work.
  - Have a background in electrical, hydraulics, air conditioning and troubleshooting.
  - Automotive Service Excellence (ASE) Master Medium/Heavy Truck certification or be able to obtain this certification within a four-year plan. Any other ASE certification a plus.
  - Experience in the repair of emergency vehicles (e.g., fire apparatus, ambulances, etc.). Preferred but not required.
- State Issued Driver's License with a CDL (Class B) is preferred or the ability to obtain license within probationary period.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential roles and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or

POSITION TITLE Fleet Mechanic Technician 1	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $42,300 - $55,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #132

controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stool, kneel, crouch or crawl; and smell.

- The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities required by this job include the ability to hear in the normal range with or without correction.

WORK ENVIRONMENT: Work is performed in a variety of environmental conditions, indoors and out with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust.

The noise level in the work environment is usually high.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Fleet Mechanic Technician 2	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $55,000 - $71,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #133

PURPOSE:

The Fleet Mechanic Technician 2 performs various maintenance activities and inspections of equipment and vehicles within the Fleet Services Division.

SCOPE:

The Fleet Mechanic Technician 2 performs semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Performs routine lubrication and oil and filter changes on vehicles and equipment.
- Directs (provides oversight) and performs repairs on vehicles and equipment.
- Conducts periodic inspections of vehicles and equipment in the fire stations.
- Inspects tires, brakes, hoses and belts; reports condition(s) and effects repairs, as directed.
- Performs repairs and installation of new parts on drive-train, steering, hydraulic, electrical, suspension, air compression, air and/or hydraulic brake systems, ignition, hydraulic and water pumps and controls, and air conditioning systems.
- Keeps shop, tools, equipment and repair facilities clean.
- Inspects vehicles and equipment for safety, mechanical deficiencies, and notifies Vehicle Fleet Manager; makes repairs as directed.
- Makes emergency field repairs to vehicles and equipment and may be requested to respond to emergencies after regular work hours and on weekends.
- Drives vehicles to and/or from repair facilities.
- Road tests and otherwise checks vehicles for proper operation and for detecting the source of reported deficiencies.
- Attends training and mechanical training seminars and schools, as required.
- Communicates clearly, both verbally and in writing, on Department maintenance forms and inter-departmental memos.
- Enters maintenance information in the Departments computer system.
- Ability to multi-task and work with frequent interruptions.
- Maintains positive working relationships with internal and external customers.

CRITICAL SKILLS / EXPERTISE:

Knowledge of:

- Techniques, theory, methods, care and repair of diesel and gasoline powered internal combustion engines, equipment and related components, including drive, fuel and electrical systems.
- Preventative maintenance inspection methods, electricity, hydraulics, mechanics and the methods, materials and tools used in the automotive, medium and heavy-duty vehicles and small engine equipment repair trade.
- Occupational hazards and standard safety precautions necessary in the work performed.

Ability to:

- Read and interpret pertinent laws, codes, safety orders, repair manuals, wiring

POSITION TITLE Fleet Mechanic Technician 2	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $55,000 - $71,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #133

diagrams, schematics and screens on a personal computer based digital scopes, on-line technical repair data bases and scan tools.

- Perform mechanical work including troubleshooting and repair of equipment.
- Diagnose mechanical trouble and determine appropriate maintenance work.
- Provide training and instruction to other employees.
- Work productively in the absence of supervision.
- Safely operate Township vehicles.
- Understand and carryout oral and written instructions.
- Establish and maintain effective working relationships with supervisor(s), fellow employees, vendors and the general public.
- Work overtime as required.
- Direct and provide over sight to fleet mechanic technician 1
- Be "on-call" varying weekends, holidays and/or evenings.
- Provision of tools that are adequate to perform all necessary repairs while working with heavy trucks and associated machinery/equipment is the responsibility of this individual.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

Any combination of experience and education that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Education
  - High school diploma or General Educational Development diploma.
- Experience
  - Minimum of five-year full-time previous experience in performing automotive and/or diesel vehicular service and repair work.
  - Have a strong background in electrical, hydraulics, air condition and troubleshooting.
  - Automotive Service Excellence (ASE) Master Medium/Heavy Truck certification or be able to obtain this certification within probationary period. Any other ASE certification a plus.
  - Experience in the repair of emergency vehicles (e.g., fire apparatus, ambulances, etc.).
  - Multiplex electrical experience
- State Issued Driver's License with a CDL (Class B) is preferred or the ability to obtain license within probationary period.

PHYSICAL & MENTAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential roles and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TITLE Fleet Mechanic Technician 2	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $55,000 - $71,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #133

- While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stool, kneel, crouch or crawl; and smell.
- The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities required by this job include the ability to hear in the normal range with or without correction.

WORK ENVIRONMENT: Work is performed in a variety of environmental conditions, indoors and out with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust.

The noise level in the work environment is usually high.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Chief of Police	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Lieutenants	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #136

PURPOSE:

The Chief of Police has the overall responsibility to lead, direct, and manage all activities of the Township's police department.

SCOPE:

The Chief of Police is the Chief Executive Officer of the Police Department and is responsible for the protection of lives and property in Colerain Township through the supervision of all police functions. The Chief of Police is a Township employee who serves in accordance with the provisions of the Ohio Revised Code and functions in accordance with general policy established by the Board of Trustees with considerable latitude in the exercise of independent judgment and discretion of the management and operation of the Police Department.

ESSENTIAL ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, the Chief of Police must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Promptly execute all lawful directives of the Township Administrator and the Board of Trustees.
- Submit required reports to the Township Administrator and the Board of Trustees that clearly depict conditions and police actions within the requested time periods.
- Organize, direct and control all resources of the Department to ensure that:
  - The Department engages in the most efficient discharge of its duties to preserve the peace, protect persons and property, and enforce the criminal laws of the State of Ohio.
  - New techniques are developed or adopted to improve the Departments' effectiveness in the discharge of primary police obligations.
  - There is adequate analysis, planning and preparation to determine the need for development of facilities to fulfill future Department requirements.
  - Ensure estimated annual budgets are prepared and presented to the Township Administrator and the Board of Trustees.
- Ensure available resources are converted into maximum effective police service.
- Develop an organizational structure with professional standards and sound span-of-control principles to ensure the following:
  - A staff of supervisory officers is created and maintained who meet periodically to discuss and resolve current problems, establish policy, and disseminate information to assure operational efficiency.
  - Related activities are integrated under control of intermediate supervisors, holding them accountable for effective conduct of such activities.
  - Awareness of all affairs of the Department to ensure that the duties of subordinates are properly discharged.
  - Thorough investigation of all cases of alleged or apparent misconduct by

POSITION TITLE Chief of Police	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Lieutenants	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #136

Department personnel, with appropriate action taken.

- Recognition of outstanding performance by Department employees through various techniques and programs; and
- Adequate and progressive employee training is organized and conducted to achieve maximum efficiency.

- Assist the Township Administrator and the Board of Trustees in developing acceptable standards and procedures to recruit, select and promote Department employees.
- Plan and execute a police service program, with modifications to combat current trends supported by analysis of records and reports, designed to ensure the following:
  - Prevention and suppression of crime.
  - Apprehension and prosecution of offenders.
  - Recovery of property.
- Develop and conduct an effective, professional public relations program to ensure:
  - Public confidence is encouraged.
  - Accurate interpretation of police policies and objectives are presented to Department personnel, the press, and the public.
  - Work for the enactment and strengthening of laws for the restraint of criminal activities.
- Establish procedures to comply with provisions of Section 5149.01, Ohio Revised Code, governing establishment and conduct of Criminal Identification procedures.
- Maintains productive relationships between the Department and other governmental agencies and private organizations, especially those concerned with traffic, crime prevention and the administration of justice to further the goals and objectives of the Department.
- Maintain an active alliance with professional police authorities and participate in programs to ensure the mutual improvement of proficiency in combating crime and traffic problems.
- Report promptly to other Township personnel any important matters falling within their jurisdiction.
- Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advanced techniques and ideas designed to improve overall Department performance.
- Coordinate Department representation or represent the Department at any community function in a professional manner to ensure a positive and professional image of the Department.
- Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie

POSITION TITLE Chief of Police	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Lieutenants	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #136

within the police agency, suggesting procedures to be followed.

- Ensure civil treatment and protection of rights for all persons coming into the scope of police authority.
- Conduct him/herself in accordance with high ethical standards, both on and off duty.
- Be always available for duty in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer - acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a Chief of Police.
- Maintain acceptable standards of conduct.
- Follow the direction of the Township Administrator.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors, and general citizenry.
- Participate in the strategic planning process; prepare department strategic plan for inclusion in township strategic plan; track operations to assure all initiatives are completed and goals are met.
- Oversee and participate in the development and administration of the department budget. Determines levels of staff, equipment, and other resources needed to provide departmental services and programs effectively and efficiently.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Other duties as assigned by the Township Administrator or Board of Trustees.
- Serves as incident commander within the ICS for Police Operations.
- Ensures successful completion of Police Department portion of the Strategic Plan.

CRITICAL SKILLS / EXPERTISE:

- Strength in interpersonal skills, leadership, employee motivation, and an advanced knowledge of current law enforcement strategies. Must also have a proven degree of high personal and professional integrity, strong organizational, management and communication skills. Must have experience with the community- oriented policing philosophy, significant labor-management experience, and grant funding.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate

POSITION TITLE Chief of Police	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Lieutenants	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #136

figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to get along with other employees.
- Ability to demonstrate a high degree of ethics, integrity and discretion. Ability to serve as a member of a senior management team.
- Ability to serve as a member of a senior management team.
- Ability to motivate, lead, supervise and train employees.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations.
- Ability to deal constructively with conflict, develop consensus and facilitate change.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- Must be bondable.
- Must maintain Ohio Peace Officer's Training Academy (OPOTA) certification.
- Extensive command and executive level experience combined with specialized training such as but not limited to: F.B.I. National Academy, F.B.I. Leadership Trilogy, Southern Police Institute, Certified Law Enforcement Executive (CLEE), etc. Should have a minimum of five to seven years of experience.
- Bachelor's degree from an accredited college or university required. A master's degree preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- Chief of Police must qualify with firearms, and other offensive and defensive weapons and meet OPOTA yearly firearm standards and undergo training in the proper use of Standard Police Equipment such as, but not limited to, handcuffs, IMPACT weapon, TASER, mace, body camera, police communication equipment, personal computers, gun belt, flashlight and operate a police vehicle under routine and emergency conditions within local and state laws.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough

POSITION TITLE Chief of Police	STATUS Full Time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $120,000-$140,000
SUPERVISES Lieutenants	**Minimum Education:** BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	**JOB ID:** #136

terrain at varying degrees of slope.

- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Lieutenant	STATUS Full Time – Exempt
REPORTS TO Chief of Police	**Salary Range:** $100,000-$125,000
SUPERVISES Sergeants	**Minimum Education:** Associate Degree
NUMBER OF POSITIONS: 3	**JOB ID:** #137

PURPOSE:

The position of the Lieutenant is supervisory in nature and is to assist the Chief of Police in the overall direction of the Colerain Township Police Department.

SCOPE:

The Lieutenant position has three job assignments: Support Services Division, Patrol Division, and Investigative Division.

The Support Services Lieutenant provides direct supervision of the support function and serves as a liaison between the Support Services Division, Patrol Division, and Investigative Division.

The Patrol Commander provides direct supervision of the overall patrol function and serves as a liaison between the Patrol Division, Support Services Division, and the Investigative Division.

The Investigative Lieutenant provides direct supervision of the investigative function and serves as a liaison between the Criminal Investigative Unit, Patrol Division, and Support Services Division.

The Lieutenant(s) are responsible for assisting the Chief of Police in organizing and implementing Department programs, goals, and objectives. All Lieutenant(s) must be able to assume command in the absence of the Chief of Police.

ESSENTIAL ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a Lieutenant must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assume command over their assigned division and ensure the division operates in accordance with policy and procedure to include but not limited to:
  - Shift selections.
  - Maintaining minimum staffing levels.
  - Ensure annual evaluations are completed.
  - All support functions are completed in accordance with policy and procedure.
- Exercise authority commensurate with responsibility and be accountable directly to the Chief of Police.
- Assume command of the Department, as Acting Chief, whenever the Chief of Police is unavailable to oversee normal Department activities.
- Be responsible for assisting the Chief of Police in the efficient operation of the Department in conformity with established policies and procedures.

POSITION TITLE Lieutenant	STATUS Full Time – Exempt
REPORTS TO Chief of Police	**Salary Range:** $100,000-$125,000
SUPERVISES Sergeants	**Minimum Education:** Associate Degree
NUMBER OF POSITIONS: 3	**JOB ID:** #137

- Be diligent in enforcing the observance of high ethical standards in the performance and conduct of personnel.
- Plan, organize, and direct the activities of the Department in conjunction with the Chief of Police and maintain harmonious relationships with other segments of the Department, allied agencies and the public.
- Assist the Chief of Police in preparing for collective bargaining and participate in negotiations as the chief's designee.
- Assist the Chief of Police in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
    - Training personnel.
    - Improving working conditions for maximum efficiency and morale.
    - Using personnel records and performance ratings for individual guidance and improvement.
    - Adequately recognizing outstanding personnel performance.
    - Improving efficiency and cooperation in areas of common responsibility.
    - Advancing the public relations program for promoting public confidence and support.
    - Ensuring proper and economical use of Department property and equipment.
    - Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
    - Prevention and suppression of crime.
    - Protection of life and property.
    - Apprehension and prosecution of offenders.
    - Preservation of the peace.
    - Enforcement of regulatory measures.
- Assist the Chief of Police in the investigation of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.
- In the absence of the Chief of Police, conduct investigations of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.
- Periodically inspect subordinates' uniforms and equipment and provide them with legal papers and materials necessary to the performance of their duties.
- Observe and impartially report to the Chief of Police every breach of discipline or neglect of duty by a subordinate. In the absence of the Chief of Police, or as designated by the Chief of Police, address every breach of discipline or neglect of duty by a subordinate.
- Devote the maximum possible time to divisional operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a

POSITION TITLE Lieutenant	STATUS Full Time – Exempt
REPORTS TO Chief of Police	**Salary Range:** $100,000-$125,000
SUPERVISES Sergeants	**Minimum Education:** Associate Degree
NUMBER OF POSITIONS: 3	**JOB ID:** #137

degree of leadership commensurate with responsibility.

- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct weekly examinations of the assigned equipment of assigned personnel, promptly correcting and reporting defects.
- Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie within the police agency, suggesting procedures to be followed.
- Ensure civil treatment and protection of rights for all persons coming into the scope of police authority.
- Coordinate Department representation or represent the Department at the request of the Chief of Police at any community functions in a professional manner to ensure a positive and professional image of the Department.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Be always available for duty in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism, and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer - acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a lieutenant.
- Shall maintain harmonious relations with other segments of the Department, allied agencies and the public.
- Shall assist in the development of special and ongoing programs.
- Shall keep the Chief of Police aware of potential police/community problems and potential solutions.
- Shall develop and coordinate special projects as directed by the Chief of Police.
- Maintain acceptable standards of conduct.
- Follow the direction of the Chief of Police.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated, and work independently of direct supervision.
- Other duties as assigned by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in interpersonal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write

POSITION TITLE Lieutenant	STATUS Full Time – Exempt
REPORTS TO Chief of Police	**Salary Range:** $100,000-$125,000
SUPERVISES Sergeants	**Minimum Education:** Associate Degree
NUMBER OF POSITIONS: 3	**JOB ID:** #137

reports, business correspondence, and procedure manuals. Must possess ability to effectively present information and respond to questions from groups of managers, employees, and the public.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Must possess ability to calculate figures and amounts, and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Must possess ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- Must be bondable.
- Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification.
- Ohio Peace Officer Training Academy (OPOTA) certified, a four-year degree from an accredited college/university **or** advanced training in specialized police field such as but not limited to: F.B.I. National Academy, F.B.I. Leadership Trilogy, Southern Police Institute Staff and Command, Certified Law Enforcement Executive (CLEE), etc. **and** two-year degree from an accredited college/university. Administrative and management training (can be obtained after appointment), along with first line supervision, minimum of one year experience as a police sergeant with Colerain Township Police Department.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Lieutenant(s) must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Lieutenant(s) is provided

POSITION TITLE Lieutenant	STATUS Full Time – Exempt
REPORTS TO Chief of Police	**Salary Range:** $100,000-$125,000
SUPERVISES Sergeants	**Minimum Education:** Associate Degree
NUMBER OF POSITIONS: 3	**JOB ID:** #137

the use of handcuffs, IMPACT weapon, mace, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

- Officer must operate emergency vehicles under stressful conditions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Sergeant	STATUS Full Time – Non-Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** See Below
NUMBER OF POSITIONS: 8	**JOB ID:** #138

PURPOSE:

The position of Sergeant is supervisory in nature and is to assist in the overall direction of the Colerain Police Department.

SCOPE:

The Sergeant position has multiple job assignments: Patrol Sergeant, Administrative Sergeant, Impact Team Sergeant, Investigative Sergeant, Code Enforcement Sergeant, and School Safety Sergeant.

The Patrol Sergeant(s) provide direct supervision and are responsible for the daily operations of a patrol shift.

The Administrative Sergeant is the department's quartermaster and is responsible for the daily operations of the training unit.

The Impact Team Sergeant provides direct supervision and is responsible for the daily operations of the Impact Team.

The Investigative Sergeant provides direct supervision and is responsible for the daily operations of the Investigative Unit.

The Code Enforcement Sergeant provides direct supervision and is responsible for the daily operation of the Code Enforcement Team.

The School Safety Sergeant provides direction supervision and is responsible for the daily operation of the School Safety Team.

Sergeants must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIAL ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a Sergeant must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

All Sergeants of the Colerain Township Police Department must perform each of the following tasks:

- Plan, organize, direct and evaluate, on a daily basis, the line activities of a shift in a manner consistent with Department policy to ensure operational efficiency of the Department.
    a) Provide daily direct supervision, guidance and training to subordinates to ensure compliance with department policies and procedures while maximizing efficiency; and
    b) Conduct daily meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.
- Continually review officer deployment to ensure efficient and effective utilization of

POSITION TITLE Sergeant	STATUS Full Time – Non-Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** See Below
NUMBER OF POSITIONS: 8	**JOB ID:** #138

manpower.

- When on duty and in the station, be responsible for its conditions and for its economical and efficient operation.
- Continually review and inspect subordinate's appearance and work to ensure compliance with Department policy and procedures.
- Be responsible for the assignment, proper processing, and return of all citations, writs, and documents.
- Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.
- Assist their assigned Lieutenant in the investigation of complaints regarding the conduct of officers within the Department, procuring evidence sufficient to sustain or refute such allegations, and preparing complete and accurate reports.
- Assist their assigned Lieutenant in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
    a) Training personnel.
    b) Improving working conditions for maximum efficiency and morale.
    c) Using personnel records and performance ratings for individual guidance and improvement.
    d) Adequately recognizing outstanding personnel performance.
    e) Improving efficiency and cooperation in areas of common responsibility.
    f) Advancing the public relations program for promoting public confidence and support.
    g) Ensuring proper and economical use of Department property and equipment.
- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
    a) Prevention and suppression of crime.
    b) Protection of life and property.
    c) Apprehension and prosecution of offenders.
    d) Preservation of the peace.
    e) Enforcement of regulatory measures.
- Review records and reports, on a daily basis, for accuracy, completeness and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Check offense and supplemental reports, on a daily basis, to determine crimes committed, crime patterns, and modus operandi used in these crimes and take appropriate action to prevent or solve these crimes.
- Review, on daily basis, property and evidence submissions to ensure compliance with Department regulations, accuracy and completeness.
- Compile written reports for the Patrol Commander as directed to ensure presentation in an accurate, timely manner.
- Inspect arms, ammunition, belts, and holsters of assigned personnel to ensure cleanliness and good working order, promptly correcting and reporting deficiencies.
- Patrol the Township, enforce the laws, and respond to calls for service on a daily basis to ensure delivery of professional law enforcement services.

POSITION TITLE Sergeant	STATUS Full Time – Non-Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** See Below
NUMBER OF POSITIONS: 8	**JOB ID:** #138

- Observe and impartially report to the Patrol Commander every breach of discipline or neglect of duty by a subordinate.
- Exercise general supervision and inspection of all public places within the area of responsibility and cause the laws, ordinances and regulations concerning their operation to be enforced.
- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be always available for duty in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism, and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a Sergeant.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated, and work independently of direct supervision.
- Other duties as assigned by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in interpersonal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.
- Ability to get along with other employees.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

POSITION TITLE Sergeant	STATUS Full Time – Non-Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** See Below
NUMBER OF POSITIONS: 8	**JOB ID:** #138

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license. Must be bondable. Maintain Ohio Peace Officer's Training Academy (OPOTA) certification.
- Must currently have at least two years leadership experience in any military branch in which assigned duties include leading and managing personnel **or** an associate degree from an accredited university/college or be in the process of actively obtaining an associate degree. Ohio Peace Officer Training Academy (OPOTA), minimum of three years' experience as a police officer and one year as a Colerain Police Officer.

PHYSICAL & MENTAL REQUIREMENTS:

- Sergeants must qualify with firearms, and other offensive and defensive weapons and meet OPOTA yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with hours scheduled by the Chief of Police, it is the employee's obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Police Officer	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 56	**JOB ID:** #139

PURPOSE:

Under the direct supervision of the Sergeant, the primary responsibility of all Police Officers is to protect the lives and property of the people of the Colerain Township.

SCOPE:

Protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the resolutions of the Township and to serve the people in whatever way necessary within the scope of their assignment.

The Police Officer position has multiple job assignments: Patrol Officer, Traffic Safety Officer, Impact Team Officer, Canine Officer, Detective, Environmental Crimes Investigator, School Resource Officer, and School Investigator.

A Uniformed Patrol Officer receives dispatched calls for service, maintains order, prevents illegal activity, enforces laws, and protects the community and citizens.

A Traffic Safety Officer enforces traffic laws, investigates auto accidents, and hit skip auto accidents, and provides targeted traffic enforcement.

An Impact Team Officer proactively engages in traffic enforcement, directed patrols in high-crime areas, and community complaints of criminal activity.

A Canine Officer and their partner are responsible for officer protection, suspect apprehension, area or building clearance, evidence detection, tracking, and narcotic detection.

A Detective investigates criminal incidents, conducts interviews, collects evidence, and obtains sufficient and adequate evidence to charge and prosecute perpetrators of crime.

An Environmental Crimes Investigator works in conjunction with the Environmental Crimes Unit to prevent illegal dumping, enforcement of property maintenance violations, and to identify and address conditions that pose a threat to the public.

A School Resource Officer provides necessary police services in and around school property, while providing protection for the school staff, students, and property.

A School Investigator investigates cases of truancy, residency, and criminal activity that involves a school district student.

ESSENTIAL ROLES & RESPONSIBLILITIES:

A Police Officer for Colerain Police Department must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Being familiar with his/her area of assignment, giving particular attention to high frequency crime locations and known trouble spots so that he/she may assist in the prevention of crime, not just the making of criminal arrests.
- Taking appropriate action regarding wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, AWOL military personnel, and crimes in progress to

POSITION TITLE Police Officer	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 56	**JOB ID:** #139

ensure suppression of crime and increased overall safety of the community.

- Recognizing and observing suspicious behaviors of persons which may indicate involvement in criminal offenses, stopping and interviewing suspicious persons, and successfully identifying them.
- Accurately and expeditiously using communications systems to relay description, method, direction of flight, and other relevant information concerning wanted persons or vehicles.
- Providing assistance to citizens in a professional and courteous manner.
- Prioritize and promptly respond in a safe manner to all dispatched calls in the Township and requests for assistance from other jurisdictions to ensure that:
    a. The investigation of any complaint is conducted in a thorough manner, using approved techniques to expedite adjudication or closure; and
    b. Miscellaneous calls for service are handled in a professional and timely manner.
- Conduct preliminary investigations at the scene of incidents to which the officer is summoned or observes, determining what, if any, crime has been committed, taking appropriate actions to ensure the mission of the Department.
- Handle missing person and missing child investigations in a complete and timely manner to ensure compliance with Department policy, state and federal law.
- Thoroughly investigate traffic accidents, complete accurate and neat reports, and provide any services necessary such as first aid, tow service, and traffic direction to alleviate hazardous road conditions.
- Promptly, and with empathy, notify next-of-kin of deceased, seriously ill, or seriously injured persons.
- Immediately take control of crime scene and preserve evidence, secure witnesses to the crime, interview witnesses, obtaining complete information, including written statements when appropriate, process the scene by developing and lifting latent fingerprints, collect other forensic evidence using the most current techniques, and maintain complete and accurate logs.
- Properly collect, prepare, and submit all evidence and property to its proper collection point/area to include accurate and complete forms, to ensure the legally mandated chain of custody, while protecting the integrity of the evidence.
- As soon as practicable, secure the perimeter in fire scenes, assist with hazardous material spills, and otherwise assist fire department personnel at the scene of an emergency to enhance operational efficiency.
- Act within the use of force continuum when defending oneself and others from physical assault.
- Initiate legal arrests, both misdemeanor and felony, to include the investigation, interviews of arrestee, properly and completely filling out the necessary paperwork as required by Department policy or state guidelines.
- Transport all prisoners within established guidelines, being vigilant to prisoner's rights under local, state, and federal guidelines.
- Serve outstanding subpoenas or warrants as required.

POSITION TITLE Police Officer	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 56	**JOB ID:** #139

- Perform crowd control at parades, festivals, labor disputes, riots and other events maintaining a professional image to ensure the safety of persons and property.
- Be sensitive to the conduct of juveniles and the existence of hazards affecting them in order to participate in the delinquency control effort of the Department.
- Immediately brief the Chief of Police on important matters.
- Complete all special projects, assignments and investigations as assigned.
- Assist in the execution of the Department's programs for:
    a. Improving efficiency and cooperation in areas of common responsibility
    b. Advancing the public relations program for promoting public confidence and support; and
    c. Proper and economical use of Department property and equipment.
- Initiate reports, read and evaluate correspondence and memoranda relative to operational activities or police hazards on a daily basis to ensure officer safety and enhance job performance.
    a. Review records and reports daily to obtain information regarding incidents, wanted suspects, stolen vehicles, missing persons, and other items necessary to ensure safety of Township residents and businesses.
    b. Review offense reports and supplementary reports on a daily basis to determine crimes committed, crime patterns, and modus operandi used in these crimes in order to recognize developing crime patterns and take appropriate action to prevent or solve crimes.
    c. Accurately prepare a daily activity report at the end of the tour of duty in the prescribed manner.
- Conduct daily, routine preventive maintenance and caring for all assigned personal equipment and police vehicles per Department standards and alert supervisors of any deficiencies.
- Appear in court, when summoned or requested, on time, dressed in professional attire, and thoroughly prepared to present the case in a professional and courteous manner.
- Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advanced techniques and ideas designed to improve overall Department performance.
- Professionally and courteously deal with the news media, including determining the access of news media representatives to the scene of major fires, natural disasters, perimeters of crime scenes, or other catastrophic events, reflecting a positive image of the Township when possible.
- Perform all duties in a professional, accurate, and timely manner.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be always available for duty in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.

POSITION TITLE Police Officer	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 56	**JOB ID:** #139

- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors, and general citizenry.
- Self-disciplined, self-motivated, and work independently of direct supervision.
- Other duties as assigned by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Strength in interpersonal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to get along with other employees.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent.
- A valid state driver's license.
- Must be bondable.
- Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employees may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet

POSITION TITLE Police Officer	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 56	**JOB ID:** #139

OPOTA yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Police Cadet (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $15.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #140

PURPOSE:

To protect the lives and property of the people of Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their assignment.

SCOPE:

The primary responsibility of the Police Cadet is to serve the Department and to the Township while becoming familiar with the procedures and policies of the Colerain Police Department. The Police Cadet will provide assistance to the Records Clerks by answering citizens' calls and assisting citizens at the window. A Police Cadet will ride with officers when coverage allows.

ESSENTIAL ROLES & RESPONSIBLILITIES:

As the essential job functions of their positions, Police Cadets of Colerain Police Department must perform each of the following tasks:

- Diligently provide service to the community by:
  - Undertaking Department-mandated training that is required of new police officers.
  - Taking appropriate action regarding answering citizens' calls and visits to the Police Department.
  - Developing the skills necessary to use the Department's databases and computer programs.
  - Become educated and proficient with the Department's Policy and Procedures, Rules and Regulations and Mission and Value Statement.
  - Providing necessary assistance to the Department Records Clerks.
  - Providing assistance to citizens in a professional and courteous manner when interacting with them over the phone or in person.
- Immediately brief the Chief of Police or his/her designee on important matters.
- Complete all special projects, assignments as assigned.
- Assist in the execution of the Department's programs for:
  - Improving efficiency and cooperation in areas of common responsibility.
  - Advancing the public relations program for promoting public confidence and support.
  - Proper and economical use of Department property and equipment.
- Initiate reports, read and evaluate correspondence and memoranda relative to operational activities on a daily basis to enhance job performance.
- Accurately prepare and file a daily activity report at the end of the tour of duty in the prescribed manner.
- Conduct daily, routine preventive maintenance and caring for all assigned personal equipment and alert supervisors of any deficiencies.
- Appear in court, when summoned or requested, on time, dressed in professional attire, and thoroughly prepared to present the case in a professional and courteous manner.
- Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advance techniques and ideas designed to improve overall Department performance.
- Professionally and courteously deal with the news media, reflecting a positive image of the Township when possible.

POSITION TITLE Police Cadet (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $15.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #140

- Perform all duties in a professional, accurate, and timely manner.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Other duties as assigned by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Strength in interpersonal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent.
- A valid state driver's license.
- Must be bondable.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

POSITION TITLE Police Cadet (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $15.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #140

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Administrative Assistant-Police	STATUS Full Time – Non-Exempt
REPORTS TO Chief of Police	**Salary Range:** $50,000-$70,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #141

PURPOSE:

The Administrative Assistant performs a wide variety of administrative and fiscal day-to-day tasks and operations in order to assist in the success of the Police Department.

SCOPE:

Under the general supervision of the Chief of Police, the Administrative Assistant performs a wide variety of administrative, secretarial, fiscal, and clerical activities related to the day-to-day operation of the police, fire, and finance departments. This position will work closely with staff of all three of these departments.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Perform written communication assignments for the Chief of Police, with a moderate degree of speed and accuracy, making corrections for spelling, grammar, punctuation, and format errors. Fact checking and proofreading of same completed by staff.
- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, press releases, ceremonies, notices, articles, and other materials requested by the Chief of Police, and others authorized by the Chief of Police.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone and in person inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Assist Police Clerks by answering incoming telephones and routing calls to appropriate employees in a courteous and professional manner and greeting public inquiries.
- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by the Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- RCIC, LEADS, and NCIC terminal operator, assist in entering and maintaining warrants and records of police department.
- Maintain, update, and file department inventory.
- Maintain and order office supplies.
- When on duty in the station, be responsible for its conditions and for its economical and efficient operation. Back up civilian staff as needed.
- Maintain Compensatory time files, postings, rebuilding files annually, biannual (police) cash in.
- Maintain DEA DAG orders – submission, annual filing and audits.
- Police department grant filing reporting and submissions – ODJ Vest Grants, state vest grants and other grants.
- ODJ Invoicing and Audits – FBI, DEA & US Marshal.
- Payroll Posting, Billing and Audit for contracts with outside agencies and businesses.
- Police posting, billing and audit of QRT Grant.
- Assist in Police Selection Process.
- Tow Lot monthly Reconciliation and reporting, payment to tow companies.
- Rental billing and reconciliation (YWCA).

POSITION TITLE Administrative Assistant-Police	STATUS Full Time – Non-Exempt
REPORTS TO Chief of Police	**Salary Range:** $50,000-$70,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #141

- Maintain Police Department Rosters/Squads/Anniversaries/Telephone Directories.
- Scan records to Onbase for personnel files.
- Provide CALEA proofs to manager, control receipts to CALEA standards.
- Document storage and destruction of records, public records requests and redactions.
- Maintain police department covert plates records.
- Emergency information sheets and book preparation.
- Critical Incident Response Team and Missing Persons Team Squad Scribe.
- Create employee payouts for terminated/resigned/retired police department employees.
- Fingerprint/BCI/FBI for Public Safety related training, courses and fireworks event staff.
- Plan, organize, process and manage township financial records all facets consistent with township policy, collective bargaining agreements and Ohio Revised Code.
- Develop ideas and proposals that improve production, organizational performance, or result in cost or timesaving for the department.
- Prepares periodic financial, statistical or operational reports as assigned.
- Responsible for organization and accuracy of major department record files including personnel, payroll, emergency incident reports, and department expenditures.
- Assigns internal purchase orders, processes purchase requests and performs all aspects of invoice review prior to fiscal officer's payment to vendors. Resolves billing discrepancies with vendors. Reviews requests for travel reimbursement from employees. Approves vendors for use by department personnel in certain areas of operation.
- Provides monthly appropriation status reports to command staff officers. Requests appropriation and income information from fiscal officer. Reconciles department financial information with fiscal officer's information. Works with fiscal officer's staff to resolve discrepancies. Prepares appropriation transfers when needed.
- Assists the Chief of Police with the preparation of the preliminary, temporary, and permanent appropriations budgets.
- Processes all employee payroll information including shift logs, training, special duty and extra pay situations. Responsible for final accuracy and approval of payroll before processing by fiscal officer. Resolves payroll problems and discrepancies for employees. Responsible for pay rate changes for all employees including implementation of contract step rates.
- Maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Any other duties as assigned by the Chief of Police.

POSITION TITLE Administrative Assistant-Police	STATUS Full Time – Non-Exempt
REPORTS TO Chief of Police	**Salary Range:** $50,000-$70,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #141

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

High school diploma or GED equivalent, and at least two (2) years of office experience to include use of word processing software.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear.
- The employee frequently is required to stand and walk.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Civilian Supervisor	STATUS Full Time – Exempt
REPORTS TO Lieutenant	**Salary Range:** $45,000-$65,000
SUPERVISES Police Clerks	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #142

PURPOSE:

The Civilian Supervisor performs a wide variety of administrative tasks to support the day-to-day operations of the Police Department.

SCOPE:

Under the general supervision of a Lieutenant and the Chief of Police, the Civilian Supervisor performs a wide variety of administrative, secretarial and clerical activities related to the day-to-day operation of the Colerain Police Department. The civilian supervisor is also tasked with the general supervision of the civilian employees to include conducting evaluations, providing guidance and scheduling.

ESSENTIAL ROLES & RESPONSIBLILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provide supervision to civilian employees to include conducting evaluations and scheduling.
- Plan, organize, direct and evaluate, on a daily basis, the line activities of a shift in a manner consistent with Department policy to ensure operational efficiency of the Department.
    a) Provide daily direct supervision, guidance and training to subordinates to ensure compliance with department policies and procedures while maximizing efficiency; and
    b) Conduct meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.
- Continually review police clerk deployment to ensure efficient and effective utilization of staff.
- When on duty in the station, be responsible for its conditions and for its economical and efficient operation.
- Continually review and inspect subordinate's appearance and work to ensure compliance with Department policy and procedures.
- Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.
- Assist the assigned Lieutenant in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things,
    a) Training personnel.
    b) Improving working conditions for maximum efficiency and morale.
    c) Using personnel records and performance ratings for individual guidance and improvement.
    d) Adequately recognizing outstanding personnel performance.
    e) Improving efficiency and cooperation in areas of common responsibility.
    f) Advancing the public relations program for promoting public confidence and support.
    g) Ensuring proper and economical use of Department property and equipment.
- Compile written reports for the Support Services Lieutenant as directed to ensure presentation in an accurate, timely manner.

POSITION TITLE Civilian Supervisor	STATUS Full Time – Exempt
REPORTS TO Lieutenant	**Salary Range:** $45,000-$65,000
SUPERVISES Police Clerks	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #142

- Observe and impartially report to their assigned Lieutenant every breach of discipline or neglect of duty by a subordinate.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, ceremonies, notices, articles, purchase orders, and other materials requested by the Chief of Police, and others authorized by the Chief.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Maintain and order Department supplies when requested.
- File and perform other clerical duties at the discretion of the Chief of Police.
- Answer incoming telephones and rout calls to appropriate employees in a courteous and professional manner.
- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by the Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- Perform all job duties in an accurate, professional, and timely manner.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Other duties as assigned by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in interpersonal skills as well as the ability to work independently. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of Police.
- Ability to work with mathematical concepts such as probability and statistical inference,

POSITION TITLE Civilian Supervisor	STATUS Full Time – Exempt
REPORTS TO Lieutenant	**Salary Range:** $45,000-$65,000
SUPERVISES Police Clerks	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #142

and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- At least two years of office experience to include use of word processing software, ECLEAR, RCIC, LEADS and NCIC operator.
- High school diploma or equivalent.

PHYSICAL & MENTAL REQUIREMENTS:

- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.
- In accordance with hours scheduled by the Chief of Police. It is the employee's obligation to have regular and predictable attendance.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- Employee will use a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, copy machine and fax machine.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Police Clerk	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 8	**JOB ID:** #143

PURPOSE:

Under the general supervision of a sergeant, the Police Clerk performs a wide variety of administrative tasks.

SCOPE:

Administrative, secretarial, and clerical activities related to the day-to-day operation of the police department.

The Police Clerk position has multiple job assignments: Front Office Clerk, Impound Lot Manager, Accreditation Manager, and Property Room Manager.

The Front Office Clerk handles the day-to-day operations of the police department's front office. Their primary tasks include answering phone calls, the front window, and daily operational tasks.

The Impound Lot Manager is responsible for the overall tasks and operation of the impound lot. Additionally, the Impound Lot Manager oversees the intake and release of impounded vehicles, conducts inspections of the impound lot as directed and provides customer service to those seeking to release their vehicles.

The Property Room Manager is responsible for the overall tasks and operation of the property room. Additionally, the Property Room Manager oversees the property operations to include intake, transfer and release of property, conduct inspections of the property room as directed and provide customer service to those seeking the release of their property.

The Accreditation Manager is responsible for the overall tasks and completion of the department's CALEA standards. The Accreditation Manager will be encouraged to make independent judgements and decisions based on analytical and innovative thinking. Performance in this job is through conferences, reports, analyses, methodology, and levels of success accomplishing the accreditation goals of the Colerain Township Police Department.

ESSENTIAL ROLES & RESPONSIBLILITIES:

A police clerk must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, ceremonies, notices, articles, purchase orders, and other materials requested by the Chief of Police, and others authorized by the Chief.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Maintain and order Department supplies when requested.
- File and perform other clerical duties at the discretion of the Chief of Police.
- Answer incoming telephones and rout calls to appropriate employees in a courteous and professional manner.

POSITION TITLE Police Clerk	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 8	**JOB ID:** #143

- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by the Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- Perform all job duties in an accurate, professional, and timely manner.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Other duties as assigned by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in interpersonal skills as well as the ability to work independently. Typing skills at moderate speed levels and accuracy required. Must possess general knowledge of computers and word processing software. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of Police.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use a personal computer, including applicable word processing, spreadsheet and database software, calculator, phone, copy machine and fax machine.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent.
- A valid state driver's license.
- Must be bondable.

POSITION TITLE Police Clerk	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 8	**JOB ID:** #143

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Police Clerk (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Civilian Supervisor	**Salary Range:** $12.00/hour - $18.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 8	**JOB ID:** #144

PURPOSE:

Under the general supervision of a civilian supervisor, the Police Clerk performs a wide variety of administrative tasks.

SCOPE:

Administrative, secretarial and clerical activities related to the day-to-day operation of the police department.

ESSENTIAL ROLES & RESPONSIBLILITIES:

A police clerk must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, ceremonies, notices, articles, purchase orders, and other materials requested by the Chief of Police, and others authorized by the Chief of Police.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Maintain and order Department supplies when requested.
- File and perform other clerical duties at the discretion of the Chief of Police.
- Answer incoming telephones and rout calls to appropriate employees in a courteous and professional manner.
- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by the Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- Perform all job duties in an accurate, professional, and timely manner.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in interpersonal skills as well as the ability to work independently. Typing skills at moderate speed levels and accuracy required. Must possess general knowledge of computers and word processing software. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business

POSITION TITLE Police Clerk (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Civilian Supervisor	**Salary Range:** $12.00/hour - $18.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 8	**JOB ID:** #144

correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of Police.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, copy machine and fax machine.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent.
- A valid state driver's license.
- Must be bondable.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE School Safety Officer (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per Agreement with NWLSD
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 5	**JOB ID:** #145

PURPOSE:

Under the direct supervision of the Administrative Sergeant, the primary responsibility of all School Safety Officer is to provide a safe school environment, free from crime, drug abuse, and violence.

SCOPE:

Protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIAL ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a School Safety Officer must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- The primary function of the School Safety Officer (SSO) is to provide physical security in the school.
- Provide necessary safety services in and around school property, while providing protection for the school staff, students, and property.
- Have primary accountability to the School Safety Sergeant.
- Maintain a working relationship with all Department personnel, especially personnel in which their schools are located.
- Thoroughly investigate all incidents coming to his/her attention and make appropriate reports.
- Create a readable copy of all such reports to be made and forwarded to supervision for review.
- Keep the School Safety Sergeant thoroughly advised of all incidents coming to the SSO's attention. Extraordinary incidents are to be immediately reported.
- Perform other safety-related duties as directed by the police department and/or school administration.
- Prioritize and promptly respond in a safe manner to dispatched calls related to the schools to ensure that the investigation of any complaint is conducted in a thorough manner, using approved techniques to expedite adjudication or closure.
- Conduct preliminary investigations at the scene of incidents to which he/she is summoned or observes, determining what, if any, crime has been committed, taking appropriate actions to ensure the mission of the Department.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Strength in interpersonal skills as well as the ability to work independently. Must

POSITION TITLE School Safety Officer (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per Agreement with NWLSD
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 5	**JOB ID:** #145

possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Any additional duties determined by the Chief of Police.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent.
- A valid state driver's license.
- Must be bondable.
- Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification and eligible for certification or a qualified, retired law enforcement officer as defined in "The Law Enforcement Officers' Safety Act".

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet OPOTA yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

POSITION TITLE School Safety Officer (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** Per Agreement with NWLSD
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 5	**JOB ID:** #145

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
In accordance with hours scheduled by the Chief of Police, it is the employees' obligation to have regular and predictable attendance

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Code Enforcement Specialist	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $45,000-$65,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #146

PURPOSE:

The position of Code Enforcement Specialist reports directly to the Code Enforcement Sergeant to assist in the daily workload with respect to inspections, communications, and follow up on nuisance, property maintenance, and zoning enforcement issues.

SCOPE:

Under the supervision of the Code Enforcement Sergeant this position:

- Investigates and enforces the provisions of the Township Zoning Resolution, the Township Property Maintenance Code, and the Ohio Revised Code with regard to nuisance.
- Works to ensure the public health, safety, and welfare of the community.
- Identifies repeat nuisance properties and their owners.
- Interprets a variety of instructions furnished in written, oral, diagram, or schedule form.
- Communicates clearly and regularly with the Director of Planning and Zoning and residents of the Township in a professional and courteous manner.
- Coordinates with Township Staff and contractors regarding the abatement of nuisance properties.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Maintain organized documentation to assist in management of the abatement and assessment process and coordinate with the Auditor's Office to ensure all property tax assessments are placed on the property tax bill.
- Inspect the exterior of residential and non-residential property for conformance to minimum Township Code requirements.
- Investigate and enforce nuisance and property maintenance violations.
- Conduct field inspections, document violations, and prepare violation orders, notices, and reports.
- Work with property owners to achieve compliance on nuisance properties.
- Investigate possible nuisance and property maintenance violations in response to public complaints and/or those observed while in the field.
- Maintain complete and accurate records in all relevant systems of all complaints reported/reviewed, inspections completed, and violation cases investigated.
- Assist the Code Enforcement Sergeant with reports and memos to ensure a thorough presentation of facts and staff consideration.
- Investigate and process possible nuisance violations.
- Prepares documents for Housing Court, Civil Court, or other relevant forms of enforcement and attends related court cases.
- Coordinates with other internal Township Departments and external governmental agencies to develop an approach that ensures compliance on properties with issues that expand beyond Zoning purview.
- Assists the department with communications to and builds relationships with various neighborhood groups and other community-oriented organizations.
- Complete other tasks as assigned.
- Any additional tasks as determined by the Chief of Police.

POSITION TITLE Code Enforcement Specialist	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $45,000-$65,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #146

CRITICAL SKILLS / EXPERTISE:

- Knowledge of personal computers, oversized plotters, copiers, calculators, two-way radios, telephones, fax machine, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite and ArcGIS.
- Exceptional customer service skills.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- The ability to obtain an AICP certification is preferred.
- Professional certification in property maintenance and enforcement helpful but not required.
- High school diploma or GED equivalent.
- A bachelor's degree in urban planning, Urban Studies, Geography, or related field is preferred but not required.

PHYSICAL & MENTAL REQUIREMENTS:

- The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, reaching for overhead files, and occasionally lifting (must be able to list up to 25 pounds).
- Must be able to operate a motor vehicle and perform tasks involving manual dexterity, such as use of a computer.

WORK ENVIRONMENT:

Work environment involves duties to be performed in an inside office setting and duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings, and properties. These external locations may not be graded and may not be easily accessible.

Regular and predictable attendance as established by Administration.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Code Enforcement Specialist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $15.00/hour - $20.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #147

PURPOSE:

The position of Code Enforcement Specialist reports directly to the Code Enforcement Sergeant to assist in the daily workload with respect to inspections on nuisance enforcement issues. A heavy emphasis is placed on the inspection of tall grass and weeds nuisances.

SCOPE:

Under the supervision of the Code Enforcement Sergeant this position:

- Proactively monitors the Township to identify potential code enforcement violations and enter potential violations into the Customer Service Request system.
- Works to ensure the public health, safety, and welfare of the community.
- Interprets a variety of instructions furnished in written, oral, diagram, or schedule form.
- Communicates clearly and regularly with the Code Enforcement Sergeant in a professional and courteous manner.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Inspect the exterior of residential and non-residential property for conformance to minimum Township Code requirements.
- Enters potential code enforcement violations into the Township Customer Service Request system.
- Conduct field inspections and document violations.
- Work with property owners to achieve compliance on nuisance properties.
- Maintain complete and accurate records in all relevant systems of all complaints reported/reviewed, inspections completed, and violation cases investigated.
- Assist the Code Enforcement Sergeant with reports and memos to ensure a thorough presentation of facts and staff consideration.
- Complete other tasks as assigned.
- Any additional tasks as determined by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of personal computers, oversized plotters, copiers, calculators, two-way radios, telephones, fax machine, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite and ArcGIS. Require a valid operator's permit.
- Exceptional customer service skills.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- High school diploma or GED equivalent.
- A bachelor's degree in urban planning, Urban Studies, Geography, or related field is preferred but not required.

POSITION TITLE Code Enforcement Specialist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $15.00/hour - $20.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #147

PHYSICAL & MENTAL REQUIREMENTS:

- The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, reaching for overhead files, and occasionally lifting (must be able to list up to 25 pounds).
- Must be able to operate a motor vehicle and perform tasks involving manual dexterity, such as use of a computer.

WORK ENVIRONMENT:

Work environment involves duties to be performed in an inside office setting and duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings, and properties.

Regular and predictable attendance as established by Administration.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Environmental Crimes Specialist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $20.00/hour - $25.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #148

PURPOSE:

The position of Environmental Crimes Specialist is to assist in the overall direction of the Colerain Police Department and proactively enforce Ohio law and resolutions involving littering and environmental protection.

SCOPE:

Environmental Crimes Specialist are responsible for assisting other members of the Environmental Crimes Investigative Unit as directed by the sergeant. Environmental Crimes Specialist must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIAL ROLES & RESPONSIBLILITIES:

An Environmental Crimes Specialist must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Proactively work in a manner consistent with Department policy to ensure operational efficiency of the Department.
    a) Provide feedback and document work efforts to supervision. Ensure compliance with department policies and procedures while maximizing efficiency; and
    b) Attend daily meetings and briefings with other members of the Unit to maintain effective lines of communication, improving operational efficiency of the Department.
- Patrol identified areas for littering, illegal dumping and other criminal violations as directed by supervision.
- Attend training and actively participate in training programs as a student or instructor to enhance job performance.
- Assist the Environmental Crimes Investigator with any investigation or complaints, procure evidence sufficient to sustain convictions in court, and prepare complete and accurate reports.
- Assist members of the Environmental Crimes Unit in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
    a) Improving working conditions for maximum efficiency and morale.
    b) Making recommendations to enhance productivity.
    c) Adequately recognizing outstanding personnel performance.
    d) Improving efficiency and cooperation in areas of common responsibility.
    e) Advancing the public relations program for promoting public confidence and support.
    f) Ensuring proper and economical use of Department property and equipment.
    a) Enforcement of regulatory measures.
- Prepare records and reports, daily, ensuring accuracy, completeness, and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Compile written reports for the Code Enforcement Sergeant as directed to ensure presentation in an accurate, timely manner.
- Patrol the Township, enforce the code enforcement laws daily to ensure delivery of professional law enforcement services.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties

POSITION TITLE Environmental Crimes Specialist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $20.00/hour - $25.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #148

are performed as outlined in this job description.

- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism, and abilities to perform the duties outlined in the job description.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Other duties as assigned by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in interpersonal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the public.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- Must be bondable.

PHYSICAL & MENTAL REQUIREMENTS:

- An Environmental Crimes Specialist must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

POSITION TITLE Environmental Crimes Specialist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $20.00/hour - $25.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #148

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with hours scheduled by the Chief of Police, it is the employee's obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Public Information Officer	STATUS Contractual
REPORTS TO Chief of Police	**Salary Range:** Per Contract
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #149

PURPOSE:

Under the direct supervision of the Chief of Police (administratively), the primary responsibility of the Public Information Officer is to act as a liaison between the Colerain Police Department and the media.

SCOPE:

The Public Information Officer will continually build and maintain an attitude of cooperation and mutual respect between the department, citizens, and the media.

ESSENTIAL ROLES & RESPONSIBLILITIES:

The Public Information Officer must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- The hours of duty shall be varied, the PIO shall be available for emergency duty in cases of special need.
- Shall respond punctually to all assignments.
- Shall promptly obey and transmit all legitimate orders, insuring uniform interpretation and full compliance.
- Shall ensure the prompt submission of all required and special reports.
- Shall assist in enforcing the administration of the Department's programs for:
  - Developing positive programs to bring about a better understanding and improved cooperation with the community.
  - Developing policies and procedures related to the police community relations and media relations for the Department.
  - Participating directly in the development of positive media relations within all outside police agencies.
- Shall act as the official Police Department spokesperson.
- Shall represent the Police Department at public events/funerals.
- Shall coordinate the activities of the Department in furnishing necessary speakers and personnel to provide media interviews.
- Shall conduct periodic meetings with media outlets and solicit improvements to the Police Department's media relations plan.
- Shall cooperate with all news media and media committees in presenting the police function to the public in its true perspective.
- Shall work to promote the Department through the dissemination of information within the Department and the community.
- Shall monitor and administrate Police Department social media sites along with the social media officer.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write correspondence. Ability to speak

POSITION TITLE Public Information Officer	STATUS Contractual
REPORTS TO Chief of Police	**Salary Range:** Per Contract
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #149

effectively before groups, employees, or the general public.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.
- Requires strength in interpersonal skills as well as the ability to work independently. Must possess leadership and communication skills. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public and police officers.
- Any additional duties as determined by the Chief of Police.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High School diploma or equivalent.
- They shall possess a valid driver's license and must be bondable.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Police Officer Recruit	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $27.50 / hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	**JOB ID:** #150

PURPOSE:

Under the direct supervision of the Sergeant, the primary responsibility of all Police Officer Recruits is to successfully complete basic police academy standards established by the Ohio Peace Officer Training Commission (OPOTC).

SCOPE:

The Police Officer Recruit is a trainee position within the Colerain Township Police Department.

While at a designated police academy, recruits will undergo a comprehensive and intensive training regimen designed to meet the standards set by the Ohio Peace Officer Training Commission (OPOTC).

The program will equip them with the knowledge, skills, and physical fitness necessary to perform the duties of a full-time police officer. Successful completion of academy training is required for promotion to the position of Uniform Patrol Officer within the Colerain Township Police Department.

ESSENTIAL ROLES & RESPONSIBLILITIES:

A Police Officer Recruit for Colerain Township Police Department must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Training and Education:
   - Participate in a state-mandated curriculum developed in accordance with Ohio Peace Officer Training Commission (OPOTC) standards, which includes instruction on criminal law, traffic enforcement, criminal investigations, use of force, community policing, civil rights, and constitutional law.
   - Learn and demonstrate proficiency in Ohio law enforcement procedures, including traffic stops, arrests, searches, report writing, and investigations.
   - Participate in hands-on training, including defensive tactics, firearms training, emergency vehicle operations, and active shooter response.
   - Attend classroom lectures, practical exercises, and scenarios designed to enhance decision-making skills and ensure safe and lawful policing practices.
   - Demonstrate the ability to use law enforcement tools, including radios, firearms, tasers, handcuffs, and body cameras, in line with Ohio law and departmental policies.
   - Engage in physical fitness training to meet OPOTC fitness standards, including endurance, strength, and agility.

2. Physical Fitness:
   - Participate in daily physical training sessions, including strength training, cardiovascular exercises, and obstacle courses designed to prepare recruits for the physical demands of law enforcement work.
   - Meet or exceed physical fitness standards as set by OPOTC, which include passing regular fitness assessments consisting of running, push-ups, and sit-ups.
   - Develop the physical endurance necessary for a law enforcement career, including responding to high-stress situations and engaging in physically demanding activities.

(First draft generated with assistance of Artificial Intelligence.)

POSITION TITLE Police Officer Recruit	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $27.50 / hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	**JOB ID:** #150

3. Mental and Emotional Resilience:
   - Engage in training focused on stress management, emotional resilience, and mental health, preparing recruits for the emotional challenges of police work.
   - Learn and practice techniques for conflict de-escalation, communication, and maintaining composure during high-pressure situations.
   - Demonstrate critical thinking and sound judgment in dynamic, high-stakes environments.

4. Compliance with Policies and Procedures:
   - Adhere to all police academy rules and regulations, including attendance, conduct, dress code, and performance standards.
   - Maintain professional behavior and punctuality while attending all scheduled classes and practical exercises.
   - Participate in regular evaluations, written exams, and practical assessments to measure proficiency in law enforcement practices, physical fitness, and academic knowledge.
   - Complete mandatory training in areas such as ethics, diversity, de-escalation tactics, and cultural awareness as required by OPOTC.

5. Teamwork and Communication:
   - Collaborate effectively with fellow recruits in team-based training exercises, building cooperative skills and demonstrating teamwork.
   - Communicate clearly and professionally, both in writing and orally, practicing report writing, radio communication, and interpersonal skills.
   - Participate in simulated real-world situations, such as traffic stops, arrests, and emergency response scenarios, learning to work cohesively with a law enforcement team.

6. Ethical and Professional Standards:
   - Uphold the highest ethical standards in all aspects of academy training, behavior, and interactions.
   - Exhibit professionalism and integrity consistent with the mission and values of the Colerain Township Police Department.
   - Embrace the core principles of community policing and show understanding of how law enforcement interacts with Ohio's diverse population.
   - Must always adhere to Colerain Township Police Department Rules and Regulations.

CRITICAL SKILLS / EXPERTISE:

- Strength in interpersonal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the public.

(First draft generated with assistance of Artificial Intelligence.)

POSITION TITLE Police Officer Recruit	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $27.50 / hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	**JOB ID:** #150

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to get along with other employees.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent.
- Must be at least 21 years old by the time of graduation from the academy.
- A valid state driver's license.
- Must be bondable.
- Must pass a thorough background check, including criminal history, credit history, and previous employment verification.
- Ability to pass the Ohio Peace Officer Training Commission's physical fitness assessment and meet medical and physical standards required for academy entry and department standards.
- Must successfully pass written exams and practical skill assessments as required by the Ohio Peace Officer Training Commission, and successfully obtain an Ohio Peace Officer certification.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employees may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet OPOTA yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

(First draft generated with assistance of Artificial Intelligence.)

POSITION TITLE Police Officer Recruit	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	**Salary Range:** $27.50 / hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	**JOB ID:** #150

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Recruits are required to follow the Ohio Peace Officer Training Academy schedule, which may include weekends, nights, and long hours of training.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated November 26, 2024

(First draft generated with assistance of Artificial Intelligence.)

POSITION TITLE Assistant Director of Public Services	STATUS Full Time – Exempt
REPORTS TO Assistant Administrator of Operations and Engagement	**Salary Range:** $76,000 - $90,000
SUPERVISES Superintendent, Event Coordinator, Facility Manager	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #156

PURPOSE:

This position has multiple areas of responsibility: to ensure that the; Township Parks System and Road Infrastructure is operated efficiently and effectively; Township's Special Events are organized and coordinated as directed by the Board of Trustees; Government Complex and Community Center is maintained and operated efficiently and effectively; and that all Township roadways, stormwater infrastructure, and related items are properly maintained.

SCOPE:

The Assistant Director of Public Services is responsible for the daily operations of the Public Services Department. This position is an intermediate role intended to provide the Public Services Department with leadership and direction. This role is not required to attend or present at Board of Trustee meetings.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Oversee the daily operations of the Public Services Department including the management of staff, projects, maintenance of Township roads, facilities and properties, budget, equipment, events and programs.
- In the absence of a facility manager, serve as facility manager for the government complex.
- Oversee the preventative maintenance and repairs for the mechanical systems, including HVAC, plumbing and electrical.
- Ensure department employees and special events comply with all applicable safety standards.
- Serve as Township's representative for Township facility improvements not under the control of specific department heads.
- Work closely with the development of the projects, including property acquisition, ensuring the completeness of specifications and bid documents.
- Maintaining lines of communications between the Township and the agencies involved with property development projects.
- Evaluate the necessity and accuracy of change orders for Township projects.
- Act as liaison with the groups and agencies contracting and volunteering to assist in various Township events.
- Assist Township departments with the coordination of events (i.e. parking and traffic control, facility use, signage, etc.).
- Prepare with the assistance of the Township Administrator, appropriate financial information relative to events.
- Participate in budget process; prepare department budget for inclusion in Township budget; track expenditures to assure all are within budget.
- Participate in the strategic planning process; prepare department strategic plan for inclusion in Township strategic plan; track operations to assure all are initiatives are completed and goals are met.
- Oversees the multi-year capital plan for Parks and Roads.
- Oversees the Township Accreditation process through the APWA.
- Oversee ADA compliance of Township buildings and parks.

POSITION TITLE Assistant Director of Public Services	STATUS Full Time – Exempt
REPORTS TO Assistant Administrator of Operations and Engagement	**Salary Range:** $76,000 - $90,000
SUPERVISES Superintendent, Event Coordinator, Facility Manager	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #156

- Coordinate with contractors and other governmental entities for the improvement of road infrastructure, stormwater infrastructure, and other related infrastructure.
- Apply for and secure grant funding for projects.
- Other duties as directed to ensure proper and efficient operations of the Colerain Township Public Services Department.

CRITICAL SKILLS / EXPERTISE:

- Ability to establish and maintain cordial and effective working relationships with staff (in a union environment) and other employees, Township officials, civic groups, and the general public.
- Broad working knowledge of the principals, practices and techniques of recreation programs and park operations.
- Broad working knowledge of the principals, practices, and techniques of road management and stormwater infrastructure maintenance.
- Ability to manage governmental facilities including HVAC maintenance.
- Ability to organize special events and supervise overall coordination of the events.
- Ability to communicate succinctly and effectively.
- Ability to prepare and oversee departmental budgets.
- Able to apply for, and administer, grants to expand parks and special events.
- Ability to manage employees in supervisory capacity.
- Ability to oversee ADA compliance of Township buildings and parks.
- Ability to be on call 24 hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.
- Ability to demonstrate a high degree of ethics, integrity and discretion.
- Ability to serve as a member of a senior management team.
- Ability to motivate, lead, supervise and train employees.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations.
- Ability to deal constructively with conflict, develop consensus and facilitate change.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A bachelor's degree in Parks and Recreation, public administration, or a related field and five (5) years of responsible experience in parks and/or recreation management, stormwater infrastructure management, and/or road infrastructure management.
- Must have experience which demonstrates an understanding of basic budgeting and fund accounting.
- Must possess a valid Driver's License.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.

POSITION TITLE Assistant Director of Public Services	STATUS Full Time – Exempt
REPORTS TO Assistant Administrator of Operations and Engagement	**Salary Range:** $76,000 - $90,000
SUPERVISES Superintendent, Event Coordinator, Facility Manager	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #156

- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Event Coordinator	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $45,000 - $67,000
SUPERVISES Event Set-Up Workers; Summer Camp Director	**Minimum Education:** Associate's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #157

PURPOSE:

The Event Coordinator will develop, manage, promote and implement activities, classes, services and events for individuals and groups under the supervision of the Assistant Director of Public Services.

SCOPE:

The Event Coordinator will perform all duties in a positive and professional manner, providing smooth operations of the Township's Parks and Recreation activities, facilities and programs while promoting a warm and welcoming atmosphere. The Event Coordinator will be expected to supervise special events as directed outside of the normal weekday schedule as needed.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties, but not limited to the following:

- Programming:
  a) Develop, manage, promote, and implement a variety of activities, camps, classes, services and events.
  b) Attends, leads and supervises programming, while assessing the needs and interests of the community.
  c) Provide appropriate and safe leisure/lifestyle choice opportunities, new program ideas, and administer within guidelines.
  d) Budget, schedule, manage performance of vendor contracts/ staff/ sponsors/ speakers associated with programs, and procurement of supplies.
  e) Oversee and recruit program volunteers.
  f) Research available funding and sponsorship and serve as the community liaison by arranging cooperative programming initiatives, meetings, reports and presentations.
- Marketing:
  a) Coordinate with the Communications Specialist for all press releases, flyers, inserts, class descriptions, newsletters, program calendars and posting information on social media and the website.
  b) Donation and sponsor recruitment.
  c) Showcase, display, and actively promote the Community Center, Parks, and Shelters.
- Reception/Administrative:
  a) Serve as the first line of interaction with clients, volunteers, visitors, and vendors via phone and email for the Public Services Department.
  b) Conduct introductions/orientation and assists with program registration.
- Event Supervision:
  a) Monitors applicable facilities, equipment, and supplies pre-, during and post- event.
  b) Enforces a safe, clean, and appropriate environment.
  c) Coordinates scheduling, security, and clean up while cooperatively working with staff for setups.

CRITICAL SKILLS / EXPERTISE:

- Experience in working with a variety of age groups.
- Knowledge in a variety of programs.
- Enthusiastic, confident, and creative.
- Excellent organizational skills and detail-oriented.

POSITION TITLE Event Coordinator	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $45,000 - $67,000
SUPERVISES Event Set-Up Workers; Summer Camp Director	**Minimum Education:** Associate's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #157

- Strong oral and written communication skills.
- Computer skills required may include third-party software, the Microsoft Office Suite, and social media platforms.
- Computer skills desired include basic graphic design.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- An associate degree, or equivalent experience, with the ability to obtain CPR and AED certification. Bachelor's degree preferred.
- Must possess a valid Driver's License.

PHYSICAL & MENTAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.

The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Facility Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $45,000 - $67,000
SUPERVISES Facility Maintenance Worker (PT)	**Minimum Education:** Associate's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #158

PURPOSE:

This position will be responsible for ensuring that basic facilities and related utilities, such as water, electrical, mechanical, and heating, are well-maintained and properly serviced. In addition, this role will fill any identified gaps in long term facility planning and building capital improvements for the Township.

SCOPE:

The person in this position must work collaboratively with each department head or their designee in completing the aforementioned responsibilities where applicable. The Facility Manager is responsible for managing the design, planning, construction and maintenance of equipment, machinery, buildings and other facilities. The position plans, budgets and schedules facility modifications, including estimates on equipment, labor materials and other related costs. This position will be responsible for all Township facilities including: 4160 Springdale Road, 4200 Springdale Road, 4300 Springdale Road, all Fire Stations, Training Center, and Fire Tower.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Oversee the preventative maintenance and repairs for critical building systems, including:
  - Pest Control
  - Elevator
  - Generators
  - Boilers
  - Backflow preventers
  - Building equipped fire suppression equipment (e.g., kitchen hoods, sprinkler systems, fire extinguishers, etc.)
  - Irrigation
  - HVAC
  - Roofs
  - Facades
  - Gutters
  - Other systems related to building maintenance
- Serves as the direct point of contact for all facility work orders, and performs minor repairs to electrical, plumbing, and HVAC equipment as required.
- Serves as Township's representative for facility improvements not under the control of specific department heads.
- Oversees the coordination of building space allocation and layout, communication services, and facility expansion.
- Plans, budgets, and schedules facility modifications.
- Inspects construction and installation progress on facility related projects.
- Initiates planned maintenance programs for a variety of building systems.
- Responsible for developing and administering the facilities master plan, this will include a condition assessment of all major building components and structures.
- Develops and administers various preventative maintenance, emergency repair, and general trades contracts on behalf of the Township.
- Reviews the building security for all Township facilities and works closely with the IT

POSITION TITLE Facility Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $45,000 - $67,000
SUPERVISES Facility Maintenance Worker (PT)	**Minimum Education:** Associate's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #158

Director to ensure that personnel are provided with proper key access.

- Ensures that facilities meet government regulations and environmental, health and security standards.
- Drafts reports and makes written recommendations on enhancements to existing facilities, including energy efficiency projects.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Ability to manage multiple governmental facilities.
- Ability to respond to on-call emergencies and perform basic repair.
- Ability to develop and maintain effective working relationships with associates and various other subject matter experts.
- Ability and willingness to perform physical labor and work under occasional adverse weather conditions.
- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Ability to demonstrate attention to detail but also the ability to see the implications for the bigger picture.
- General knowledge of and the ability to perform minor repairs on the structure and functions of mechanical, plumbing, HVAC, and electrical systems.
- Knowledge of building maintenance methods.
- Knowledge of public procurement processes, including competitive bidding.
- Skill in project management.
- Skill in contract management and administration.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Skill and care in the operation of tools used.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state issued driver's License.
- A Certified Facility Manager (CFM) preferred.
- Certifications in skilled trades, such as HVAC, electrical, plumbing, etc. are preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.

- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision

POSITION TITLE Facility Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $45,000 - $67,000
SUPERVISES Facility Maintenance Worker (PT)	**Minimum Education:** Associate's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #158

and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

- The employee must be able to be on call 24 hours per day for building emergencies and to work at other than regular hours when needed to perform the duties of the position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Supervisor Foreman	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #159

PURPOSE:

The Supervisor Foreman is responsible for all phases of the Public Services operations including highway, parks, buildings, grounds, and cemetery maintenance.

SCOPE:

Supervisor Foreman initiates and plans for day-to-day operations by reviewing work assignments, arranging acquisitions and disposition of necessary materials and equipment, and providing general directions and supervision to the work in progress. Reports employee problems, attendance control, evaluation of work performance and costs to the Assistant Director of Public Services. The scope of work, responsibility, and work assignment will be Township wide and assignments may be located at any Township facility or project under the jurisdiction of the assistant director, temporarily or permanently.

ESSENTIAL ROLES & RESPONSIBLILITIES:

Duties and responsibilities may include all duties but not limited to:

- In a safe and effective manner, operate heavy equipment such as: excavator, grader, backhoe, tractor, mower, dump truck, snow plow, pavement grinder, air hammer, chain saw, paint or striping machine and various other equipment, hand and power tools.
- Performs quality control inspections.
- Maintains and repair physical facilities including water, sewer and irrigation pipelines, fire hydrants, machines and grounds; trim trees, shrubs and brush; spray chemicals as needed; paint, clean and lubricate pumps, motors and related equipment; perform rough carpentry and concrete work; paint buildings and facilities; and perform custodial duties as assigned.
- Opens and closes Township facilities. Set-up and breakdown of equipment, fixtures and decorations for Township events.
- Manually shovels and moves road salt, dirt, snow, etc.; descend ladders into trenches or drywells or climb to elevated positions; and climb in and out of heavy equipment.
- Conducts work in all kinds of weather. Requires working safely in confined spaces and dangerous situations such as flagging in heavy traffic, working in trenches, ditches and overflowing creeks. Work with color-coded maps and drawings.
- Interfaces with computer systems to enter data or prepare reports. Maintains various programs/data on computer such as daily work logs and maintenance programs.
- Utilizes manufacturers' instructions to accomplish tasks.
- Performs all duties in a safe manner and per applicable Federal, State and local rules and regulations.
- Prepares work documentation and reports and completes other necessary paperwork, such as customer service orders and complaint forms. Monitors and coordinates the work of Maintenance Workers, part-time and seasonal employees and assists with their employee performance evaluations.

CRITICAL SKILLS / EXPERTISE:

- Thorough knowledge of state laws pertaining to the operation of motor vehicles upon highways.
- Ability to make minor repairs on automotive and motor-driven equipment.
- Good physical condition with no serious defect of vision, hearing, or members.
- Skill and care in the operating of motor vehicles.

POSITION TITLE Supervisor Foreman	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #159

- Knowledge of building grounds, and road maintenance methods, tools, materials, and supplies.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.

LICENSING & CERTIFICATION REQUIREMENTS:

- High School Graduate or equivalent. A valid Commercial Driver's License (CDL – Class A).
- Good working knowledge of operations, responsibilities and policies of the Public Services Department.
- Ability to plan, organize, and supervise.
- Able to operate a 3-ton dump truck and related snow equipment, loaders, mowers etc. used in the Public Services Department.
- To be on call 24-hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Maintenance Worker 2	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 13	**JOB ID:** #160

PURPOSE:

The Maintenance Worker is responsible for performing skilled maintenance of the Public Services operations including highway, parks, buildings, grounds, and cemetery maintenance.

SCOPE:

Maintenance of Township roads, grounds and internal buildings.

ESSENTIAL ROLES & RESPONSIBLILITIES:

Duties and responsibilities may include all duties but not limited to:

- In a safe and effective manner, operate heavy equipment such as: excavator, grader, backhoe, tractor, mower, dump truck, snow plow, pavement grinder, air hammer, chain saw, paint or striping machine and various other equipment, hand and power tools.
- Maintains and repair physical facilities including roads, ditches and highways, storm, sewer and irrigation pipelines/catch basins, fire hydrants, machines and grounds; trim trees, shrubs and brush; spray chemicals as needed; paint, clean and lubricate pumps, machines and related equipment; perform rough carpentry and concrete work; paint buildings and facilities; and perform custodial duties as assigned.
- Opens and closes Township facilities. Set-up and breakdown of equipment, fixtures and decorations for Township events.
- Manually shovels and moves road salt, dirt, snow, etc.; descend ladders into trenches or drywells or climb to elevated positions; and climb in and out of heavy equipment.
- Conducts work in all kinds of weather. Requires working safely in confined spaces and dangerous situations such as flagging in heavy traffic, working in trenches, ditches and overflowing creeks. Work with color-coded maps and drawings.
- Interfaces with computer systems to enter data or prepare reports. Maintains various programs/data on computer such as daily work logs and maintenance programs.
- Utilizes manufacturers' instructions to accomplish tasks.
- Performs all duties in a safe manner and per applicable Federal, State and local rules and regulations.
- Prepares work documentation and reports and completes other necessary paperwork, for the Supervisor Foreman.

CRITICAL SKILLS / EXPERTISE:

- Thorough knowledge of state laws pertaining to the operation of motor vehicles upon highways.
- Ability to make minor repairs on automotive and motor-driven equipment.
- Good physical condition with no serious defect of vision, hearing, or members.
- Skill and care in the operating of motor vehicles.
- Knowledge of building grounds, and road maintenance methods, tools, materials, and supplies.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.

POSITION TITLE Maintenance Worker 2	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 13	**JOB ID:** #160

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid Commercial Driver's License (CDL-Class A).
- Six (6) months experience in the operation of a 3-ton truck.
- To be on call 24-hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Bus Driver (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #161

PURPOSE:

In cooperation with, and direction from the Public Services Assistant Director, maintain and promote the operations and programs of the Colerain Township Senior and Community Center program in order to meet the needs and desires of the senior population of the community.

SCOPE:

In cooperation with the Public Services Assistant Director, maintain and promote a safe, positive service for the clients using the Colerain Township Transportation program. The Transportation Driver will exhibit a warm, caring attitude toward the senior population.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Responsible for the safe, comfortable passage of clients/participants for nutrition site (Center), shopping and special event trips as needed.
- Responsible for maintaining a daily log of participants as well as monthly records as required by CTSC program, Council on Aging and the Colerain Township Trustees.
- Responsible for the daily vehicle pre-trip inspection in accordance with ODOT form and Council on Aging Title III transportation specifications.
- Responsible for the safety of the passengers while exercising sensitivity to individual needs and abilities and to assist those participants who might require transfer.
- Exercise courteous driving habits as befits a public transportation driver while demonstrating sensitivity to public opinion.
- Observe all federal, state and local traffic laws.
- Perform all other duties and assignments as assigned by the Public Services Assistant Director.

CRITICAL SKILLS / EXPERTISE:

- Ability to interact with the senior population in an easy, caring manner.
- Ability to understand and complete appropriate coordinating paperwork required by the program.
- Ability to assist/transfer those individuals that might require assistance when entering and exiting the vehicle.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state issued Driver's License.
- Licensing, training and certifications as required by the Council on Aging service specifications for Title III transportation preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

POSITION TITLE Bus Driver (PT)	STATUS Part Time – Non Exempt)
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #161

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Event Setup Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Event Coordinator	**Salary Range:** $15.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #162

PURPOSE:

The Event Setup Worker will be responsible for the general maintenance, setup, and cleanliness of the Senior and Community Center in order to facilitate the effective use or rental of the facility.

SCOPE:

The Event Setup Worker will perform all duties in a positive and professional manner, providing for the smooth operation of the Senior and Community Center.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Clean and prepare Senior & Community Center building before and after facility rentals.
- Set-up and breakdown of all tables and chairs before and after functions.
- Supervise rentals, enforce general rules and regulations of the rental contracts.
- Keep the facility clean throughout events, both inside and out, including but not limited to trash removal and pick up.
- Minor building and equipment maintenance.
- Additional duties include but are not limited to: minor landscaping, window cleaning, floor care, restroom cleaning, trash removal & pick-up inside and outside of facility.

CRITICAL SKILLS / EXPERTISE:

- Strong oral and written communication skills.
- Valid CPR and first aid certification, or the ability to obtain these certifications within probationary period.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- 18 years or older.
- Previous experience with janitorial work preferred.
- Must possess a valid State Issued Driver's License.
- High School diploma or equivalent.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job

POSITION TITLE Event Setup Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Event Coordinator	**Salary Range:** $15.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #162

description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Seasonal Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $12.00/hour-$16.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 7	**JOB ID:** #163

PURPOSE:

The Seasonal Maintenance Worker is responsible for assisting full time staff in the performance of skilled maintenance at the Public Services Department garage and offices, police offices, Township parks, and senior center.

SCOPE:

Maintenance of Township roads, grounds and internal buildings.

ESSENTIAL ROLES & RESPONSIBLILITIES:

Duties and responsibilities may include all duties but not limited to:

- In a safe and effective manner, operate equipment such as: grader, backhoe, tractor, mower, dump truck, pavement grinder, air hammer, chain saw, paint or striping machine and various other equipment, hand and power tools.
- Maintains and repair physical facilities including roads, ditches and highways, storm, sewer and irrigation pipelines/catch basins, fire hydrants, machines and grounds; trim trees, shrubs and brush; paint, clean and lubricate pumps, machines and related equipment; perform rough carpentry and concrete work; paint buildings and facilities; and perform custodial duties as assigned.
- Opens and closes Township facilities. Set-up and breakdown of equipment, fixtures and decorations for Township events.
- Manually shovels and moves road salt, dirt, snow, etc.; descend ladders into trenches or drywells or climb to elevated positions; and climb in and out of heavy equipment.
- Conducts work in all kinds of weather. Requires working safely in confined spaces and dangerous situations such as flagging in heavy traffic, working in trenches, ditches and overflowing creeks. Work with color-coded maps and drawings.
- Interfaces with computer systems to enter data or prepare reports. Maintains various programs/data on computer such as daily work logs and maintenance programs.
- Utilizes manufacturers' instructions to accomplish tasks.
- Performs all duties in a safe manner and per applicable Federal, State and local rules and regulations.

CRITICAL SKILLS / EXPERTISE:

- Thorough knowledge of state laws pertaining to the operation of motor vehicles upon highways.
- Ability to make minor repairs on automotive and motor-driven equipment.
- Good physical condition with no serious defects of vision, hearing, or members.
- Skill and care in the operating of motor vehicles.
- Knowledge of building grounds, and road maintenance methods, tools, materials, and supplies.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.

POSITION TITLE Seasonal Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $12.00/hour-$16.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 7	**JOB ID:** #163

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid State Driver's License
- High School diploma or equivalent

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Summer Camp Director (PT)	STATUS Part Time – Non Exempt
REPORTS TO Event Coordinator	**Salary Range:** $15.00/hour-$17.00/hour
SUPERVISES Summer Camp Assistant Director; Summer Camp Counselors	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #164

PURPOSE:

The Summer Camp Director is responsible for the development and coordination of the Township's Youth Summer Camp Program and other summer events.

SCOPE:

Development and administration of activities associated with the summer camp program and other summer events.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Responsible for the hiring, managing and scheduling of the employees of the summer program.
- Responsible for all Colerain Park Summer Program activities, including, but not limited to, overseeing the organization of the daily activities, ordering supplies, taking safety precautions, parental contact, field trip planning and organization, assisting the Event Coordinator with the organization and planning of events outside of the normal session hours (ex – Movies in the park) and scheduling staff members for such events.
- Works with children who have special needs such as physical disabilities, learning disabilities, Attention Deficit Disorder, English as a Second Language, and other special needs.
- Responsible for ensuring the safety of the children during the program with safety precautions such as the whistle system, signing children in and out and being able to react to severe weather situations.
- Makes recommendations for hiring new counselors.
- Sets general rules & regulations for the program, maintains a consistent disciplinary plan, and works in the park on a daily basis alongside the counselors.
- Additional hours spent in non-program months throughout the year, especially in the spring, planning and organizing the upcoming season, which includes working with full-time staff in preparation. Reports weekly to full-time park staff.

CRITICAL SKILLS / EXPERTISE:

- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.
- Ability to work well with and communicate with children.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school degree or equivalent, preference for those enrolled in a child-related education or recreation college program.
- At least 18 years of age, previous experience working with children preferred.
- Must be able to be CPR certified and pass a background check.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision

POSITION TITLE Summer Camp Director (PT)	STATUS Part Time – Non Exempt
REPORTS TO Event Coordinator	**Salary Range:** $15.00/hour-$17.00/hour
SUPERVISES Summer Camp Assistant Director; Summer Camp Counselors	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #164

and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Summer Camp Assistant Director (PT)	STATUS Part Time – Non Exempt
REPORTS TO Summer Camp Director	**Salary Range:** $14.00/hour-$16.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #165

PURPOSE:

The Summer Camp Assistant Director is responsible for assisting in the development and coordination of the Township's Youth Summer Camp Program and other summer events.

SCOPE:

Development and administration of activities associated with the summer camp program and other summer events.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Assists in the management of the employees of the summer program.
- Assists Summer Camp Director with all Colerain Park Summer Program activities.
- Assists Director in overseeing the organization of the daily activities, including, but not limited to, ordering supplies, taking safety precautions, parental contact, field trip planning and organization.
- Assist the Director in the organization and planning of events outside of the normal session hours (ex – Movies in the park).
- Assist Director in maintaining a consistent disciplinary plan, working alongside the counselors during the daily sessions and assisting director in any other related program work.
- Close communication is to be maintained with the Director and in the absence of the Director, Assistant Director would temporarily take on the responsibilities of the Director as needed.

CRITICAL SKILLS / EXPERTISE:

- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.
- Ability to work with and communicate with children.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school degree or equivalent, preference for those enrolled in a child-related education or recreation college program.
- At least 18 years of age, previous experience working with children preferred.
- Must be able to be CPR certified and pass a background check.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made

POSITION TITLE Summer Camp Assistant Director (PT)	STATUS Part Time – Non Exempt
REPORTS TO Summer Camp Director	**Salary Range:** $14.00/hour-$16.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #165

to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Summer Camp Counselor (PT)	STATUS Part Time – Non Exempt
REPORTS TO Summer Camp Director	**Salary Range:** $11.00/hour-$14.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 6	**JOB ID:** #166

PURPOSE:

The Summer Camp Counselor is responsible for assisting in the development and coordination of the Township's Youth Summer Camp Program and other summer events.

SCOPE:

Development and administration of activities associated with the summer camp program and other summer events.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Responsible for implementing, alongside the directors, all Colerain Park Summer Camp program activities.
- Supervision of children, including, but not limited to, ensuring the safety of all children, parental contact, and field trip supervision.
- Attendance and assistance in planning of events outside of the normal session hours (ex – Movies in the park).
- Enforces general rules & regulations for the program.
- Reports to the Summer Camp Director or Assistant Director.

CRITICAL SKILLS / EXPERTISE:

- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.
- Ability to work with and communicate with children.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school degree or equivalent, preference for those enrolled in a child-related education or recreation college program.
- At least 18 years of age, previous experience working with children preferred.
- Must be able to be CPR certified and pass a background check.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TITLE Summer Camp Counselor (PT)	STATUS Part Time – Non Exempt
REPORTS TO Summer Camp Director	**Salary Range:** $11.00/hour-$14.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 6	**JOB ID:** #166

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Facility Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Facility Manager	**Salary Range:** $12.00/hour-$17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #167

PURPOSE:

Under the direction of the Facility Manager, the Facility Maintenance Worker is responsible for assisting full time staff in the performance of skilled maintenance at the Public Services Department garage and offices, police offices, Township parks, senior center, fire stations and other Township owned properties as needed.

SCOPE:

Maintenance of Township equipment, machinery, facilities and accessory buildings.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Assist with preventative maintenance and repairs for building systems, including:
  a) Pest Control
  b) Elevator
  c) Generators
  d) Boilers
  e) Irrigation
  f) HVAC
  g) Basic carpentry repairs
  h) Basic plumbing repairs
  i) Basic electric repairs
  j) Other repairs within scope of knowledge
- Minor repairs to small motors and heating and cooling systems.
- Paints interior and exterior walls.
- Replaces floor and ceiling tiles.
- Replaces light bulbs and repairs fixtures.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Ability to make minor repairs on facility related equipment.
- Good physical condition with no serious defects of vision, hearing, or members.
- Skill and care in the operating of motor vehicles.
- Knowledge of building grounds, and facility maintenance methods, tools, materials, and supplies.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school degree or equivalent. Valid state issued Driver's License.
- A Certified Facility Manager (CFM) preferred.
- Certifications in skilled trades such as HVAC, electrical, plumbing, etc. is preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending

POSITION TITLE Facility Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Facility Manager	**Salary Range:** $12.00/hour-$17.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #167

upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Litter Laborer (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $15.00/hour-$18.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 3	**JOB ID:** #168

PURPOSE:

The primary purpose of the Litter Pick Up Laborer is to collect refuse and debris along the Township's various commercial corridors within the Right of Way.

SCOPE:

Litter and trash removal throughout Colerain Township.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Safely operates equipment used in carrying out the maintenance operations in the Township related to the removal of refuse and trash in the right of way.
- Safely operates various hand tools, hammers, shovels etc.
- Performs various maintenance tasks in accordance with established procedures and performance standards, such as: trash pickup, mowing/trimming of grass, and graffiti removal.
- Properly uses safety equipment and follows established safety procedures.
- Performs all other tasks as assigned by the Director of Public Services to ensure an accurate, efficient, and prompt complete response.

CRITICAL SKILLS / EXPERTISE:

- Skill and care in the operating of motor vehicles.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.
- Ability to use hand tools, shovels, and other related equipment.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school degree or equivalent.
- Valid state driver's license.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TITLE Litter Laborer (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $15.00/hour-$18.00/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 3	**JOB ID:** #168

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Superintendent of Public Services	STATUS Full Time – Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $70,000-$85,000
SUPERVISES Supervisor Foremen, Maintenance Worker 2	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #169

PURPOSE:

The Superintendent of Public Services is responsible for providing guidance, direction and coordination of the Parks and Roads Division maintenance operations including oversight of maintenance, supervision of personnel and budget administration. The Superintendent ensures that the divisions operate efficiently and effectively in its day-to-day business, enhancing collaboration across the department, the Township and the community. The Superintendent may also assist with long range planning, capital projects and maintenance for the Department. The Superintendent coordinates and provides guidance to Supervisor Foremen, Maintenance Workers, and acts as technical advisor on studies, projects and problem resolution teams. The Superintendent will plan for future work programs, determine the nature and scope of projects and will make staff assignments. This position performs the full range of duties of the Assistant Director in their absence and may serve other management functions as requested by the Assistant Director and/or the Assistant Township Administrator.

SCOPE:

The Superintendent of Public Services is responsible for the daily maintenance operations of the Public Services Parks and Roads Divisions. This position is an intermediate role intended to assist the Assistant Director of the Public Services Department with leadership and direction.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Oversee the daily maintenance operations of Parks and Roads Division. This will include the responsibility for scheduling, evaluating and disciplining staff.
- Directly oversees the maintenance of roads, including all snow and ice removal and other road improvements that will enhance the safety and welfare of the traveling public on Township roads.
- Serve as individual responsible for ensuring the township property under their control is maintained and improvements are made in a timely manner, including but not limited to the following tasks: ordering supplies and equipment, capital improvements - initiation and updating, and financial responsibilities associated with above.
- In the absence of the Assistant Director, serve as the Department Head over all daily operations.
- Coordinate with contractual landscaper for Township owned grounds care and maintenance.
- Oversee the maintenance of Colerain Township Historical Cemeteries.
- Organize and coordinate in-house cleaning and/or contractual janitorial services.
- Ensure Division employees comply with all applicable safety standards.
- Work closely with the development of the projects, including property acquisition, ensuring the completeness of specifications and bid documents.
- Maintaining lines of communications between the Township and the agencies involved with property development projects.
- Evaluate the necessity and accuracy of change orders for Township projects.
- Act as liaison with the groups and agencies contracting and volunteering to assist in various Township projects.
- Participate in budget process; prepare department budget for inclusion in Township budget; track expenditures to assure all are within budget.

POSITION TITLE Superintendent of Public Services	STATUS Full Time – Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $70,000-$85,000
SUPERVISES Supervisor Foremen, Maintenance Worker 2	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #169

- Participate in the strategic planning process; assist with department strategic planning for inclusion in Township strategic planning; track operations to assure all are initiatives are completed and goals are met.
- Assists with the development of the multi-year capital plan for Parks and Roads.
- Assists with the Township Accreditation process through the APWA.
- Coordinate with contractors and other governmental entities for the improvement of road infrastructure, stormwater infrastructure, and other related infrastructure.
- Apply for and secure grant funding for projects.
- Other duties as directed to ensure proper and efficient operations of the Colerain Township Public Services Parks and Road Divisions.

CRITICAL SKILLS / EXPERTISE:

- Ability to establish and maintain cordial and effective working relationships with staff (in a union environment) and other employees, Township officials, civic groups, and the general public.
- Hires, trains, and evaluates divisional staff, including delegating and prioritizing work. Mentors and provides coaching for employee development and growth. Works with employees to correct deficiencies.
- Manages performance measure data collection; performs analysis, presentations, and reporting as needed.
- Thorough knowledge of personnel and program management principles and practices, including administration, supervision and training of personnel.
- Broad working knowledge of the principals, practices and techniques of recreation programs and park operations.
- Broad working knowledge of the principals, practices, and techniques of road management and stormwater infrastructure maintenance.
- Ability to communicate succinctly and effectively.
- Ability to prepare and oversee divisional budgets.
- Able to apply for, and administer, grants to expand parks and road improvement projects.
- Ability to effectively manage employees in supervisory capacity.
- Ability to be on call 24 hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.
- Ability to demonstrate a high degree of ethics, integrity and discretion.
- Ability to serve as a member of a senior management team.
- Ability to motivate, lead, supervise and train employees.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations.
- Ability to deal constructively with conflict, develop consensus and facilitate change.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

EDUCATION, LICENSING &

- A bachelor's degree in Parks and Recreation, public administration, or a related field and

POSITION TITLE Superintendent of Public Services	STATUS Full Time – Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** $70,000-$85,000
SUPERVISES Supervisor Foremen, Maintenance Worker 2	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #169

CERTIFICATION REQUIREMENTS:

three (3) to five (5) years of supervisory experience in parks and/or recreation management, stormwater infrastructure management, and/or road infrastructure management.

- Must have experience which demonstrates an understanding of basic budgeting and fund accounting.
- Must possess a valid Driver's License.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms. Required to sit, stand at files, bend, stoop, lift, carry and walk. Maximum unassisted lift is 50 lbs.; average lift approximately 10 lbs.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.
- Generally, moderate physical effort is required to do office tasks and lead physical activities (indoor and outdoor). Requires ability to use keyboard, monitor and calculator and other office equipment as well as equipment for maintenance activities.
- Requires ability to communicate verbally in person and via telephone.
- Requires travel by car and driving locally and to distant sites.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated December 10, 2024

POSITION TITLE Communications Specialist	STATUS Full Time – Non Exempt
REPORTS TO Township Administrator	**Salary Range:** $56,000-$76,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #170

PURPOSE:

Under direction of the Township Administrator, the Communications Manager will be primarily responsible for coordinating, managing, and producing content for all of the Township's external communication platforms and will collaboratively work develop and disseminate internal communications.

SCOPE:

The Communications Manager will be responsible for enhancing the Township's internal and external communication through the use of the Township's e-newsletter, social media, and other media sources. This position requires a thorough knowledge of government operations and a background in data or communications.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Collaboratively works to develop and execute a Communications Plan for internal and external communications.
- Responsible for development of external communication regarding the Township's overall message, brand, and various successes.
- Responsible for development of internal communication regarding the Township's overall message, brand and various successes.
- Develops content for publishing in multiple mediums, including both print and electronic.
- Responsible for identifying ways to expand upon the Township's existing transparency initiatives and external facing platforms.
- Will serve as the social media content coordinator for the Township.
- Will be the lead crisis communications manager for the Township and may serve as Public Information Officer within the ICS.
- Will assist the Public Information Officers for the Police and Fire Department, when necessary.
- Works with Department Directors to develop, post, and analyze new datasets and communication pieces.
- Improves the overall communication efforts of the Township to external stakeholders through data visualization.
- Compiles, uploads, and updates all Departmental dashboards.
- Develops, edits, and updates external transparency reports.
- Analyzes program outcomes to measure the effectiveness and impacts of various initiatives on Township goals.
- Monitors Key Performance Indicators.
- Provides reports, featuring analysis of various complex datasets and will manage the Township's transparency portals.
- Provides analytical support and variance analysis to key internal and external stakeholders for year over year Transparency reporting.
- Uses data analysis to drive efficiency throughout the organization.
- Coordinates messaging on external marques.
- Works with local media outlets to share news about current events, programs and practices with the Township.

POSITION TITLE Communications Specialist	STATUS Full Time – Non Exempt
REPORTS TO Township Administrator	**Salary Range:** $56,000-$76,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #170

- Produces various media content, including Township podcast and other videos to enhance Colerain Township's ability to communicate to residents.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Possesses and cultivates relationships with key contacts at newspapers, television and radio news organizations.
- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to communication of complex datasets.
- Ability to develop and maintain working relationships with employees and general public.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Knowledge of local government systems and processes.
- Ability to lead and challenge multi-functional teams.
- Possesses a strong understanding of transparency, with an eye to improving transparency efforts.
- Leads by example, assisting the team with training, communications and daily tasks, where necessary to ensure any knowledge gaps, issues, etc.
- Possesses a strong organizational and analytical skill set.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Graduate of accredited four-year college or university with a degree in communications, public relations, business or public administration, or a closely related field.
- At least 3-5 years of relevant experience in data analytics or communications with a deep understanding of governmental systems.
- Highly proficient with computer systems (including Microsoft Office applications), with advanced presentation skills.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

POSITION TITLE Communications Specialist	STATUS Full Time – Non Exempt
REPORTS TO Township Administrator	**Salary Range:** $56,000-$76,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #170

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Administrative Clerk	STATUS Full Time – Non Exempt
REPORTS TO Finance Manager	**Salary Range:** $40,000-$60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #171-1

PURPOSE:

The Administrative Clerk will assist with processing payroll, accounts receivable, accounts payable, human resources, and the other ongoing work of the Administration. The Administrative Clerk will also assist with the management of the office, including customer service.

SCOPE:

The Administrative Clerk will play an integral role in the success of the Administration, providing critical support to multiple functions in the department.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Assist with processing payroll, including withholdings, and monthly, quarterly, and year end reporting.
- Assist with the accounts receivable and accounts payable functions, as well as the regular work of the finance function.
- Assist with the management of the office, including coordinating public records requests and providing excellent customer service.
- Assist with the human resources function.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Ability to learn and navigate multiple forms of software, most importantly Microsoft Office.
- Must have a keen sense of attention to detail and commitment to accuracy.
- Commitment to customer service.
- Strong communication skills, both written and oral.
- Ability to structure, prioritize, and manage multiple projects.
- Ability to establish and maintain harmonious working relationships with employees.
- Must be a person of high integrity, energy and enthusiasm who can work independently, and as part of a team; consistently exercises good professional judgment.
- Must be an agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required. Graduate of accredited four-year college or university with a degree in accounting, finance, human resources, business or public administration, or a closely related field preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.

- The employee must be able to lift and/or move varying amounts of weight,

POSITION TITLE Administrative Clerk	STATUS Full Time – Non Exempt
REPORTS TO Finance Manager	**Salary Range:** $40,000-$60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 1	**JOB ID:** #171-1

depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Created October 10, 2024

POSITION TITLE Receptionist (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Township Administrator – Operations/Engagement	**Salary Range:** $16-$22 per hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #172-1

2PURPOSE:

The position of Receptionist is responsible for serving as the first line of communication between residents and the Township on non-public safety related items.

SCOPE:

The employee in this position serves as the first contact and first impression of Colerain Township's services to the community. This position requires excellent customer service skills and the ability to perform various tasks simultaneously. This position is part-time and is scheduled in concert with another part-time receptionist.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Answers telephones and routes calls to appropriate departments in a courteous and professional manner; provide routine information to customers and the general public.
- Greets incoming visitors to the administration building at the front window.
- Assists visitors in a professional and courteous manner to provide them with appropriate information or referral to the appropriate department based on the request while maintaining security as it relates to allowing individuals into the back office space.
- Maintains the general office filing system and distributes office mail.
- Assists with permit intake.
- Assists with outbound mailings.
- Works cooperatively with co-workers to support other administrative activities as determined by the Township.
- Familiarity with how the Township operates, having knowledge of each department's functions, and being able to answer customer questions about the electric and gas aggregate programs. Shall keep abreast of Township issues and events.
- Assists with the input of complaints into the CSR system.
- Liaison with Code Enforcement Officer to gain knowledge of any "problem" areas that have arisen.
- Process payments/revenue for the Township such as permit fees and other revenue.
- Schedule meetings and update the Township electronic calendars.
- Provide clerical support to staff.
- Maintain the trust of superiors, peers (both internal and external) and abide by the established ethics of the profession.

CRITICAL SKILLS / EXPERTISE:

- Ability to report for duty dependably and punctually.
- Ability to deal effectively with the public.
- Ability to effectively work with and serve a diverse local community.
- Ability to learn and navigate multiple forms of software, most importantly Microsoft Office.
- Must have a keen sense of attention to detail and commitment to accuracy.

POSITION TITLE Receptionist (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Township Administrator – Operations/Engagement	**Salary Range:** $16-$22 per hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: 2	**JOB ID:** #172

- Commitment to customer service.
- Strong communication skills, both written and oral.
- Ability to establish and maintain harmonious working relationships with employees.
- Must be a person of high integrity, energy and enthusiasm who can work independently, and as part of a team; consistently exercises good professional judgment.
- Must be an agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school education plus at least 2 years of general office experience which must include working collaboratively with the public and co-workers.
- Must have a working knowledge of Microsoft Office – Word, Outlook, Excel, PowerPoint and other software programs.
- Valid State of Ohio driver's license.
- Prior experience working in a local government is preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Created October 10, 2024

POSITION TITLE Development Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	**Salary Range:** $80,000-$100,000
SUPERVISES Planning/Development Officers, Zoning Administrator	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #180

PURPOSE:

The position of the Development Director reports directly to the Assistant Township Administrator of Finance and Development to advance the development interests of the Township, including residential, commercial, retail, and industrial sectors.

SCOPE:

Under the supervision of the Assistant Township Administrator, this position will perform a variety of routine and complex tasks such as: oversight of the zoning function, program management, and business attraction, retention, and expansion.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Assists businesses and commercial contractors in completing submission requirements for new construction and expansion of existing businesses.
- Serves as a liaison to businesses and civic groups of Colerain Township.
- Recruits and retains businesses into the community.
- Leads economic development efforts of the Township.
- Prepares and processes grant applications that support economic development efforts.
- Represents the township at various functions that are dedicated to the promotion of economic development.
- Works with developers to promote business and residential development throughout the Township.
- Administers the Township's Community Development Block Grant program.
- Analyzes pro-formas and requests for economic development assistance, including TIFs, CRA, and other financial models.
- Works with outside agencies such as REDI, the Port, HCDC, OKI, and others to secure grant funding and support for economic development projects.
- Serves as the Executive Director to the Colerain Township Community Improvement Corporation.
- Coordinates any business recognition programs.
- Manages economic development contracts, reporting and compliance.
- Develops a strategic network of contacts, including real estate professionals, developers, business executives, business organizations, government agencies and civic groups to promote development and identify business opportunities within Colerain Township.
- Develops and implements a strategic plan for business retention, expansion, and attraction.
- Coordinates with other departments and development agencies, public and private, to streamline the business development process.
- Conducts charettes with community members on key property redevelopments and long-term neighborhood visioning.
- Program administration for residential redevelopment activities, including any façade repair programs.
- Leads and works to establish business improvement districts throughout the Township.
- Other duties as assigned.

POSITION TITLE Development Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	**Salary Range:** $80,000-$100,000
SUPERVISES Planning/Development Officers, Zoning Administrator	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #180

CRITICAL SKILLS / EXPERTISE:

- Computer skills preferably experienced in Microsoft Office Suite; ArcGIS, Adobe Creative Suite.
- Ability to handle situations that require diplomacy, fairness, firmness, and sound judgement.
- Efficient customer service delivery to stakeholders, staff and elected officials.
- Ability to apply Township policies and procedures.
- Ability to read and interpret codes.
- Ability to organize and maintain records and analyze data.
- Ability to communicate effectively verbally and in writing.
- Knowledge of principles and practices of urban planning, zoning, and land use.
- Knowledge of municipal state laws governing land use.
- Knowledge of economic development best practices.
- Ability to build support for various development projects with internal and external stakeholders.
- Skill in translating complex economic development principles into easily understood terms and concepts.
- Ability to find and write grants for economic development assistance and projects.
- Ability to read, analyze, and interpret legal documents, plans and reports;
- Ability to network and form relationships with community organizations and individuals to further department goals.
- Ability to demonstrate a high degree of ethics, integrity and discretion. Ability to serve as a member of a senior management team.
- Ability to serve as a member of a senior management team.
- Ability to motivate, lead, supervise and train employees.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations.
- Ability to deal constructively with conflict, develop consensus and facilitate change.
- Ability to maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Public Administration, Public Affairs, or related field.
- A master's degree in planning, public administration, business, finance, or a closely related discipline is preferred.
- Must possess a minimum of five (5) years of relevant experience which evidences knowledge of zoning review and processing, planning administration, land development, business attraction, business retention, or development project administration.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.

POSITION TITLE Development Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	**Salary Range:** $80,000-$100,000
SUPERVISES Planning/Development Officers, Zoning Administrator	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #180

- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations are provided to enable individuals with disabilities to perform the essential functions.

Work environment involves duties to be performed in an inside office setting and occasional duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings and properties. Majority of these sites and buildings are uncompleted and the site does contain a finished grade material.

Regular and predictable attendance as established by Administration which includes meetings of the Board of Trustees, Board of Zoning Appeals and Zoning Commission.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Senior Planner/Development Officer	STATUS Full Time – Non Exempt
REPORTS TO Development Director	**Salary Range:** $53,000-$75,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #181

PURPOSE:

The position of the Senior Planner/Development Officer reports directly to the Director of Development to ensure compliance with the Colerain Township Zoning Resolution and contribute to long and short range planning programs of the Township, including the development and implementation of land use or other township plans and policies and potentially production of graphic content for various departments (including GIS).

SCOPE:

Under the supervision of the Director of Development, this position will perform a variety of routine and complex tasks such as: review of site and construction plans; conduct field inspections of signage, new construction, and existing properties.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- May serve as staff to the Township Zoning Commission and/or the Board of Zoning and Appeals at regular meetings and public hearings.
- Prepares, researches, and processes cases filed before the Township Zoning Commission and Board of Zoning Appeals.
- Coordinate reviews with other government agencies, and maintain accurate records of all cases.
- Assist with periodic updates of the Comprehensive Plan and Zoning Resolution.
- Prepare GIS related maps, implement and maintain zoning permit software and database, data gathering, and assist the public.
- Prepare Record of Proceedings from Zoning Commission meetings for zoning applications to be included in case files.
- Assists in matters dealing with zoning, including advising the public concerning the rules and regulations.
- Assists in review of plans submitted for issuance of zoning certificates and other matters affecting and relating to zoning.
- Assists in collection of data required for special projects.
- Assists in review of zoning maps and preparation of studies and reports for projects as assigned.
- Review of permits, site plans, and zoning amendment requests.
- May be designated to serve as the Zoning Administrator for the Township.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of motor vehicles, personal computers, oversize plotter, copiers, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite, ArcGIS, Adobe Creative Suite.
- Ability to handle situations that require diplomacy, fairness, firmness, and sound judgement.
- Efficient Customer Service.
- Ability to apply Township policies and procedures.

POSITION TITLE Senior Planner/Development Officer	STATUS Full Time – Non Exempt
REPORTS TO Development Director	**Salary Range:** $53,000-$75,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 1	**JOB ID:** #181

- Ability to read and interpret codes.
- Ability to organize and maintain records and analyze data.
- Ability to maintain cooperative working relationships with all levels of the Township.
- Ability to communicate effectively verbally and in writing.
- Knowledge of principles and practices of urban planning, zoning, and land use.
- Knowledge of municipal state laws governing environmental and land use.
- Knowledge of site plan review methods.
- Knowledge of principles of project management.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- AICP certification preferred or ability to obtain AICP certification. Professional certification in property maintenance and enforcement helpful but not required.
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Geography, or related field.
- Must possess a minimum of three years of relevant experience which evidences knowledge of zoning review and processing, planning administration, land development, city planning and zoning enforcement.

PHYSICAL & MENTAL REQUIREMENTS:

- Work is performed primarily in a standard office environment with some exposure to outdoor work. May be required to lift and carry items weighing up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodation is provided to enable individuals with disabilities to perform the essential functions.

Work environment involves duties to be performed in an inside office setting and occasional duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings and properties. Majority of these sites and buildings are uncompleted and the site does contain finished grade material.

EMPLOYEE ACKNOWLEDGEMENT:

Regular and predictable attendance as established by Administration which may include meetings of the Board of Zoning Appeals and Zoning Commission.

SIGNATURE **PRINTED NAME**

Updated October 5, 2023

POSITION TITLE Planner/Development Officer	STATUS Full Time – Non Exempt
REPORTS TO Development Director	**Salary Range:** $40,000-$60,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 2	**JOB ID:** #182

PURPOSE:

The position of Planner reports directly to the Development Director to assist in the compliance of the Township's Vacant Registries, with preparation of materials for the Zoning Commission and Board of Zoning Appeals, production of graphic content for various departments (including GIS) and permitting.

SCOPE:

Under general supervision, assists the Development Director in the performance of planning duties and other zoning matters related to amendments, enforcement, and other activities incumbent upon the Development Department.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Administer the Vacant Foreclosed Property Registry Program and Vacant Building Maintenance License Program.
- Process and set up files for incoming cases to the Board of Zoning Appeals and Zoning Commission, send notices to applicants of the scheduled hearing/meeting dates, and maintain files through the process.
- Process incoming zoning certificate applications for approval by the Development Director.
- Send out requests for review of zone and map amendment applications to appropriate county and state agencies.
- Prepare legal notices for publication and notices to all parties of interest of all zoning related public hearings before the Board of Zoning Appeals, Zoning Commission and the Board of Trustees.
- Prepare agendas and staff reports for the Board of Zoning Appeals and Zoning Commission meetings and mail out meeting packets to appropriate Boards, upload meeting packets to Township website, and sets up Chamber for meetings.
- Act as Recording Secretary for Board of Zoning Appeals and the Zoning Commission.
- Attend meetings and prepare meeting minutes. Upload approved minutes to Township website and maintain official meeting minute books.
- Prepare annual calendars for the Board of Zoning Appeals and the Zoning Commission.
- Assists in matters dealing with zoning, including advising the public concerning the rules and regulations.
- Assists in review of plans submitted for issuance of zoning certificates and other matters affecting and relating to zoning.
- Assists in collection of data required for special projects.
- Assists in review of zoning maps and preparation of studies and reports for projects as assigned.
- Assist all departments in their use of Geographic Information Systems as needed.
- Assist all departments in data analysis, display and interpretation as needed.
- Perform other duties as required or as assigned.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of motor vehicles, personal computers, oversize plotter, copiers, calculators, two-way radios, telephones, fax machine, audio/visual and video recording equipment,

POSITION TITLE Planner/Development Officer	STATUS Full Time – Non Exempt
REPORTS TO Development Director	**Salary Range:** $40,000-$60,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 2	**JOB ID:** #182

high intensity computer projections, and other equipment germane to this position.

- Computer skills preferably experienced in Microsoft Office Suite; ArcGIS, Adobe Creative Suite.
- Exceptional customer service skills.
- Ability to interpret a variety of instructions in oral, written or other forms.
- Ability to collect data, establish facts and draw valid conclusions.
- Ability to prepare and maintain concise and accurate records and reports.
- Ability to maintain good rapport with Township departments, board members and other agencies relative to issues of zoning.
- Ability to cooperate with others on projects of mutual concern as well as plan project implementation.
- Ability to operate a computer terminal and communicate effectively in oral and written form.
- Ability to develop and maintain effective working relationships with coworkers and the public.
- Ability to read, inspect, and understand construction plans, site plans and drawings.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- Ability to obtain AICP certification.
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Geography, Public Administration, Public Affairs, or a related field.
- Must possess relevant experience which evidences knowledge of zoning review and processing, planning administration, land development, city planning and zoning enforcement.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations are provided to enable individuals with disabilities to perform the essential functions.

Work environment involves duties to be performed in an inside office setting and occasional duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings and properties. Majority of these sites and buildings are uncompleted and the site does contain a finished grade material.

POSITION TITLE Planner/Development Officer	STATUS Full Time – Non Exempt
REPORTS TO Development Director	**Salary Range:** $40,000-$60,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree
NUMBER OF POSITIONS: 2	**JOB ID:** #182

Regular and predictable attendance as established by Administration which may include meetings of the Board of Trustees, Board of Zoning Appeals and Zoning Commission.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

POSITION TITLE Laborer (replaces Custodian/Maintenance Worker 1)	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	**JOB ID:** #999

PURPOSE:

The Laborer is responsible for performing semi-skilled maintenance of the Township facilities including garages, offices, public spaces and entrances, senior center and other facilities.

SCOPE:

Maintenance of Township grounds and internal buildings.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Dust.
- Wax.
- Clean desks, file cabinets, and other furniture.
- Maintain walls.
- Maintain fixtures.
- Wash or sweep windows, walls, floors, doors (from ground level).
- Maintain sidewalks.
- Clean restrooms.
- Keep paper supply container filled.
- Empty trash cans.
- Raise and lower flags.
- Sweep and shovel.
- Salt walkways or snow and ice.
- Manual labor incidental to the operation to which assigned.
- Trims grass and bushes.
- Paint, wash, and wax equipment.
- Pick up paper and other debris from grounds such as park, yards, around buildings.
- Wash dishes.
- Clean appliances.

CRITICAL SKILLS / EXPERTISE:

- Skill and care in the operation of tools used.
- Knowledge of building maintenance methods.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform physical labor and work under occasional adverse weather conditions.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state issued driver's license.
- To be on call 24-hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending

POSITION TITLE Laborer (replaces Custodian/Maintenance Worker 1)	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	**JOB ID:** #999

upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

Updated August 22, 2023

ADMINISTRATION

Department: Administration

Department Director: Jeff McElravy, Assistant Administrator

Strategic Plan Goal: Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability

Resolution Adopting Temporary Appropriations for Fiscal Year 2025

Recommend ADOPTION of the Resolution.

Rationale:

This Resolution will establish temporary appropriations for 2025, consistent with the priorities and programs set forth in the Strategic Plan and Budget. The next step in the budget process will be to review the close out of the 2024 Fiscal Year, determine if there will be a supplemental capital appropriation, and then adopt permanent appropriations in March 2025.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the __ day of December 2024, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Mrs. Cathy Ulrich, Mr. Daniel Unger, Mr. Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____ - 24

RESOLUTION AUTHORIZING THE ADOPTION OF TEMPORARY APPROPRIATIONS FOR THE YEAR 2025

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, does hereby agree to:

Section 1: Authorize the Colerain Township Fiscal Officer to prepare and submit a schedule of "Temporary Appropriations" for the year ending December 31, 2025 to the Hamilton County Budget Commission, as follows:

FUND	FUND NAME	TEMPORARY APPROPRIATIONS
1000	General	8,669,514
2011	Motor Vehicle License Tax	508,922
2021	Gasoline Tax	792,958
2031	Road and Bridge	2,064,815
2081	Police District	12,042,520
2111	Fire District	16,728,903
2181	Zoning	516,021
2231	Permissive Motor Vehicle License Tax	766,944
2261	Law Enforcement Trust	118,500
2271	Enforcement and Education	2,000
2281	Ambulance And Emergency Medical Services	1,454,938
2401	Special Assessment - Lighting Districts	165,360
2402	CDBG Sidewalk Maintenance Fund	30,000
2901	TIF - Kroger	326,500
2902	Recycling Incentive	112,475
2903	TIF - Colerain Towne Center	211,500
2904	TIF - Duke	205,000
2905	TIF - Northridge	135,001
2906	Sidewalk Waiver	-
2907	TIF - Stone Creek	-
2908	CDBG Com Dev Block Grant	100,000
2909	One Ohio Opioid Settlement	50,000
2910	TIF - Zillig	29,000
2911	Parks & Services	1,356,505
2912	Community Center	326,999

2913	TIF - Abbeytown	178,800
2914	TIF - Hunters Ridge	67,000
2915	TIF - Lake Gloria	182,500
2916	TIF - Crosley Meadows	185,000
2917	TIF - Copper Creek	29,000
2918	TIF - Pottinger	-
3101	General (bond) (note) Retirement	732,175
4101	Fire Bonds	1,607,830
6001	Self Insurance Fund	2,668,066
	TOTAL	**52,364,746**

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mrs. Ulrich _____, Mr. Unger _____, Mr. Wahlert _____,

ADOPTED this _____ day of December, 2024.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Daniel Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

_____
Scott A. Sollmann (0081467)
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200
Colerain Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ___ day of December, 2024. I hereby certify that funds are available and have been lawfully appropriated, authorized or directed for the purposes identified in the attached resolution, and are in the treasury or in the process of collection to the credit of the appropriate fund, free from any previous encumbrance.

_____
Jeff Baker,
Colerain Township Fiscal Officer

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #5: Continuously Improve the Operations of the Township

Motion Approving 2.75% Merit Pool for all Non-Contract Employees

Recommend ADOPTION of the Motion.

Rationale:

Historically, the Board of Trustees has adopted a merit pool to provide compensation increases for non-collective bargaining staff at year-end based on their overall performance. The merit pool has ranged in size over the past several years and has not dipped below 3%.

Given the holistic budgetary challenges for the Township, it is recommended that a merit pool of 2.75% be awarded to all non-contract employees, based on their performance over the past year. The merit pool will cost $81,766.11 across all departments. This figure includes benefits such as retirement contributions, Medicare, and Worker's Compensation.

These adjustments will not be effective for any employee that was hired, received a promotion, or received pay adjustment in 2024 until the one-year anniversary of their hire, pay adjustment, or promotion.

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability

Motion to Accept Ohio Plan's Proposal for Property and Casualty Insurance at a Rate of $418,347

Recommend ADOPTION of the Motion.

Rationale:

The attached renewal would provide the Township with an additional year of coverage from the Ohio Plan. This coverage is structurally the same as in previous years.

As part of this renewal, Hylant shopped the Township's property and casualty insurance with several vendors including: Liberty, Travelers, Trident, Wright Speciality, and Gladfelter. These firms all declined to bid on the Township's book of business. Coverage on this plan would take effect on 12/15/2024 and would expire on 12/14/2025.

Colerain Township, Hamilton

Proposal

PRESENTED BY HYLANT

Mark Renske
Vice President, Client Executive

Kate Meeker
Client Service Manager

50 E-Business Way, Ste 420 | Cincinnati, OH 45241
P (513) 985-2400 F (513) 985-2404

hylant.com

HYLANT

PREMIUM SUMMARY

POLICY	2023/24 EXPIRING PREMIUM	2024/25 PROPOSED PREMIUM
Plan Package	$329,406	$391,225
Membership Fee	$6,470	$7,525
Advantage Credit	($8,123)	($10,403)
Hylant Agency Fee	$30,000	$30,000
TOTAL	**$357,753**	**$418,347**

PREMIUM REFLECTS THE FOLLOWING CHANGES:

- Expenditures increased $617,177
- Property increased $1,970,271
- Inland Marine increased $295,927
- Computer Coverage increased $15,665
- Auto Liability increased by 3 vehicles
- Auto Physical Damage for units valued at Actual Case Value increased by $387,236
- Auto Physical Damage for units valued at Replacement Cost increased by $1,253,134

INCREASED DEDUCTIBLE OPTIONS:

- Law Enforcement Liability, Public Officials Liability, Employment Practice Liability Deductible - **$25,000**:
  - Annual Premium (Including Membership Fee / Advantage Credit): **$349,419**
- Law Enforcement Liability, Public Officials Liability, Employment Practice Liability Deductible - **$10,000**
  - Annual Premium (Including Membership Fee / Advantage Credit): **$368,500**

Hylant Disclaimer / Confidentiality Statement: The information and concepts provided throughout this document are not intended to express any legal opinion as to the nature of coverage. They are intended to provide a basic understanding of coverages but do not alter any policy conditions. Always refer to your policy(s) for specific coverages, limitations, and restrictions. Any information and concepts outlined are solely for your internal evaluation. Hylant considers this information Confidential and Proprietary and no other use or distribution of these documents is permitted or authorized. All Hylant documents are subject to our record retention policy. Please refer to our website at www.hylant.com for a complete listing of all document types and retention periods for any documents stored within the Hylant organization. Regardless of your choice for premium payment terms, Hylant will not be responsible for the cancellation (and consequences thereof) of your insurance policy(s) due to late payment or non-payment of premium.

ADMINISTRATION

Department: Administration

Department Director: Trustee Unger

Strategic Plan Goal: Strategic Goal #4: Expand Recreational Opportunities for all Ages

Motion to Approve Special Project from Trustee Unger Discretionary Funds - Summer Camp - $40,000
Recommend ADOPTION of the Motion.

Rationale:
The 2025 Strategic Plan and Budget contains a number of deep cuts. In total staff has made more than $1.5M in programmatic and capital cuts to the budget.

Discretionary dollars were included in the budget for each Trustee to be used on special projects. This was included because this budget contains deep cuts, yet there are a number of competing priorities for each Trustee that they would like to resolve within their tenure. The goal of this line is to allow each Trustee to direct up to $100,000 into projects of their choosing.

Functionally, any Trustee would request that the Administrator add an item to an upcoming agenda for approval for their specific special project. Once approved, staff would then work to implement the special project and follow-up actions would be brought to the Trustees and accounted for on the agenda. This would operate similar to the cost accounting currently conducted on contingency spending on the Fire Station capital projects.

This is the first request for a project allocation from these dollars. In this instance, Trustee Unger has requested that Summer Camp be re-instituted from his special projects allocation.

ADMINISTRATION

Department: Administration

Department Director: Trustee Unger

Strategic Plan Goal: Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement

Motion to Approve Special Project from Trustee Unger Discretionary Funds - Part Time Code Enforcement Position - $40,000

Recommend ADOPTION of the Motion.

Rationale:

The 2025 Strategic Plan and Budget contains a number of deep cuts. In total staff has made more than $1.5M in programmatic and capital cuts to the budget.

Discretionary dollars were included in the budget for each Trustee to be used on special projects. This was included because this budget contains deep cuts, yet there are a number of competing priorities for each Trustee that they would like to resolve within their tenure. The goal of this line is to allow each Trustee to direct up to $100,000 into projects of their choosing.

Functionally, any Trustee would request that the Administrator add an item to an upcoming agenda for approval for their specific special project. Once approved, staff would then work to implement the special project and follow-up actions would be brought to the Trustees and accounted for on the agenda. This would operate similar to the cost accounting currently conducted on contingency spending on the Fire Station capital projects.

This is the second request for a project allocation from these dollars. In this instance, Trustee Unger has requested that an additional position be created for a part-time code enforcement officer from his special projects allocation. It is estimated that this item will cost less than $40,000.

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

Motion to Set Public Hearing on Marino Lighting District on January 7, 2025 at 6PM

Recommend ADOPTION of the Motion.

Rationale:

The petition was filed with the Township on November 20, 2024, and the Board of Trustees was duly notified by her of such filing and a copy of the petition was sent to it on December 10, 2024.

The hearing has been set for January 7, 2025, as the hearing must occur within 30 days of Trustee notification. At this hearing, property owners in the proposed lighting district will be provided an opportunity to speak. The Board will then we permitted to take action on the proposed district at the January 2025 meeting.

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

Motion to Set Public Hearing on Taylor Glen Lighting District on January 7, 2025 at 6PM

Recommend ADOPTION of the Motion.

Rationale:

The petition was filed with the Township on November 20, 2024, and the Board of Trustees was duly notified by her of such filing and a copy of the petition was sent to it on December 10, 2024.

The hearing has been set for January 7, 2025, as the hearing must occur within 30 days of Trustee notification. At this hearing, property owners in the proposed lighting district will be provided an opportunity to speak. The Board will then we permitted to take action on the proposed district at the January 2025 meeting.

OLD BUSINESS

Department: Administration

Department Director: Tiphanie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #5: Continuously Improve the Operations of the Township

Resolution Adopting New Policy Book

Recommend ADOPTION of the Resolution.

Rationale:

Throughout the past year, staff reviewed and tracked potential policy updates as well as formulated new policies based off of the results of the most recent staff satisfaction and workplace motivation survey. These updates were brought forward for consideration by the Board of Trustees at the October 22, 2024 Special Meeting - Work Session. At the November 12, 2024 meeting, the Board discussed allowing for clerical corrections, clarifying corrections and other minor updates to policies that did not have financial impact on the Township's operating expenditures. Of the new policies presented for consideration as a new benefit for employees, one was supported by the Board, which was the Funeral Leave Policy. Below is a brief detailed description of new policies, recommended changes to existing policies (outside of spelling, grammar and/or typographical update), and other policy items to be approved by the Board.

Changes to existing policies:

- Policy 1.9 Paid Time Off Policy:
    1. Vacation Leave:
        - Added a "Statue of Limitations" for those who are seeking credit for continual years of public service. While this benefit is currently in existence, there was no "statute" for when an employee could apply for the credit. Most recently, an employee who had been with the Township for over 10 years sought this credit for years of service with another public entity prior to their time with the Township. This request created an unnecessary strain on staffing resources to verify outdated information and update/back-date personnel records that had already been in place for 10 years.
        - Vacation time has been updated to match the Collective Bargaining Agreements that are in place which outlines the years of continuous service in days versus years.

    2. Paid Sick Leave:
        - Added a reference about Funeral Leave and the ability to utilize sick time after Funeral Leave is exhausted.
        - Added language that allows sick time to be utilized for mental and/or behavioral health recovery.
        - Added language that outlines proper use of sick leave for Family Medical Leave Act (FMLA) qualifying events.
        - Put a limit on donated sick time that limits those who can donate to not fall below 480 hours (which is the bank an employee would need to cover their FMLA leave if they had a qualifying event).

    3. Funeral Leave for non-CBA employees who lose an immediate family member to match current language in other Collective Bargaining Agreements.

    4. Administrative Leave defined as per the Ohio State Employees definition.

- Policy 1.10 Other Leave of Absence Policy
    1. Moved sections of the policy around to flow easier.

2. Merged Workers Compensation Policy (1.11) into this policy

- Policy 2.1 Purchasing Card Policy
    1. Changed language to reflect new banking processes with First Financial Bank.

- Policy 3.1 Records Retention Policy
    1. Updated language to reflect that all records are owned by the Township and that employees must follow the Records Retention Policy.

- Policy 4.2 Drone Policy
    1. Renamed the policy to "Aerial Apparatus Policy" to cover all other flying objects.
    2. Added language to include other manned and unmanned aerial devices such as rockets, hot air balloons, etc.

- Policy 5.3 Park Rental Policy
    1. Due to their repetitive nature, this policy and 5.21 Special Event Policy were merged in an effort to clean up some language that made the policies more in-tune with each other and concise.

- Policy 5.24 Tree Policy
    1. Due to their repetitive nature, this policy and 5.27 Tree Transplant Policy were merged in an effort to clean up some language that made the policies more in-tune with each other and concise.

New policies:

- Child Companion Policy:
    1. Guidelines for instances that require an employee to bring their child to the workplace.

- Electronic Timekeeping Policy:
    1. Guidelines for managing staff time sheets in the electronic software system and time clocks.

- Generative Artificial Intelligence Policy:
    1. Guidelines for the use of generative artificial intelligence software.

- Economic Development Incentives Policy:
    1. Guidelines for providing incentives to attract businesses into Colerain Township

- Active Transportation Policy:
    1. Outlines the Township's role for supporting and promoting active transportation within our community as an alternative form of transportation.

In 2024, the Township also adopted a number of policies at the June 25, 2024 Board of Trustees Meeting that will be incorporated into the final Policy Book, which included:

- Policy 2.15 Methods of Payment
- Policy 2.16 Electronic Vendor Fraud
- Policy 2.17 Bank Account Fraud Prevention

These policies establish best practices for Colerain Township employees and provides a positive impact to the Township's workplace environment and in our local community.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at ____p.m., on the _____ day of December, 2024, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Cathy Ulrich, Dan Unger, and Matthew Wahlert

Trustee_____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____-24

RESOLUTION ADOPTING THE COLERAIN TOWNSHIP POLICY MANUAL

WHEREAS, the Board of Trustees sets the policy direction for Colerain Township employees; and;

WHEREAS, Administration and all departments intend on following the direction set by the Trustees in the Township Policy Book; and;

WHEREAS, the attached Policy Book represents a full list of all known polices and will supersede all previous versions of any adopted policy.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

1. The attached Policy Book be formally adopted by the Board of Trustees.

2. Any changes to these policies require formal approval of the Board of Trustees by resolution.

3. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

4. This resolution shall take effect at the earliest period allowed by law.

Trustee_____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mrs. Ulrich _____, Mr. Unger_____ and Mr. Wahlert

ADOPTED this _____day of December, 2024.

BOARD OF TRUSTEES:

_____
Cathy Ulrich, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

_____
Lawrence E. Barbiere (0027106)
Colerain Township Law Director
Scott A. Sollmann (0081467)
Asst. Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of December, 2024.

_____
Jeff Baker
Colerain Township Fiscal Officer

COLERAIN TOWNSHIP
POLICY BOOK

Adopted: December 10, 2024
Effective: January 1, 2025

For the employees,
please address all questions to your Department Director or Human Resources.

For the general public,
please direct all questions to:
513-385-7500

Table of Contents:

0. Employee Acknowledgement Form

1. Human Resources Policies
    1. Personnel Policies and Procedures Policy
    2. Human Resources Function Policy
    3. Equal Opportunity Employer Policy
    4. Employment Process Policy
    5. Work Hours and Pay Schedule Policy
    6. Employee Evaluation Policy
    7. Insurance and MERP Policy
    8. Paid Time Off Policy
    9. Leaves of Absence Policy
    10. Disability Retirement Policy
    11. Unlawful Harassment Policy
    12. Employee Discipline Policy
    13. Drug and Alcohol Free Workplace Policy
    14. Employee Safety Policy
    15. Dangerous Weapons Policy
    16. Training and Travel Policy
    17. Operation of Township Vehicles Policy
    18. Layoff and Termination Policy
    19. Tuition Reimbursement Policy
    20. Outside Employment Policy
    21. Cyber Liability Policy
    22. Telecommunication Policy
    23. Employee Dress Code Policy
    24. HIPPA Policy
    25. Ethics Policy
    26. Fraternization Policy
    27. Confidentiality Policy
    28. Whistleblower Policy
    29. Change of Status Policy
    30. Retire-Rehire Policy
    31. Work Assignments Policy
    32. Internal Media Standards Policy
    33. Electronic Timekeeping Policy
    34. Child Companion Policy

2. Fiscal Policies
    1. Credit Card Policy and Usage Agreement
    2. Purchasing Policy
    3. Capital Budgeting Policy
    4. Inventory and Asset Policy
    5. Self-Insurance Fund Policy
    6. Budget, Revenue and Expense Policy
    7. Cash Handling Policy

8. Credit Card Acceptance Policy
9. Debt Policy
10. Fraud Policy
11. Investment Policy
12. Uniform Guidance Policy
13. Fund Balance Policy
14. Fuel Inventory and Usage Policy
15. Methods of Payment Policy
16. Electronic Vendor Fraud Policy
17. Bank Account Fraud Protection Policy
18. Economic Development Incentives Policy

3. General Policies
    1. Records Retention Policy
    2. Donation Acceptance Policy
    3. Areial Apparatus Policy
    4. Fitness Room Policy
    5. Key Policy
    6. Social Media Policy
    7. Street Lighting Policy
    8. Traffic Calming Device Policy
    9. Volunteering Policy
    10. Data Utilization Policy
    11. Employee Recognition Policy
    12. Generative Artificial Intelligence Software Policy
    13. Active Transportation Policy

4. Public Services Department Policies
    1. General Facility Rental and Special Events Policy
    2. Park and Facility Rules Policy
    3. Hidden Objects Game Policy
    4. Pavement Cut Restoration Policy
    5. Sign Policy
    6. Dead Animal Removal Policy
    7. Roadside Memorial Policy
    8. Snowplow Damage Policy
    9. Tree Removal and Planting Policy
    10. Road Pavement Assessment District Policy

5. Police Department Policies
    1. Law Enforcement Authority Policy
    2. Biased Based Policing Policy
    3. Authorized Weapons Policy
    4. Discharging of Firearms Policy
    5. Response to Aggressive Behavior Policy
    6. Search Warrants Policy
    7. Contractual Agreements Policy
    8. Police Department Direction Policy

9. Crime Analysis Policy
10. Reserve Officer and Auxiliary Staff Policy
11. Line of Duty Death Policy
12. Off Duty Details Policy
13. Policy Outside Employment Policy
14. Field Training Policy
15. Evaluation Performance Tracking Policy
16. Impound Lot Control Policy
17. Property Room Policy
18. Emergency Operation of Vehicle Policy
19. Military AWOL Arrests Policy
20. Domestic Violence Policy
21. Body Worn Camera Policy
22. Problem Solving Process Policy
23. Missing Persons Policy
24. Field Interview Reports Policy
25. Civilian Observers Policy
26. Media Relations Policy
27. Criminal Investigation Policy
28. Hate Crimes Policy
29. Injury or Death from Police Action Policy
30. Criminal Pursuit Fund Policy
31. Event Deconfliction Policy
32. Traffic Enforcement Policy
33. Hazardous Materials Policy
34. Internal Affairs Policy
35. Citizen Complaint Policy
36. Prisoner Transportation and Handling Policy
37. Deceased Person Policy
38. Cancellation of Citation Policy
39. Special Event Street Closure Policy

6. Fire Department Policies
    1. Code of Ethics Policy
    2. Customer Service Policy
    3. Employee Recognition Program Policy
    4. Protective Body Armor Policy
    5. Communications Policy
    6. Elevator Rescue Policy
    7. Emergency Incident Rehabilitation Policy
    8. Mass Casualty Incident Plan Policy
    9. Post Fire Decontamination Policy
    10. Tactical QRT Policy
    11. Thermal Imaging Equipment Policy
    12. Trench Excavation Rescue Policy

Colerain Township

Policy and Procedure Acknowledgment

I acknowledge that I have received the Colerain Township Policy Book and understand that I should consult the Human Resources Department if I have questions. I will read and abide by all of the policies and rules contained in these documents.

I further agree that I will notify my direct supervisor or, in their absence, any Colerain Department Head of any observed or believed violations of the policies, procedures, and rules of Colerain Township.

After reviewing these documents, I will bring any issues needing clarification to the attention of my direct supervisor, or in their absence, the attention of any Colerain Department Head.

Subsequently the information, policies, and benefits described herein are subject to change at any time, therefore I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Township Board of Trustees has the ability to adopt any revisions to the policies in this Policy Book. I am responsible for maintaining a copy of these documents and, when updated, make the necessary additions or corrections to keep them current.

I understand that these policies, procedures and rules are binding and I am responsible for following them. I further understand that my failure to do so may result in disciplinary action, up to and including termination.

_____ _____

Employee Signature Date

_____

Employee Name (printed)

Rev 12/11/2018

COLERAIN TOWNSHIP

1.0 - HUMAN RESOURCES POLICIES

1.1 COLERAIN TOWNSHIP
PERSONNEL POLICIES AND PROCEDURES POLICY

INTRODUCTION

This Personnel Policies and Procedures Manual applies to all employees of Colerain Township, except where specifically delineated. (The Township's EEO, harassment, ethics, workplace violence policies apply to all Township volunteers and officers.)

This Manual is intended to summarize the Township's policies, procedures, benefits, and programs. It also presents the essential requirements for performance which will be expected from employees. Anything not clear should be discussed with an employee's immediate supervisor, Department Head, or Township Administrator.

This Manual is intended to provide general guidelines in ordinary language. It is not a contract of employment. The Township hopes that employment with us will be long and satisfactory. Nevertheless, all non-contract employees remain free to resign from their employment at any time, with or without cause, with or without notice. Similarly, the Township retains the right to terminate the employment of any non-contract employee at any time, with or without cause, with or without notice. No one but the Board of Township Trustees has the authority to change this, and the Board of Township Trustees may do so only by formal motion at a Board of Trustee's meeting. Any statements to the contrary by anyone else are unauthorized, expressly disavowed, and should not be relied upon by anyone.

This Manual is intended to cover most personnel issues that may arise. Any issues not covered will be resolved by the Board of Trustees, consistent with this Manual.

To the extent that the Manual conflicts with the collective bargaining agreements in effect for employees, the terms of the collective bargaining agreements shall prevail. To the extent that collective bargaining agreements are silent about matters addressed in this Manual, the Manual shall control to the extent permitted by law.

Nothing in this Manual shall prohibit the promulgation of specific department work rules, standing orders, general orders, SOPs, or other oral or written instructions. If there is a conflict between this Manual and a department rule or order, the more specific or more restrictive shall be controlled.

The contents of this Manual are subject to change at the discretion of the Board of Township Trustees. Any change, to be made effective, must be in writing and state that it is intended to change this Manual. Information about additions or changes will be distributed to employees as soon as practical. It is the employee's responsibility to insert these changes in their copy of the Manual.

POLICY STATEMENT

The Colerain Township Personnel Policies and Procedures are based on the following:

- The Township recognizes that each employee is entitled to be treated with respect, dignity, and courtesy.
- Each employee is entitled to fair wages in return for good job skills and adequate performance. Promotion and job opportunity will be based on employee performance, qualifications, experience, and objective evaluations.
- The Township is committed to providing safe and healthy working conditions for each employee. Each employee in return has the responsibility to work safely and help maintain the facilities in a safe and healthy condition.
- The Township recognizes the rights of its employees to join Collective Bargaining Units and is willing to cooperate with these Units to the mutual benefit of the Bargaining Unit, the employees, and the Township.

SEVERABILITY

If any part of these policies and procedures are determined to be invalid or unenforceable, all other parts shall not be affected and shall remain in full force and effect.

DISCLAIMER

These policies supersede all previous personnel policies of the Board of Trustees. The Board of Trustees specifically reserves the right to repeal, modify or amend these policies at any time, with or without notice. None of these provisions shall be deemed to create a vested contractual right in any employee; employment of all unclassified employees may be terminated at will. The policies are not to be interpreted as promises of specific treatment. Questions regarding interpretation of these policies shall be directed to the employee's supervisor who may seek clarification from the Department Head or the Human Resources Department.

CONFLICT OF INTEREST

Employees of Colerain Township are expected to adhere to the highest standards of personal and professional integrity and shall protect the interests of all residents. Personal gain shall not conflict with the employee's duty to serve the public.

EMPLOYEE'S RIGHTS TO APPEAL POLICY

Nothing in the Township Policies document is intended to last forever or to address every possible issue that could arise. Therefore, if an employee believes that their rights are violated by any policy found in this document, they are entitled to appeal any policy found within.

1. In order to appeal a policy, the employee must submit a request in writing to the Township Administrator. This request should identify the policy in question and provide reasoning for why an appeal is necessary.

2. The Township Administrator will review the initial request and determine if a full review is necessary.

a. If a full review is not necessary, then the Administrator will notify the employee, in writing, of the decision and general reasoning behind the decision.
b. If a full review is required, the Township Administrator will appoint, at minimum, an independent three-member committee to review the employee's request that may consist of the Administrator or designee, Human Resources Specialist, and the Department Director of the employees' department. In the event that a Department Director is making the appeal, a Township Assistant Administrator shall be the third member of the committee.
    i. This committee will meet as soon as possible after a request is submitted. This committee will hear testimony from the employee on the merits of their appeal. The committee will then weigh the request and make a final recommendation to approve or deny, in full or in part, the request.
    ii. This process may result in a recommended change to Township Policies that will be brought before the Board of Trustees for approval.

Employees are also welcome to submit suggestions for changes to any policy in this document or for additional policies that should be included. All policies in this book will be reviewed annually to determine if there is a need for modification, addition, or deletion.

1.2 COLERAIN TOWNSHIP
HUMAN RESOURCES FUNCTION POLICY

PURPOSE

The purpose of this directive is to define the mission of the Human Resources function and its roles and responsibilities.

POLICY STATEMENT

Human Resources reports to the Assistant Township Administrator. The Human Resources Specialist will be responsible for leading and managing the office.

The Human Resources Division is dedicated to excellent service and emphasizes that employees are the organization's most valuable asset. Division staff affirm the dignity and responsibility of public service and strive to treat others with respect, fairness, understanding, and compassion. The core values of the division include integrity, excellence, dedication, dependability, creativity, and enthusiasm.

The Human Resources Division supports the Township's vision, mission, and values through:

- Equitable and consistent administration of policies and procedures.
- Recruiting diverse pools of well-qualified candidates for open positions, interviewing, and staffing in conjunction with the hiring managers.
- Conducting new employee orientations and onboarding.
- Employee development and performance improvement via training, educational programs, and structured plans.
- Performing employee exit interviews and assisting in the process relating to retirement, resignation or dismissal from the organization.
- Managing the Township's performance evaluation process.
- Coordinating employee recognition.
- Administration of employee benefits and workers' compensation.
- Maintenance and updating of the personnel policy manual.
- Support during labor relations and collective bargaining.
- Accurate maintenance and retention of public and personnel records.
- Analysis of job needs, descriptions, and compensation.
- Staying well-informed of evolving labor laws and developing adaptive recommendations.
- Directing inclusion and non-discrimination efforts.
- Ensuring equal opportunity employer compliance.
- Managing inquiries regarding disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs, activities or hiring practices.

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1.3 COLERAIN TOWNSHIP
EQUAL OPPORTUNITY EMPLOYER POLICY

POLICY

The Township will abide by all applicable local, state and federal laws prohibiting discrimination on the basis of race, color, religion, national origin, ancestry, sex, age, disability, veteran status, or any other unlawful factor as outlined in Title VII, as well as items included in the Pregnancy Discrimination Act, the Pregnant Workers Fairness Act, the Genetic Information Nondiscrimination Act, the Americans with Disabilities Act (ADA), Age Discrimination in Employment Act, and the Equal Pay Act.

Consistent with applicable laws requiring accommodation of disabilities, the Township will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. All requests for reasonable accommodation should be made to the Department Head.

The Township Equal Opportunity Employer policy also applies to the selection and treatment of independent contractors, personnel employed by temporary agencies, and other individuals or agencies doing business with the Township.

All employment practices, including, but not limited to, new hires, promotions, transfers, separations, layoffs, compensation, and training are administered without regard to race, color, religion, national origin, disability, sex or age.

Individuals believing that they have been discriminated against on the job, or in the hiring process should contact Human Resources, the Assistant Township Administrator, or file a discrimination complaint with the Ohio Civil Rights Commission and/or the Equal Employment Opportunity Commission.

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1.4 COLERAIN TOWNSHIP EMPLOYMENT PROCESS POLICY

PURPOSE

This policy is intended to provide consistent guidelines for all departments to consider when posting for and hiring a new employee. The Township intends to provide all applicants with a fair and equal opportunity for employment and employment will be based on merit.

HIRING PROCEDURES

While outlined in the entirety of this policy, the general practice for hiring a new employee should be followed to secure the best and most qualified candidate for an open position:

1. Job Description Review. To ensure the position is current with job responsibilities and requirements, the hiring manager must review the job description that is on file and submit any updates to Human Resources. Any updates to the job description must be approved by the Board of Trustees prior to posting and follow the Job Description guidelines below.

2. Job Announcement and Job Posting. Together, Human Resources and the hiring manager will then draft a job announcement and compile a list of job sites that the announcement will be posted in accordance with career web sites and general job posting sites.

3. Candidate Selection and Interviews. During the applicant review process, the hiring manager will inform Human Resources of at least three (3) candidates who qualify for the position to schedule interviews. A member from the Human Resources team **must** be a member of the initial interview team during this process.

4. Job Offer. Upon final selection of a candidate, the hiring manager will inform Human Resources of the conditional offer and a conditional offer letter will be sent to the candidate outlining negotiated rate of pay, successful background screen, drug screen, reference check, Board approval, and any other negotiated item that is part of a conditional offer.

5. Hiring Process. Upon acceptance of the conditional offer, the candidate will continue through the hiring process until all items have been completed as outlined in the conditional offer (including a successful background check, drug screen, reference check, etc.). Once the candidate has passed all items of the conditional offer, they will continue to the next step, On-Boarding.

6. On-Boarding. New employees will be on-boarded through various means with both their hiring manager and Human Resources.

7. Progress Reports. New employees will receive regular progress reports to assist in the successful completion of their 12-month probationary period as outlined below in “Probationary Period”.

JOB DESCRIPTIONS

The Township uses job descriptions to aid in staffing, wage and salary administration, and training. These descriptions also help employees and supervisors in discussions about job responsibilities. Department Directors shall prepare job descriptions for new or revised jobs within their Department.

The job description should include a position’s regular and occasional duties and responsibilities, essential functions, and minimum qualifications. A job description shall exist for any position found on the Township’s Table of Organization and for all position titles held by employees of the Township.

However, job descriptions are not fixed and may change over time. From time to time, employees may be expected to perform duties and handle responsibilities that are not part of their normal job.

Job titles are solely for identification and do not limit the assignment of duties. The goal is to have all employees work together for the best results, without artificial limitations. Employees agree to perform all of the duties associated with their job descriptions.

POSTING OF JOBS AND INITIAL REVIEWS

1. Notice of Vacancy or Availability of Position
    a. Notices of all open positions (with examination information if required) may be published by posting in Department Offices (for current employees and public viewing) and in such other places and through such other media as the Township Administrator deems advisable for such period of time as appropriate. All notices must carry the phrase "An Equal Opportunity Employer."

2. Application for Employment
    a. In order to be considered for employment with Colerain Township, an applicant must submit a signed, formal application, using a form provided by the Township. The Township Administrator or their designee may require applicants to submit additional information. The application forms may require information about education, training, experience, references, work history, and other pertinent information. The Township may require examination or certification by one or more of the following: physical examination, psychological examination, drug screening, fingerprinting and criminal background check.

3. Disqualification by Application
    a. The Township Administrator or their designee may reject any application which indicates on its face that the applicant does not possess the minimum qualifications required for the position applied for. The Township Administrator or their designee may also reject an application for other causes sufficient to affect the performance requirements of the position or compromise the integrity of the Township, including, but not limited to, unsatisfactory driving record, false statements or omissions on the application or

accompanying materials, or deception or fraud during the application process.

4. Competitive Examination
    a. The Township may use a competitive examination as a method to ascertain the merit and fitness of applicants to perform the position's tasks. The examination may be written, oral, physical, or performance testing, or any combination thereof. All examinations shall be geared to evaluate the skills necessary to perform the requirements of the job classification applied for.
    b. All written competitive examinations shall be open to all applicants who meet the minimum standards of the job classifications being tested.
    c. There shall be no questions or inferences in any testing procedure related to race; political or religious opinions, affiliations or service; national origin; ancestry; age; disability; sex, or other protected class.
    d. For those job requirements that require specialized testing, the Department Director may conduct specific testing to ascertain applicants' merit and fitness for the position, provided that the specialized testing has been approved in advance by the Township Administrator, the Township Law Director, or both.
    e. A minimum rating system of all examinations shall be formulated that will provide eligibility lists of candidates meeting previously established criteria. Sound measurement techniques and scoring procedures shall be used in rating the results of examinations and determining the ranking of successful candidates. Successful candidates are those obtaining the minimum predetermined scores on all individual parts of the examination or the examination as a whole.
    f. The Township Administrator or their designee will notify in writing all candidates participating in an examination as to whether they passed or failed the examination. Upon written request, candidates who took an examination shall be entitled to inspect during normal business hours their examination results and the evaluation process used for rating. It should be noted that not all examination results are kept by the Township and may be held with a third party. Under those circumstances, the Township will not have the test results available for inspection.

5. Retention of Application Material
    a. Upon hiring an applicant, the application shall become a part of the individual's personnel file.
    b. The Township will retain applications for individuals not hired in accordance with open records law.

6. Eligibility List / Rating of Applicant
    a. All applicants may be rated according to their fitness to perform the requirements of the job classification for which the list is established. In cases where rating of experience, prior training, and other requirements form part of the examination process, the Township Administrator or their designee shall establish such procedures for the evaluation of all factors that serve to assist in the selection of the best qualified candidate.

REVIEWING OF APPLICANTS

Any applicant that meets the minimum criteria for a position will be reviewed by the Administrator or their designee.

1. Hiring from eligibility lists / rating of applicants shall be made from the list established except in the following cases:
    a. Filling of vacancies by promotion within the department.
    b. Filling of vacancies by intra-department transfers.
    c. Filling of vacancies by part-time or seasonal employees provided all application and hiring procedures have been followed.

2. Hiring of Relatives
    a. Colerain Township may hire relatives of certain employees if the applicant related to a Township employee meets all selection and hiring standards set forth in this Book and elsewhere, and the applicant fulfills all job qualifications of the position applied for. Colerain Township will not hire a relative in a supervisor-subordinate relationship under any circumstance.

3. Reviewing of Applicants / Interviews
    a. Department Directors or their designees may interview the top three candidates from the eligibility list, when there is an eligibility list. In cases where the list is fewer than three, those on the list shall be interviewed. Under no circumstances shall the hiring be made without the review of the Department Director.
    b. Department Directors or their designees shall, at a minimum, obtain and discuss the following information with each applicant interviewed:
        i. Current position, actual responsibilities, and length of service.
        ii. Previous positions including duties and responsibilities (job classification will determine employment history required).
        iii. Justification for any gaps in employment history.
        iv. The reason(s) for leaving most recent position.
        v. Reason applicant wants to work for Colerain Township, including knowledge of Colerain Township's operation.
        vi. Applicant's strengths and weaknesses as they relate to working for Colerain Township.
        vii. Applicant's career and personal goals.
        viii. Other pertinent information the Department Director may require in determining the best candidate for the position.
    c. An interviewer may not, under any circumstance, question an applicant directly or indirectly about the candidate’s race, color, sex, age, religion, national origin, ancestry, or disability status.

POST-INTERVIEW JOB OFFER

1. Before making an offer of employment, the Department Director or their designee shall verify, where applicable, the following information about the applicant:

a. Complete reference checks by telephone or in writing.
b. Driving record as provided by the Ohio Department of Highway Safety, Bureau of Motor Vehicles.
c. Confirmation of college or post-secondary degrees or specialized certification with a transcript or review of copies of certifications.
d. Use of polygraph or voice stress analyzer test shall only be implemented in those job classifications where clear security risks are involved. These tests shall be administered by licensed polygraph professionals only. If an applicant refuses a polygraph test, the Department Manager must consider such a refusal in light of all other information gathered about the applicant when making the hiring decision.

2. Post-Offer Physical, Psychological Examination and Controlled Substance Testing
    a. All applicants who are offered employment, except applicants for temporary, part-time, or seasonal positions, are required to have a post-offer physical examination by a qualified physician chosen by the Township. The Township may condition employment on the results of any required post-offer medical examination or test. The purpose of this examination is to confirm that the employee is physically able to perform the essential functions of the position for which they are applying. The Township shall bear the cost of said physical examination.
    b. The post-offer physical examination will include a test for controlled substances, as set forth in the Township's Drug and Alcohol-Free Workplace policy. If the applicant tests positive for controlled substances, a second confirmatory test will be performed.
    c. In those job classifications where a psychological evaluation is required to ascertain the fitness of a candidate, such examinations will be arranged and paid for by the Township.

3. Selection of Employees
    a. The Township Administrator is authorized to hire and fill all vacant positions, except for the Department Director or the Assistant Administrator positions, as determined by the Table of Organization set forth by the Board of Township Trustees.
        i. Annually, the Board of Trustees will approve an Organizational Chart for the Township that outlines all job classifications in the Township. The Board of Trustees can modify the Organizational Chart at any time by adopted Board motion.
            1. The Organizational chart will be accompanied by a complete listing of all job descriptions and pay ranges.
        ii. The Township Administrator will make the Board of Trustees aware of any pending hire to fill a vacant, yet approved position prior to issuance of a formal offer letter.
    b. The Board of Township Trustees will formally approve via motion the hiring and selection of all Department Director, the Assistant Township Administrator, and the Administrator positions.

NEW EMPLOYEES

1. Rate of Pay

a. Generally, the Township will pay a new employee the minimum rate of pay the Township has established for their classification or job description. This will also apply to internal promotions. The Township Administrator may grant written exceptions, based upon the criteria set forth in this section.
b. The minimum rate of pay for each classification is based upon the assumption that the new employee meets the minimum requirements stated in the job description standards or classification specifications. If in the rare circumstance the Township hires a new employee who does not fully meet each minimum requirement for a classification or job description, the Township will pay the employee at a rate below the minimum rate of pay for the job classification or job description.
    i. If a new employee's education, work experience, or other qualifications exceeds the minimum requirements for the classification to which the employee is assigned, the Township Administrator may hire the employee at a rate of pay above the minimum rate of pay for the classification or job description, provided the employee's skills and work experiences will benefit the Township.

2. Probationary Period
    a. Each new employee or promoted employee shall be required to serve a probationary period of twelve months.
        i. All employees hired with a probationary period will be provided with regular progress reports after 60- 120- and 180-days after employment or promotion. The progress report is designed to provide regular feedback on the employee's performance and management expectations during the probationary period.
        ii. After the first three progress reports are completed, immediate supervisors for probationary employees will prepare an annual evaluation PRIOR to the completion of their probationary period by utilizing the departmental or Township "Annual" personnel evaluation form.
    b. Upon satisfactory completion of the probationary period, an employee shall automatically attain regular "full-time" status.
    c. Should the annual evaluation process determine that the probationary employee is performing at an "unsatisfactory" level, the respective Department Director/Administrator will decide whether the probationary period provided an appropriate amount of time to thoroughly evaluate the employee's performance.
        i. The Department Director/Administrator may extend an employee's probationary period for up to an additional 12 months by notifying the employee in writing.
            1. Any employee who has their probationary period extended for any length of time will receive a "Performance Improvement Plan."
        ii. The Department Director/Administrator may recommend that the employee be separated from employment.
        iii. Any probationary employee may be separated from employment on or before the completion of their probationary period.

3. Orientation
    a. Colerain Township is responsible for the orientation of new employees, which includes reviewing in detail during the first week of employment the following information with employees:

i. General and department-specific Personnel Policies and SOPs;
ii. General and department-specific Safety Policies, including the requirement to complete the specific and applicable FEMA courses: such as ICS 100, ICS 200, ICS 700, and ICS 800;
iii. Employee Benefits;
iv. Disciplinary Actions;
v. The Township's version of "IT 101" that will cover basic cybersecurity issues;

Special duties requiring additional explanation. Following the explanation, the employee shall sign a statement of understanding, which shall be placed in the employee's personnel file.

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1.5 COLERAIN TOWNSHIP
WORK HOURS & PAY SCHEDULE POLICY

PURPOSE

Employees are expected to maintain appropriate work hours in order to be available to the general public. Consistent attendance and work schedules will allow employees to adequately meet the needs of the public and to perform their duties in a manner that promotes teamwork and safety.

WORK HOURS

1. The Township Trustees, working though the Township Administrator, have the authority to establish work schedules and standard workdays. The Township Administrator may, at their discretion, delegate this authority to Department Directors as they see fit.

2. Township offices shall be open to the public from 8:00 A.M. to 4:30 P.M. daily except on Saturdays, Sundays, and on holidays as identified by this policy. The normal work week for full-time employees consists of forty hours of regular time per week, although some schedules may be different for employees under contract or those whose schedule includes rotating shifts or weekend duty. This is not a guarantee of a minimum or maximum number of hours per week.
    a. Non-exempt employees are not permitted to work outside of scheduled hours. Any unscheduled work hours that result in the employee exceeding the Fair Labor Standards Act (FLSA) forty-hour work week will be subjected to progressive discipline. Responding to emails outside of regular hours may be considered work subject to this section.

3. The work hours of employees covered by a collective bargaining agreement shall be governed by the collective bargaining agreement and the department Standard Operating Procedures. Department Directors shall have the discretion of scheduling their personnel acting within the guidelines of the appropriate Bargaining Agreement.

4. The Township Administrator or their designee may deny leave requests of any kind (except FMLA leave) during special situations such as emergencies. The Township Administrator may, at their discretion, delegate this authority to Department Directors as they see fit.

MEAL PERIODS

Each full-time employee is required to take an unpaid meal period of one-half hour for every eight consecutive hours worked to be taken at the time approved by the employee's immediate supervisor. This meal period shall not count toward hours worked.

PAY

1. Some employees are paid on an hourly basis and some are paid on a salary basis. An employee's salary is intended as the employee's compensation for the work week regardless of the number of hours the employee works in the week, whether fewer than 40 or more than 40.

2. The Board of Trustees determines the hourly and salary wage ranges for employees. Employees are paid bi-weekly. Pay adjustments, including annual raises not dictated by a Collective Bargaining Agreement, should be approved by the Board of Trustees. Salary ranges for each position will also be approved by the Board of Trustees.

3. The Township shall deduct court-ordered garnishments for child support or other reasons from an employee's pay.

NOTICE TO SALARIED EMPLOYEES

The following notice is provided to exempt employees in accordance with the Fair Labor Standards Act. Exempt employees are paid on a salary basis, are not members of a collective bargaining unit, and are not eligible for compensatory time or overtime. The Township pays exempt employees on a salary basis, meaning exempt employees regularly receive a pre-determined amount of compensation each pay period on a weekly basis, subject to the exceptions listed below.

The law allows certain reductions in the pay of a salaried employee. The Township may choose not to reduce a salary, but the following reductions are the ones permitted by law: when the employee is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice providing compensation for salary lost due to illness; to offset amounts employees received as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

Also, an employer is not required to pay the full salary for the first or last week of employment if the employee does not work the full week, or for weeks when an employee's salary is reduced as the result of penalties imposed in good faith for infraction of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made. Exempt employees do not need to be paid a salary in any work week in which they perform no work. Also, an employer may require employees to use accrued paid time off to cover absences, as long as it does not result in a prohibited reduction.

The Township's policy is to comply with the salary basis requirements of the FLSA. Therefore, we prohibit any improper deductions from the salaries of exempt employees. If you believe that an improper deduction has been made to your salary, you should immediately report this information in writing to your direct supervisor, or to the Fiscal Office. The Township will promptly investigate any report of an improper deduction. If the Township determines that an improper deduction has occurred, you will be promptly reimbursed.

OVERTIME / COMPENSATORY TIME

1. Overtime
    a. The Township will pay non-exempt employees time and one-half their regular hourly rate for hours worked (for purpose of this policy hours worked does not include sick or vacation time for classified personnel and hours worked does not include sick, vacation, compensatory or personal time for unclassified personnel) over 40 in a work week. The Township's work week will be from Sunday through Saturday. The following conditions shall apply to overtime worked by Colerain Township employees:
        i. Overtime work is to be held to an absolute minimum.
        ii. All overtime, except in circumstances of an emergency or unavoidable holdovers, must be pre-authorized by the Department Director.
        iii. Signed authorization must be submitted with the payroll material to the payroll department to be verified and filed for audit.
    b. Department Directors shall have the authority to grant overtime compensation for full-time non-exempt employees, provided that the overtime compensation is permitted only for:
        i. Work in excess of 40 hours per week, or other applicable work period for police and fire employees.
        ii. Work on an employee's scheduled day off when the employee is asked to report to work.
    c. Overtime compensation may be limited to the restrictions and guidelines of the appropriate Collective Bargaining Agreement or to work in excess of the employees' work period for employees to whom FLSA section 7K provisions are applied.
    d. Department Directors and other exempt employees are not eligible for overtime pay.

2. Compensatory Time
    a. At the discretion of the Township Administrator or their designee, compensatory time off work may be granted at a rate of one and one-half hours times the number of hours worked on a scheduled off duty-day or in excess of the standard work period. Any accumulation of compensatory time must be approved by the Department Director prior to accumulation of time.
    b. An employee must schedule in advance the use of accumulated compensatory time, which must be approved by the Department Director. Accumulated compensatory time must be used within the year it is accrued unless the Township Administrator permits an employee to use it in the following year.
    c. The Township Administrator or their designee may:
        i. Establish an absolute maximum limit for the number of compensatory hours an employee may accumulate.
        ii. Require an employee with a high accumulation of compensatory hours to reduce the accumulation through the use of any portion of their accumulated hours within a specific time period.
        iii. Require overtime compensation be monetary compensation in lieu of compensatory time off whenever the Township Administrator believes that allowing an employee to earn and be credited with compensatory time off is likely to generate a further

overtime requirement to provide scheduled coverage or to accomplish necessary work duties when the employee uses the earned compensatory time off.

d. Exempt employees are not eligible for compensatory time.

ATTENDANCE

1. Good Attendance Is Critical and Expected
    a. Good attendance is a critical part of every job at Colerain Township. Absenteeism and tardiness cause scheduling problems, threaten the high standards and service that the Township must maintain, and place significant hardship on fellow employees.

    b. Every employee is required to work the hours assigned. Every employee is responsible for being present at the location designated by the Department Director or their designee and ready to work at the correct time each assigned day. Every employee is responsible for working their entire workday, and not leaving work early unless authorized or directed by the Department Director or their designee.

    c. The Township recognizes that there are circumstances beyond an employee's control and that employees are occasionally unavoidably absent or tardy. The Township takes this into account when enforcing its work rule on excessive absenteeism or tardiness. However, any time an employee is late, absent, or leaves early, for any reason, even a good reason, that absence directly affects the Township's ability to serve its residents and also adversely affects the employee's co-workers.

2. Definitions
   The following terms and definitions shall be used in the attendance policy:
    a. Absence - Failure of an employee to report to the assigned workstation during the hours they are scheduled to work.
    b. Tardiness - Occurs when an employee is not at the assigned workstation at the beginning of the scheduled workday or returning from specified meal periods.
    c. Leaving Work Early - Occurs when an employee leaves their assigned workstation before the end of the scheduled workday.
    d. Excused Absences - Occurs when an employee has been notified and been approved by their Department Director for an upcoming absence, tardy, or the need to leave work early for an acceptable reason, such as FMLA leave and the approved use of sick leave, vacation leave, or other use of approved leave. Only under extraordinary circumstances and with final permission of the Department Director would an absence be considered excused without prior notification to and approval by the employee's Department Director. Department Directors shall not be absent from duty without the permission of their supervisor, (the Township Administrator or Assistant Administrator).
    e. Unexcused Absences - Occurs when an employee fails to notify the Department Director of their absence prior to the normally scheduled work time or is absent, tardy, or leaves work earlier than the previously granted approval.

3. Reporting Absences or Tardiness
    a. Employees who are going to be absent or tardy must provide their supervisor with as much notice as possible. Employees should personally report their absence or tardiness to their supervisor at least sixty (60) minutes before the scheduled starting time. It is important that you speak personally with your supervisor if possible. If an employee needs to leave work early for any reason, the employee must notify their supervisor before leaving.
    b. An employee reporting an absence or tardiness, or requesting to leave early, must provide a valid reason.
    c. The Township may investigate any absences or suspected abuse of attendance (such as frequent Monday/Friday absences).
    d. The Township will require an employee to use any available paid leave, including vacation or sick leave, while absent.

4. Discipline
    a. Excessive unexcused absences, regardless of the reason, will ultimately result in disciplinary action, up to and including discharge.
    b. Other attendance abuses, such as walking off the job, failure to give advance notice of tardiness when possible, or excessive Monday/Friday absences, will be handled on a case-by-case basis, and may result in additional discipline up to and including discharge.
    c. An employee who is absent three consecutive scheduled workdays without proper notification shall be subject to immediate termination.

5. Attendance Enhancements
    a. When, in their sole judgment it is necessary and in the best interest of the community, the Township Trustees may implement programs to encourage employee attendance by using incentive and initiative programs.

REMOTE WORK AND FLEX TIME

In order to balance the need to extend work hours to better serve our residents, to minimize the use of overtime, and to provide an incentive to employees to accommodate personal responsibilities, the Township will occasionally grant flex time or allow for remote work. It is understood that it is the discretion of the Department Director to grant flex time or remote work privileges and that these privileges may be revoked at any time, with or without cause.

In general, flex-time or remote work schedules should be approved by the Department Director. These work arrangements should not interfere with the regular operations of the department and should be used to accommodate special circumstances or to avoid the need for overtime. Non-exempt employees who are permitted to work remotely shall keep an accurate record of their hours worked and report that to their Department Director.

An employee wishing to request an alternative work schedule shall make a request to their Department Director for review and approval or disapproval. An alternative work schedule must be mutually agreed upon by the employee and Department Director. Any changes to the schedule must be approved by the

Department Director. Employees may, at the discretion of the Department Director, be called to work despite an arrangement for an alternative schedule.

COLERAIN
TOWNSHIP ~ OHIO

1.6 COLERAIN TOWNSHIP
EMPLOYEE EVALUATION POLICY

POLICY

Each employee's performance shall be reviewed and appraised on at least an annual basis. It is the intent of the Administration to review each employee every quarter, including all part-time and temporary employees. Seasonal employees should be evaluated at the end of their season, not necessarily on a quarterly basis. The employee's immediate supervisor shall be responsible for conducting the review. The review shall consist of the following:

1. A written evaluation using standard forms that have been approved by the Township Administrator.
2. A discussion of the evaluation with Department Director and then the employee.

Supervisors must evaluate each employee's performance in an objective, accurate manner. The evaluation shall be based upon job performance and employee qualifications, which shall, in turn, be based upon each position's job description and acceptable work standards. Other factors such as personal habits, outside activities etc., shall not be considered unless the activities reflect on the employee as a representative of the Township.

Employees shall review the written evaluation, discuss any questions or concerns about the evaluation with their supervisor, and make written comments about the evaluation.

The performance evaluation shall have a direct influence on salary and wage increases and shall in all circumstances be included in the evaluation process for advancement within each department and in the Township as a whole.

Employees that are within a probationary period as a new hire or newly promoted shall receive periodic progress reports at 60- 120- and 180-days into their employment or new position in lieu of quarterly evaluations. The annual evaluation will serve as their first regular performance evaluation.

PERSONNEL FILES

All employees may have access to all documentation included in their personnel file that pertains to job performance. Upon request, employees may be supplied with copies of any document that is placed in their personnel file or any document in which the employee is required to sign. If the employee does not agree with the evaluation, they may appeal the evaluation in the same manner that an employee may appeal a disciplinary action. Access to personnel files shall be in accordance with the Ohio Law regarding public records. Internally, access to personnel files will be limited to only those specifically authorized by the Board of Trustees.

BEST PRACTICE

It is best practice for evaluators to regularly discuss personnel issues with employees throughout the evaluation period and address them as they occur. Including personnel issues in an evaluation that have not yet been discussed with an employee is not the proper means to deliver information regarding unsatisfactory performance.

COLERAIN
TOWNSHIP ~ OHIO

1.7 COLERAIN TOWNSHIP INSURANCE AND MERP POLICY

PURPOSE

Colerain Township offers medical benefits to full-time employees in order to comply with Federal law and to remain competitive with outside employers.

MEDICAL INSURANCE

The Township will provide medical insurance through a high deductible health plan (HDHP) to full-time employees with the township, with the employee paying a percentage of the premium costs depending on whether they choose Platinum or Gold Plan. Employees who choose Platinum Plan coverage will pay 20% of the coverage cost, while the Township will pay 80% of the premium costs. Employees who choose the Gold Plan are provided with options that range from 0% to 30% employee contribution. Eligible employees may choose any of the Township offered Health Care plans. Spousal coverage isn't provided for part-time employees that are eligible for healthcare. Part time employees are not eligible to receive the MERP if spouse has other insurance or the waiver stipend if insurance is not elected.

Part-time Fire Department employees working more than 1500 hours and less than 2076 hours per year may participate in the Gold Plan coverage for the employee and/or the employee/children level of coverage. Spousal coverage isn't provided for part-time employees that are eligible for healthcare.

Colerain Township medical plans do not cover employee's spouses who are eligible for credible medical coverage through their employers (not including a Township sponsored policy), or that would be eligible for other coverage, such as a retiree plan, in the absence of coverage under Township medical plans. The spouse must enroll in that coverage as they are not eligible to participate in any Colerain Township medical plans. Should a spouse who is eligible for other coverage outside of the Township miss their enrollment period, their only option is to go to the Health Insurance Marketplace (HealthCare.gov) for healthcare coverage. Ineligible spouses that miss their enrollment period does not permit them to enroll onto the Township's policy. This policy does not apply to vision, dental, or life insurance coverage. Employees whose spouse does not have eligible health care coverage from their employer or a retiree plan will be eligible to enroll in the Township's health care plan.

To be considered credible medical coverage, the spouse's employer must pay at least 50% of the cost of the spouse's available medical plan. The plan must also have a deductible at or lower than $5,950 for individuals or $11,900 for families and meets all other Health Care Reform requirements, other than Limited Medical (mini-meds) plans, and where the employer pays at least 50% of the cost of coverage.

HEALTH SAVINGS ACCOUNT

1. On the first business day of the plan year, the Township will make a biannual contribution to the Health Savings Account of all eligible full-time employees participating in the Medical Insurance

program depending on the Health Care plan selected. The HSA rates will be set annually and provided to employees in advance of their benefits selections. These rates are subject to change.

2. Employees hired after the first business day of the plan year, the Township will make a prorated HSA contribution on behalf of the employee.

DENTAL INSURANCE

The Township will provide dental insurance to full-time employees with the township paying 80% of the premium costs.

VISION INSURANCE

The Township will provide vision insurance full-time employees with the township paying 80% of the premium costs.

LIFE INSURANCE

The Township will provide a group life insurance policy to all full-time employees with a face value of $50,000.

CASH PAYMENT IN LIEU OF BENEFITS

Colerain Township currently offers cash payment to employees in lieu of benefit elections in order to mitigate the overall costs to provide Health Insurance for Township employees. Employees who elect not to enroll in healthcare coverage will receive an annual stipend of $2,600 paid semi-monthly. In order to be eligible to receive this stipend, employees must certify that they have existing alternative insurance available to themselves through a spouse or other source outside of the Township's own policy. This policy does not apply to employee's dependent child(ren) who elect to enroll in coverage through their own employer. Qualified dependents (spouses, children, etc.) of current Township employees who are also full-time employees with the Township are not eligible for this incentive. This section is intended to comply with all federal and state rules and regulations, specifically the Affordable Care Act and ORC 505.603.

COBRA / LEAVE OF ABSENCE

When an eligible employee receives approval for a leave of absence without pay, the employee is required to pay his or her portion of the monthly benefit premium in order to retain coverage, in accordance with applicable laws for COBRA benefits. Failure to pay the required portion of the premiums will result in cancellation of benefits. This section also applies to employees who are on a leave of absence related to a worker's compensation injury.

COBRA affords employees and their currently covered families an opportunity to extend their employer health care coverage upon termination of employment, loss of coverage due to a reduction in work hours, or failure to return from FMLA. Federal COBRA rules determine how long an individual is entitled to this benefit. The individual enrolled in COBRA benefits will be required to cover both the employee

and employer share of the health care costs. Failure to make these payments will result in a cancellation of coverage.

MEDICAL EXPENSE REIMBURSEMENT PROGRAM

Costs to provide health care to Township employees have risen drastically over several years. In order to try to reduce and/or control these costs, the Township offers a Medical Expense Reimbursement Program as an offset to no longer offering coverage to spouses who are able to obtain coverage through their own employer. This policy outlines the current Township MERP program and defines the criteria by which an employee's spouse is eligible to enroll in Township provided health care. This policy does not apply to an employee's dependent child(ren) who elect to enroll in coverage through their own employer. Spouses of current Township employees who are also full-time employees with the township are not eligible for this incentive.

This program is in place to reduce the overall health care burden of the Township. Savings will be realized due to the fact that employee spouses will utilize their employer's health care coverage for primary care. This should reduce the total number of claims that affect Colerain Township's annual health care renewal rates.

As an offset to the employee's personal costs associated with this policy, the Township will offer a Medical Expense Reimbursement Plan (MERP) for employees whose spouse is enrolled in their employer's coverage (not including a Township sponsored policy). To become eligible for the MERP, employees are required to obtain healthcare information from their spouses' employer by filing a Spousal Verification Form with Human Resources. Once the form is completed and verified, employees will be reimbursed for the premiums that their spouse is paying for their individual coverage (not including children, dental, or vision). The maximum reimbursement amount that an employee is eligible to receive under this plan is $150 per pay.

1.8 COLERAIN TOWNSHIP
PAID TIME OFF POLICY

PURPOSE

Colerain Township offers employees paid time off as a general workplace benefit. The Township encourages employees to utilize paid leave, as it is a general benefit to employee health and helps to prevent burn-out.

HOLIDAYS

1. Regular, full-time employees are eligible for Holidays as defined by the Ohio Revised Code, section 1.14 and 511.10. To receive holiday pay, the employee must not be on a disciplinary suspension or on an unpaid leave of absence when the holiday occurs. Eligible employees who do not work on the holiday will receive eight hours of pay at their straight-time pay rate for each full-day holiday.
2. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

3. All employees covered by Collective Bargaining Agreements shall be eligible for holiday pay as spelled out in each respective agreement.

4. All Holidays will normally be observed on the date of recognized observance. A Department Director may authorize an employee to work on an established Holiday. In such instances, the employee either (1) will receive regular hourly pay for all hours worked on the holiday in addition to the standard holiday pay, or (2) at the discretion of the Department Director, may be given another day off during the pay period in exchange for working on the holiday.

5. Exempt employees are not entitled to compensation for working on holidays. At the discretion of the Administrator, exempt employees may be given another day off during the same pay period in exchange for working on the holiday.

VACATION LEAVE

1. Regular, full-time employees shall receive annual vacation at the following accrual rates. Accrual rate for vacation is based on continual years of service as a full-time employee from public serving governmental institutions, such as local public schools, local government and/or council of governments from Ohio, Indiana and Kentucky, and any branch of the United States Military shall count for the vacation accrual rates. The effective date for recognizing service from other public serving governmental institutions is for new hires on or after May 26, 2015. The effective date for recognizing service from the Military is July 14, 2020.

2. Statute of Limitations: To receive credit for continual years of public serving service, the onus is on the employee that is being hired to report their service to Human Resources during their hiring process. Once the employee begins their tenure with the Township, they will have up to thirty (30) days to submit documentation of their service to receive credit. After this time, the Township will not honor any service or credit the time towards vacation accruals as this puts unnecessary strain on resources to backtrack into the system and update records.
3. Vacation will be accrued with each payroll based on the years of continuous service at the rates listed in the below table:

Years of Continuous Service	Number of Vacation Hours (per payroll)
a. Zero (0) through 1,825 calendar days	3.08 hours
b. 1,826 through 3,650 calendar days	4.62 hours
c. 3,651 through 5,475 calendar days	5.54 hours
d. 5,476 through 9,135 calendar days	6.77 hours
e. 9,136 or more calendar days	7.70 hours

4. To promote employee wellness, employees are encouraged to use vacation leave in the year earned. However, it is recognized that job responsibilities may prevent an employee from using the appropriate accrual in the year earned therefore leave accumulation may be necessary.

5. Employees may carry a maximum of two years' vacation time. This will be reviewed on a quarterly basis and any vacation hours in excess of their two-year accrual will be forfeited at that time.

6. Upon separation, employees shall be paid for no more than forty (40) hours of carryover plus the current year vacation accrual at their hourly rate at the time of separation. Any vacation in excess of the above limits is dropped and lost.
   EXAMPLE:
   a. Employee A was hired February 1, 2015. On February 1, 2015 employee will be credited with the appropriate number of vacation days pursuant to this policy. In this example, 80 hours of vacation leave is credited to employee account. Employee A is encouraged to use vacation during the period of February 1, 2015 and January 31, 2016. Unused leave as of January 31, 2016 will be carried forward on February 1, 2016 and added to the 2016 accrual subject to the restrictions of this policy.

      Below is a specific example for Employee A:

1. February 1, 2015	Earned 80 Hours
2. February 1, 2015 – January 31, 2016	Used 16 Hours (Eligible Carry-over = 64 Hours)
3. February 1, 2016	Earned 80 Hours
4. New Balance February 1, 2016	144 Hours (64 carryover plus 80 hours earned)
5. February 1, 2016 – January 31, 2017	Used 40 Hours, Eligible Carry-over = 80 Hours)
6. New Balance February 1, 2017	160 Hours (80 carryover plus 80 hours earned)

      Employee A lost 24 hours of vacation on February 1, 2017 because carryover was limited to one year's accrual.

b. Employees who are on extended leave, such as worker's compensation leave, or employees who are unable to properly take time off due to scheduling conflicts, will be able to appeal their loss of vacation time. In order to appeal the loss of vacation time, the employee must submit a request in writing to keep their vacation time within five business days after the employee's anniversary date.
    i. An independent three-member committee shall meet to review the employees' request. This committee will consist of the Administrator, Human Resources Specialist, and the Department Director of the employee's department. In the event that a Department Director appeals their loss of vacation time, the Township Assistant Administrator shall be the third member of the committee.
    ii. This committee will meet as soon as possible after a request is submitted. This committee will hear testimony from the employee on why they should be permitted to keep their vacation time. The committee will then weigh the merits of the request and make a final recommendation to approve or deny, in full or in part, the request.

7. Vacation Usage and Scheduling
    a. Vacation time may be taken in one-hour increments
    b. Employees must submit vacation requests in writing to their Department Director in sufficient time to allow for proper scheduling. Employees are encouraged to submit vacation requests at least one (1) to sixty (60) days before the vacation date. Vacation requests submitted the day of the request may not be approved. It shall be the responsibility of the Department Director to establish criteria for scheduling of vacation either by internal policy or as directed by the appropriate Collective Bargaining Agreements. Department Director must give written request for vacation to their direct supervisor (the Township Administrator or Assistant Administrator). The Township Administrator shall submit all time off requests to the President of the Board of Trustees for approval.
    c. Whenever possible, vacations will be scheduled to meet employee preferences, but the Township will consider existing and expected workload before determining whether the vacation may be taken at the requested time. The Township Trustees reserve the right to alter vacation schedules in order to ensure efficient operation of the Township in time of emergency.
    d. Compensation for vacation leave in lieu of time off for suspension or other disciplinary action will not be granted.
    e. The Township will pay employees for earned, unused vacation upon retirement or termination, not to exceed the current year accrual plus forty (40) hours of carryover. Hours in excess of the forty (40) hours shall not be paid and are considered lost.

PAID SICK LEAVE

1. Use of sick leave
    a. Sick leave shall be granted to an employee, only upon approval of the Department Director, which may be subject to the approval of the Township Administrator or Board of Trustees or

both. The Township Administrator shall submit all time off requests to the President of the Board of Trustees for approval. Sick leave shall be used for the following reasons (except illness or injury of the employee is not subject to the prior approval of the Department Director):

i. Illness or injury of the employee.
ii. Medical, dental, or optical examinations or treatment of the employee, when examinations cannot be scheduled during non-working hours.
iii. Death of a member of an employee's immediate family. Sick leave usage is limited to five workdays (40 hours) after the employee has exhausted their funeral leave.
iv. Illness or injury of a member of the employee's immediate family, provided the immediate family member is being treated by an appropriate licensed practitioner and the employee's presence is necessary.
    1. Immediate family members include an employee's mother, father, grandparent, stepchild, grandchild, sister, brother, child, spouse, son-in-law, daughter-in-law, father-in-law, or mother-in-law, or a legal guardian, or other person who stands in place of a parent.
v. For reasons related to mental and/or behavioral health for treatment, therapy, and for other related appointments related to mental or behavioral health recovery.
vi. Any time off for a qualifying medical leave event that is approved under the Family Medical Leave Act (FMLA). This time must be utilized first for any FML as this leave is entitled for medical reasons.

2. Amount of credit
    a. All full-time employees shall accrue sick leave credit at a rate of 4.6 hours for each 80 hours of service not to exceed 15 workdays or 120 hours per year. Sick leave will not accrue during an unpaid leave of absence, suspension, or layoff.

3. Notification
    a. Employees who are unable to report for work and who have not been previously approved to take sick leave are required to notify their immediate supervisor as soon as possible when they are unable to report for work due to an illness or injury. Notification must be made in accordance with any time or other requirements established by the Department Director.

4. Advancements and accumulation
    a. Advanced use of sick leave shall not be granted. Sick leave may be accumulated without limit.

5. Verification
    a. If necessary, any supervisor designated by the Township Administrator or Township Trustees has the authority to check on an employee to verify a reported illness or injury for use of sick leave. The Township may take any steps necessary and permitted by law to verify the need for sick leave. If there is reason to believe sick leave has been improperly used, the Administrator or their designee may deny sick leave pay until the employee

establishes that his or her use of sick leave was proper. Abuse of sick time will result in disciplinary action, up to and including discharge.

b. Employees are required to provide a doctor's note as follows:
    i. when an employee is absent from work for three (3) or more consecutive workdays for reasons of illness or injury;
    ii. when an employee has used 80 hours of sick leave within any six-month period; and
    iii. upon request regardless of the number of days an employee was absent from work.

c. When an employee has used eighty (80) hours of sick leave within a six-month period, the employee will be required to provide a doctor's note for any subsequent absence until such time the employee's sick leave usage fall below eighty (80) hours for the most recent six-month period. This policy does not apply for employees who have qualified for family medical leave under the Family Medical Leave Act (FMLA).

6. Use and pay
    a. Sick leave, when approved, shall be charged in increments of one hour or as specified in the Collective Bargaining Agreement. Sick leave is paid at the employee's regular straight-time pay rate and cannot be used as a means to earn overtime.

7. Pay for unused credit upon separation
    a. Upon retirement from one of Ohio's public pension systems (proof of retirement benefit required), or death, the Township will pay full-time employees with at least five (5) years of service with Colerain Township and fifteen (15) years of governmental service in Ohio for 1/4 of the value of up to a maximum accumulation of 960 accumulated, unused sick leave credit hours (or a maximum of 30 days) upon retirement or death. Employees hired on or before January 1, 1997 and have completed at least fifteen (15) years with the township, shall be paid for a maximum of 45 days upon retirement or death.
    b. Employees that are re-employed under a retire/rehire arrangement from Colerain Township shall be paid their severance effective on their retirement date and shall not be eligible for any further payment for unused sick leave credit in the future. Upon payment of severance, unused sick leave balance is reset to zero. Employees employed under a retire/rehire arrangement as of January 1, 2015 shall receive severance at the time they terminate employment at the current daily rate of pay. Employees hired by the township who previously retired from one of Ohio's public pension systems are not eligible for pay for unused sick leave credit.

8. Seasonal and part-time employees earn no sick leave credits.

9. Employees who do not report for work due to illness or injury and who have exhausted all of their sick leave days (and FMLA leave) are subject to disciplinary action for being absent without approved leave.

10. An employee with previously accrued unused sick leave credit from any other governmental agency in the State of Ohio may transfer such leave to Colerain Township. The previously accrued sick leave shall be placed to the employee's credit upon employment by the Township, provided such

employment by the Township takes place within ten (10) years of the date on which the employee last terminated employment with that public agency. The Township requires the employee to furnish a satisfactory written, signed statement from the prior employer to establish the right to such sick leave credit.

DONATION OF SICK LEAVE

1. This policy is not intended to address "typical" illness/injury, elective surgeries, or other conditions or circumstances not considered as extreme or catastrophic. For the purposes of this policy, pregnancy and childbirth are applicable reasons for the establishment of a sick leave donation bank for the individual giving birth to a child.

2. Each request for donated sick leave will be considered on an individual basis. Each request will be evaluated on its own merits by a panel made up of the Township Department Directors, with their recommendation being provided to the Township Administrator, who will have final approval/denial.

3. Employees shall be permitted to donate accrued but unused sick leave to a fellow employee who is otherwise eligible to accrue and use sick leave. The intent of the sick leave donation program is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to serious injury.
    a. An employee may receive donated sick leave upon written request, up to the number of hours the employee is scheduled to work each pay period excluding extra-time/over-time (donated sick leave will not be counted towards the extension of 12-week period covered by the FMLA period). An employee may receive donated sick leave under the following conditions:
        i. Employee has a serious illness or injury (not self-inflicted), documented by appropriate medical records,
        ii. Has no accrued but unused sick leave, and
        iii. Has exhausted or does not qualify for any other compensated time off, such as vacation, personal leave, comp-time, etc.
        iv. The maximum number of donated sick leave hours is equivalent to one (1) year's base work hours excluding extra-time/over-time.
    b. Employees may donate their accrued but unused sick leave if the donating employee:
        i. Voluntarily elects to donate sick leave and does so by signing the SICK LEAVE DONATION FORM (on file with Human Resources), which includes the name of the employee for whom the donated sick leave is intended. The total number of hours to be donated (on a 1 for 1 ration; one hour donated for every one hour used by employee receiving the donation);
        ii. The donating employee will donate in increments of eight (8) hours;
        iii. Retains a sick leave accrual balance of at least 50% of starting balance prior to any donation and a minimum balance of 480 hours following the reduction of donated hours for FMLA purposes.

iv. Donations from immediate family members or domestic partners will be permitted as long as the amount donated does not draw down the family/domestic partner's bank past 480 hours (12 weeks) for FMLA purposes as stated above.

c. The Township will charge the donated sick leave hours in eight-hour increments on a rotating basis from those who donated until such time as all donated time is used up. Additional accrued sick leave may be offered as needed on the same basis as established by this policy.
d. Unused donated sick leave will be returned to the donating employee on a 1 to 1 basis as if it had not been donated or used.

PERSONAL DAYS

All full-time non-union employees will be granted two (2) personal days annually, equivalent to the employees' regular work hours. Unused personal days as of December 31st shall be forfeited. Any unused personal days at the time of an employee's separation shall also be forfeited.

OVER-USE OF LEAVE TIME

Supervisors who are responsible for approving timesheets must ensure that requests are not over and beyond what the employee is requesting. For example, if an employee is requesting 16 hours of vacation time and they only have 10 hours of vacation time in their leave balance, the supervisor must decline the request to avoid any over-use of time. Approving leave without necessary leave balances creates unnecessary payroll issues. Supervisors that approve time off requests for an employee who does not have sufficient time in their leave bank will be subject to disciplinary action.

FUNERAL LEAVE

In the event of death in the immediate family, an employee shall qualify for funeral leave with pay for up to five (5) consecutive workdays (40 hours) for participation in out-of-town funeral services or for making funeral arrangements.

For the purpose of this section, immediate family is defined as a spouse, child or stepchild, grandchild, parent, step-parent, grandparent, brother, sister, parents or step-parents of spouse, grandparents of spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, a legal guardian, or other person who legally stands in place of a parent.

Funeral pay will be provided to accommodate absence occurring only on regularly scheduled workdays at the employee's base rate of pay. Funeral leave will not be granted for any period during which the employee is already on paid or unpaid leave status (unpaid leave status is interpreted as being military leave, disciplinary suspension, voluntary unpaid leave, absence without leave).

Leave requests meeting the conditions of these sections will be approved by the employee's immediate supervisor, and, if requested, the employee shall further submit proof of death or relationship.

Funeral leave may be taken within seven (7) calendar days of the date of death or the date of any funeral or memorial services. Requests for funeral leave with pay may be split between the date of

bereavement and date of memorial service at a later date as long as the total number of days does not exceed the time granted by this provision.

In the event of the death of a relative in other than the immediate family, as defined above, vacation or sick time may be taken for funeral purposes subject to the approval of the Department Director.

Use of funeral leave will not be charged against accumulated sick leave balance.

ADMINISTRATIVE LEAVE

Administrative leave, with or without pay, may be given for an employee to leave the Township's property, or not to return to the Township's property for a specified period of time. This may also include limiting the use of Township's Information Technology, engaging with Township employees, or both for the following reasons:

(1) In circumstances where the health or safety of an employee or of any person or property entrusted to the employee's care may be adversely affected.

(2) To investigate an alleged violation of law or Township policy.

(3) To investigate the conduct or performance of an employee even where no alleged violation of law or policy has been made.

(4) When it is in the best interest of the Township operations as outlined in memorandum from the Township Administrator.

Although administrative leave may be used in conjunction with disciplinary action, or implemented because of an investigation, it is not, in itself, a form of disciplinary action.

Administrative leave with pay:

(1) An employee may be placed on administrative leave with pay for the remainder of the employees' workday or longer with the approval of the Township Administrator or designee.

(2) An employee shall receive their base rate of pay while on administrative leave. Time designated as administrative leave with pay will not be charged to the employee's paid leave. An employee placed on administrative leave with pay maintains all benefits during the leave time.

(a) Returning to work
When employees are on administrative leave with pay, their positions are held for them, unless it is determined through the investigative process and resulting disciplinary action that the employee is to be terminated.

(b) Notification
Written notification to the employee is required when an employee is placed on administrative leave with pay for periods of time greater than the remainder of the

workday or when placed on administrative leave without pay. A copy of this notification will be placed in the employee's personnel file.

Administrative leave without pay:

(1) An employee may be placed on administrative leave without pay for the remainder of the workday or for an extended period with approval by the Township Administrator or designee.

(2) An employee placed on leave without pay is responsible for their share of the cost of benefits until such time they are reinstated or terminated.

(a) Returning to work
When employees are on administrative leave without pay, their positions are held for them, unless it is determined through the investigative process and resulting disciplinary action that the employee is to be terminated.

(b) Notification
Written notification will be given to any employee placed on administrative leave without pay. This notification will be placed in the employee's personnel file.

COLERAIN
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1.9 COLERAIN TOWNSHIP
LEAVES OF ABSENCE POLICY

PURPOSE

The Township recognizes that, in addition to paid leave, there are various reasons that may arise that will require an employee to be absent from work. These various types of leaves are outlined below.

GENERAL LEAVE OF ABSENCE

Upon written request, the Township Trustees or their designated agent, the Township Administrator, may grant leave without pay for a period not to exceed 90 days for an employee who has not accumulated enough leave time for a pre-scheduled or unexpected absence (for example, pre-registered training related to public service, pre-planned vacation, an unexpected family emergency, unplanned medical procedure, etc.) that was scheduled prior to their employment with the Township, or for urgent personal reasons.

1. In extraordinary circumstances, the Trustees or their designated agent may grant one extension not to exceed 90-days. This extension is also without pay. Failure to return from a leave of absence at the specified date will be considered a resignation.

On any approved leave of absence in excess of one month (other than FMLA leaves), the employee shall pay the total premium cost for their medical and life insurance for the duration of the leave. This cost is to be paid in advance of the first full month of leave, and prior to each month thereafter or the coverage will be terminated.

OCCUPATIONAL INJURY LEAVE

If an employee suffers a compensable injury or illness in the course of and arising out of employment with the Township and is unable to work, the Township may in its sole discretion grant the employee an occupational injury leave and pay the employee their full weekly rate of pay from the Township for up to the first six (6) months following the date of injury.

1. Such payments will only be made if the employee is eligible for, and will replace, temporary total disability payments from the Bureau of Workers' Compensation.

2. The Township may require the employee to perform any duties within the limitations of such injury or illness. The period of injury leave shall be determined by the Township in its sole discretion, and the Township's decision shall not be subject to the grievance procedure.

3. In determining an employee's eligibility for occupational injury leave or ability to perform or return to work, the Township, in its sole discretion, may rely upon medical evidence presented by the employee or may require the employee to submit to an examination by a physician or

other examiner selected and paid for by the Township.

4. Occupational injury leave for certified members of the police or fire departments is governed by the respective Standard Operating Procedures (SOPs) for those departments.

WORKERS COMPENSATION

All Township employees are protected at Township expense under the Ohio Worker's Compensation Program. From this fund, medical expenses are covered for workers who suffer injury or certain kinds of illness in the course of their employment. In addition, if workers are temporarily unable to work as a result of such injury or illness, weekly disability payments are made to them from this fund after they complete an initial waiting period of one week, as provided in ORC 4123.55.

Bureau of Workers Compensation (BWC) claims involving an employee's time spent away from work due to injury will not affect personal leave balances as it relates to Vacation, Sick, Personal, or Compensatory Time.

There are very rare instances where a claim through the BWC would be denied. In this instance, the Township will work with the employee and the Township's Managed Care Organization (MCO) to appeal the BWC's decision. If the Township has exhausted all means necessary to reverse the BWC's decision about the claim and are unsuccessful, the onus will then be on the employee to cover all medical expenses for the denied claim.

COURT LEAVE

1. All full-time employees who are called for jury duty or subpoenaed as a witness on behalf of the Township shall suffer no loss of straight time earnings for time necessarily spent in such duties.

2. When employees are released from jury duty or other court appearances prior to the end of their workday, they shall report to work to fulfill their remaining work hours for that day.

3. Employees shall not receive court leave pay for court appearances related to a personal matter, either as a plaintiff or a defendant, or in a lawsuit that does not involve official Township business. These absences shall be leave without pay, unless the employee's Department Director approves the use of earned, unused vacation pay or personal time.

4. An employee who expects to be called for jury or witness duty must notify their Department Director as promptly as possible. The Township expects each employee to perform their civic duty; however, in exceptional cases the Township may be unable to do without the services of the employee. In such exceptional cases, the employee will cooperate with the Township in seeking to be excused from jury service.

MILITARY LEAVE & LONG-TERM MILITARY DEPLOYMENT AND REINTEGRATION

All employees are entitled to military leave in accordance with the United Services Employment and Redeployment Act of 1994 (USERRA) and ORC 5923.05. Long term military leave (any military leave in excess of 180 days) and short-term military leave will be covered by this policy.

Permanent public employees who are members of the Ohio organized militia or members of other reserve components of the armed forces of the United States, including the Ohio national guard, are entitled to a leave of absence from their respective positions without loss of pay for the time they are performing service in the uniformed services, for period of up to one month, for each federal fiscal year in which they are performing service in uniformed services as well as establishing the guidelines for Colerain Township personnel with military activations, exceeding 180 days.

Employees on Military Leave & Long-Term Military Deployment will be offered an opportunity to maintain health care coverage and related benefits through the Township while on leave. However, consistent with the Township's insurance policy, the employee will be required to pay their portion of the monthly benefit premium in order to retain insurance for any pay period that they do not receive compensation from the Township.

Colerain Township and each of its departments shall support employees and family members of employees who are members of the Armed Forces Reserves or National Guard by assisting in their pre-deployment, deployment, or post-deployment and reintegration.

1. Short Term Training (ORC 5923.05)
    a. Permanent employees are entitled to leave without loss of pay for a period of one month for each federal fiscal year from October 1 of the current year to September 30th of the preceding year.
    b. Paid leave is held to mean calendar days not working days.
    c. Employee accrual bank is not affected during this time period.

2. Long Term Deployment (ORC 5923.05)
    a. Permanent employees are entitled to leave without loss of pay for a period of one month for each federal fiscal year from October 1 of the current year to September 30th of the preceding year.
    b. Paid leave is held to mean calendar days not working days.
    c. Employee accrual bank is not affected during this time period.
    d. After a period of one month has passed employee will receive the *lesser of the two* on a monthly basis until their return:
    e. The difference between gross monthly wage and gross uniformed monthly pay or five-hundred dollars.

3. Pre-Deployment
    a. Supervisors from the appropriate Township department shall be responsible for ensuring employees under their supervision are in full compliance with this directive.
    b. The employee will provide their immediate supervisor with notice (written or verbal) that they will be engaging in military service. Notice shall be provided as soon as the employee receives information of the upcoming military service.

i. Department supervisors will notify the department Chief or Director, via the agency's chain of command, of the upcoming military service obligation.

c. Each department will identify a designee that will engage the service member and their family, as the Department's point of contact (liaison).
    i. The liaison will act as the department's point of contact during the pre-deployment, deployment, and post-deployment phases.
        1. The liaison will coordinate all benefit and leave rights with the department and Colerain Township Administration.
    ii. The employee must provide current telephone number(s) and email addresses to facilitate communication during the deployment.
d. The employee will be offered optional storage of all department-owned equipment.
    i. Storage of Township issued firearms will be stored in the Department's armory during the employee's deployment. This is not optional.

4. Out Processing
    a. The individual agency Department Head or their designee will conduct an exit interview with the activated employee before deployment.
        i. The exit interview is intended to be an opportunity for the employee to provide information to the department leadership staff that will assist the employee, or their family, while the employee is deployed.
    b. The employee may elect to have all departmental emails forwarded to their military email account.
    c. The department will ensure that the service member employee's quarterly and annual evaluations are completed and submitted.

5. Post-Deployment/In-Processing and Reintegration
    a. The liaison shall meet with the service member employee upon returning from deployment.
        i. The meeting will provide for the employee to discuss any concerns they may have in regard to their employment (i.e. pay, benefits, assignment).
    b. The department will assist the employee with the scheduling of a meeting with an Employee Assistance Program (EAP) representative.
        i. EAP meeting may be scheduled during employee work hours, if necessary.
    c. The department training supervisor will ensure that all employees returning from deployment exceeding 180 days are provided with any training deemed necessary for reintegration.

DISABILITY LEAVE OF ABSENCE

A leave of absence for illness or injury, including an on-the-job injury, may be granted if the employee provides satisfactory evidence of an inability to work. Female employees will be granted leaves of absence for disability due to pregnancy on the same basis as leave for other disabilities.

Any employee absent due to illness or injury for more than three (3) consecutive workdays must provide a physician's statement verifying the reason for absence. When possible, the employee should establish a firm date as to when return to work is expected. If this changes, the Township must be informed immediately. When such date cannot be established, the employee must call the Township weekly with a progress report. The Township may require a medical examination by a physician chosen by the Township as a condition of granting or continuing the leave or reinstatement.

This disability leave is separate from and will be used simultaneously with any leave taken under the Family and Medical Leave Act (see below).

On any approved leave of absence in excess of one month (other than FMLA leaves) for employees with no paid leave available, the employee shall pay the total premium cost for their medical and life insurance for the duration of the leave. This cost is to be paid in advance of the first full month of leave, and prior to each month thereafter or the coverage will be terminated.

LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT

1. Basic Leave Entitlement
    a. Under the Family and Medical Leave Act ("FMLA"), an employee who has been employed by the Township for at least one year and worked at least 1,250 hours in the previous 12-months, may take up to 12-weeks of unpaid leave during a rolling 12-month period, for any of the following reasons:
        i. For incapacity due to pregnancy, prenatal medical care or child birth;
        ii. To care for the employee's child after birth, or placement for adoption or foster care;
        iii. To care for employee's spouse, son or daughter, or parent, who has a serious health condition; or
        iv. For a serious health condition that makes the employee unable to perform the employee's job.
    b. A "rolling 12-month period" means the 365 (or 366 where applicable) days immediately preceding any day the employee takes leave.

2. Military Family Leave Entitlement
    a. Eligible employees with a spouse, son, daughter, or parent on active duty in a foreign country or called to active-duty status for deployment in a foreign country in the Armed Forces, including in the National Guard or Reserves, may use their 12-week leave entitlement to address certain qualifying emergencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
    b. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26-weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, or a former member if treatment is within five (5) years of service, who has a serious injury or illness incurred in the line of duty on

active duty.

3. Notice and Application
    a. An employee must provide at least 30-days advance notice before the family or medical leave is to begin if the need for leave is foreseeable, such as for expected birth or planned medical treatment.
    b. If a 30-day notice is not feasible, then the employee must provide as much notice as is practicable and generally must comply with the required call-in procedure. The initial notice must provide sufficient information for the Township to determine if the leave may qualify for FMLA protection.
    c. An employee shall complete a leave of absence application form, available from his or her supervisor, when requesting leave, or as soon after that as is feasible. The employee must list the reasons for the requested leave, the expected start of the leave, and the expected length of the leave.
    d. If the employee is requesting intermittent leave or a reduced leave schedule, the employee shall state the reasons why the intermittent leave or a reduced leave schedule is medically necessary and the schedule of treatment. (Intermittent leave and reduced leave schedule are not available for birth or adoption leaves.) The employee must also state if the requested leave is for a reason for which FMLA leave was previously taken or certified.
    e. The Township will designate the leave as FMLA or not and will notify the employee. If the employee disagrees, they should inform the Township immediately.
        i. If the employee appears to be eligible, the Township will notify the employee of any additional information required, the amount of leave counted against the employee's leave entitlement and the employee's rights and responsibilities. In this instance, due to the leave being used as a result of a medical condition, an employee must first utilize their sick leave bank before any other leave can be used.
        ii. If the employee is not eligible, the Township will provide the reason.

4. Medical Certification
    a. An employee requesting leave to care for the employee's spouse, child or parent, or due to the employee's own serious health condition, must submit a medical certification completed by the health care provider of the employee or the employee's ill family member, demonstrating the need for the leave (this form is provided by the Township).
        i. Please note, if any employee is unable to secure proper medical certification, then the employees request for FMLA may be denied. If the request for FMLA is denied, then the sick leave used by the employee may be converted to another available type of leave or be considered uncompensated leave.
    b. When the duration of the condition listed in the original certification is 30 days, or less, if the employee's leave (whether full time, intermittent, or on a reduced schedule) is beyond 30 days, then a new medical certification shall be required after 30 days, and each 30 days after that.

c. When the duration of the condition listed in the original certification exceeds 30 days, a new medical certification shall be required if the employee's leave is beyond the specified duration or every six (6) months, whichever occurs first. A second opinion may be required; a third opinion may also be required if needed to resolve a dispute between the first and second opinions.

5. Definition of Serious Health Condition
    a. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
    b. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

6. Use of Leave
    a. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary.
    b. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying emergencies may also be taken on an intermittent basis.

7. Pay and Benefits
    a. All family and medical leaves are without pay, except to the extent paid leave is available. FMLA leaves are without benefits, except that group health and hospitalization insurance will be continued during FMLA leave with the same terms, conditions and employee contributions applicable to employees who are actively at work.
    b. The Township will require an employee to use any paid time off that is available for the employee’s family or medical leave, starting with their sick leave balance per Policy 1.8 – Paid Time Off as it relates to using sick time for illnesses/medical reasons, if the leave would otherwise be unpaid, and the paid leave counts against the 12-week entitlement.

8. Return from Family or Medical Leave
    a. Employees must tell their supervisor of the date they will be able to return to work, in writing, no later than one (1) week in advance whenever practicable.
    b. An employee on medical leave due to the employee's own serious health condition must, as a condition to return to work, submit a medical certificate releasing the employee to return to their job.

c. Upon return from FMLA leave, most employees must be restored to their original or equivalent position with equivalent pay, benefit or other employment terms.

9. Limitations and Enforcement
    a. All leaves which may be available or taken under the Family and Medical Leave Act are subject to the restrictions, limitations and conditions provided in that law and any valid regulations promulgated under it.
    b. An employee who believes their FMLA rights have been violated may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.
    c. FMLA makes it unlawful for any employer to:
        i. Interfere with, restrain, or deny the exercise of any right provided under FMLA;
        ii. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

10. Other leaves of absence due to employee's disability or other reasons
    a. An employee who is unable to work but is not eligible for FMLA leave or has used all available FMLA leave, or who wishes leave for other reasons, must apply under the Township's general or disability leave of absence policies.

1.10 COLERAIN TOWNSHIP
DISABILITY RETIREMENT POLICY

DISABILITY RETIREMENT POLICY

An eligible employee who, due to adverse health circumstances, applies for disability retirement through the Public Employees Retirement System (PERS) or the Police and Fire Pension Fund (OP&F) shall do so in accordance with the rules set forth in ORC 145.35 and any PERS or OP&F rules and regulations. The Public Employee Retirement Board or the OP&F Board is the final authority in determining eligibility for a retirement due to disability. As part of determining eligibility the employee shall be required to submit to an examination by a physician.

1.11 COLERAIN TOWNSHIP
UNLAWFUL HARASSMENT POLICY

PURPOSE

It has always been the policy of Colerain Township that all our employees should be able to enjoy a work environment and a job site free from all forms of discrimination, including sexual and other unlawful harassment. This policy applies to all Colerain Township employees and supersedes any individual department policy and shall comport with state and federal laws including the Civil Rights Act of 1991, Title VII of the Civil Rights Act of 1964, and Chapter 4112 of the Ohio Revised Code.

UNLAWFUL HARASSMENT

Any harassment on the basis of race, religion, color, national origin, disability, pregnancy, gender, age, or any other basis prohibited by law shall be considered unlawful harassment.

Prohibited harassment based on the above criteria includes, and is not limited to, behavior which:

1. Has the purpose or effect of creating an intimidating hostile or offensive work environment.
2. Has the purpose or effect of unreasonably interfering with an individual's work performance.
3. Otherwise adversely affects an individual's employment opportunities.

Specific prohibited behavior includes, and is not limited to:

1. Yelling, screaming, or demeaning behavior.
2. Public humiliation.
3. Social isolation or exclusion from workplace activities.
4. Blaming without justification.
5. Treating an employee differently from other employees in the department or work unit.
6. Intimidating or threatening actions, gestures, or statements.
7. Direct, conditional, or veiled threats.

Unlawful harassment is a prohibited personnel practice.

SEXUAL HARASSMENT

Sexual harassment is a form of misconduct that undermines the integrity of the employment relation. Sexual harassment is against the law and is a prohibited personnel practice. Unwanted sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual natures shall be considered sexual harassment.

1. Examples of conditions that constitute harassment on the basis of sex include:
    a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment.

b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.
c. Such conduct has the purpose or effect of substantially interfering with work performance or creating an intimidating, hostile, or offensive working environment.

2. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behaviors that are not welcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with our work effectiveness.

3. Sexual harassment, whether committed by supervisors or non-supervisory personnel, and whether directed at employees or non-employees (i.e. residents, etc.), is specifically prohibited; this includes and is not limited to:
    a. Offensive sexual flirtations, advances, questions, or propositions.
    b. Continued or repeated verbal abuse of a sexual nature.
    c. Graphic or degrading verbal comments or gestures about an individual or their appearance.
    d. The display of sexually suggestive objects or pictures.
    e. Sexually oriented jokes or comments.
    f. Any offensive or abusive physical contact, including patting, pinching, rubbing, or brushing up against the body of another.

4. In addition, no one should imply or threaten that an applicant or employee's "cooperation" of a sexual nature (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

RESPONSIBILITY

1. Each supervisor has the responsibility to maintain the job site free of unlawful and/or sexual harassment. This includes discussing this policy with all employees and assuring them (employees) that they are not to endure insulting, degrading, or exploitative unlawful and/or sexual treatment. In order to perform these duties, supervisors should:
    a. Monitor the unit work environment on a daily basis.
    b. Counsel all employees on the types of behavior prohibited and the procedure for reporting any form of harassment.
    c. Stopping any observed acts that may be considered a form of harassment, and taking the appropriate steps to intervene, whether or not the involved employees are within their line of supervision.

2. It is the policy of Colerain Township to discipline, up to and including discharge, any employee found to have engaged in sexual harassment.

REPORTING

1. Employees should report any form of Harassment, including Sexual Harassment.

a. Any employee who believes that they have been the subject of unlawful and/or sexual harassment should report the alleged abuse immediately. All information disclosed shall be held in the strictest confidence to the extent allowed by law, and otherwise will only be revealed on a need-to-know basis in order to investigate and resolve the matter.
    i. An employee who believes they have been the subject of harassment should report the alleged act to an agency supervisor.
        1. The supervisor should immediately inform the agency department director, or if necessary, the Township Assistant Administrator or Township Administrator. If the subject of the complaint is the Township Administrator, the employee may report the matter to the President of the Board of Trustees.
        2. The supervisor, once informed or as a witness to an incident of harassment, will prepare a memorandum for the appropriate department director or Administrator.
            a. The memorandum should include the names of all persons involved, time and location where the alleged incident(s) occurred, the nature of the harassment, and any action taken.
            b. The memorandum will be placed in a sealed envelope and sent directly to the department director or Administrator for determination of investigation.
            c. If the incident is deemed worthy of an investigation, the Township Administrator may place either or both parties on paid or unpaid Administrative Leave in order to conduct a proper investigation.
    ii. The individual alleging harassment will be asked to complete a report outlining the nature of the complaint.
    iii. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation.
    iv. A final report will be written and shared with both the accuser and accused. This report will indicate the investigators' understanding of the events and recommendations for disciplinary action. This report will then be filed in the accused personnel files, along with any other pertinent documentation.
b. The Township recognizes that determining whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires an investigation of all facts in the matter. Therefore, the Township may employ the services of trained investigators such as Police investigators or other outside resources, if necessary.

FALSE CLAIMS AND RETALIATION

Retaliation is an adverse action taken against a person who has filed a complaint (or complained) about discrimination or harassment or some other violation of Township policy. It also includes adverse action taken against a person who participated in the investigation of an alleged policy violation. The Township

is committed to prohibiting retaliation. Any complaints of retaliation will be taken seriously, investigated promptly, kept confidential to the extent possible and corrective action will be taken if warranted.

1. Given the nature of this type of discrimination, it is also recognized that false accusations of unlawful and/or sexual harassment can have serious effects on innocent individuals. Anyone filing an intentional or malicious false claim may be subject to disciplinary action, up to and including termination.

2. There will be no retaliation against any employee for filing a harassment complaint, or for assisting, testifying, or participating in the investigation of such a complaint.

COLERAIN
TOWNSHIP ~ OHIO

1.12 COLERAIN TOWNSHIP
EMPLOYEE DISCIPLINE POLICY

PURPOSE

All Township policies are expected to be followed by all Township employees at all times. Employee discipline is intended to be a corrective action that allows the Township and employee to be made aware of their violation of policy in order to correct behavior and improve performance. Progressive discipline also provides the Township, its elected officials, administrators, and department directors with the tools necessary to take action that may lead to termination.

TOWNSHIP RULES

1. The Township has established certain rules which it considers necessary to ensure the orderly and efficient conduct of its business and to provide a good place to work for all employees. Everyone is expected to obey these rules and to use good judgment in honoring their intent.
    a. In addition, employees are expected to obey department-specific rules and regulations (Standards of Operation) and to use good judgment in honoring their intent.
    b. These rules apply equally to employees working on Township property and those working away from Township property.

2. These rules do not impose any contractual obligation on the Township and are not intended to include all possible grounds for discipline. They simply establish general rules which are accepted as proper at any place of employment.

3. Group I Offenses
    a. There are certain major offenses which will almost always result in termination. A non-exhaustive list of examples of such offenses are:
        i. Violation of Township's Drug and Alcohol Policy.
        ii. Violation of the Township's Key Policy.
        iii. Violation of the Township's Harassment Policy.
        iv. Insubordination, which is the intentional refusal or failure to obey a lawful order from a supervisor or refusal to perform expected work duties.
        v. Failure or refusal to perform assigned work.
        vi. Theft.
        vii. Work-related dishonesty.
        viii. Falsification of records, or supplying falsified information (payroll, employment application, medical, insurance, timecard, production records, leave forms etc.).
        ix. Removing or attempting to remove property belonging to the Township, a resident, supplier, or employee, from the premises without proper authorization.
        x. Abusive horseplay.

xi. Intentional abuse or destruction of property belonging to the Township or an employee.
xii. Sleeping on duty (except as written department procedures allow).
xiii. Engaging in violent or threatening behavior.
xiv. Violation of the Township's Dangerous Weapons Policy.
xv. Reckless conduct which threatens or results in injury to person or property.
xvi. Deliberate interference with production or with the work of another employee.
xvii. Offering to take, or taking, a bribe or kickback of any kind in connection with work.
xviii. Refusal to use required safety equipment or follow required safety rules.
xix. Inducing or attempting to induce a Township employee to commit an unlawful act, or to act in violation of any Township or department-specific rule, regulation, or order.
xx. Immoral or indecent conduct during work hours, conviction of a felony, or conviction of a misdemeanor involving moral turpitude.
xxi. Fraud.
xxii. Any other conduct that brings discredit upon the Township or is a direct hindrance to effective performance of Township government.

4. Group II Offenses
    a. These offenses are of the kind which may be corrected by counseling, discipline, or both. However, depending on the circumstances and the employee's prior record, a violation may result in more serious disciplinary action, up to and including termination.
        i. Poor work performance.
        ii. Horseplay.
        iii. Use of rude or obscene language.
        iv. Any behavior that creates a disruption in work such as practical jokes or purposefully withholding information from colleagues that is necessary to accomplish their work.
        v. Violation of safety rules or failure to report defective equipment or safety hazards.
        vi. Failure to complete records promptly and accurately.
        vii. Misuse of Township property, including waste of materials.
        viii. Tardiness in returning from lunch or break periods.
        ix. Neglect of job duties.
        x. Negligent abuse or destruction of property belonging to the Township or an employee.
        xi. Failure to punch in or out.
        xii. Excessive garnishments.
        xiii. Inappropriate dress or grooming.
        xiv. Excessive absence or tardiness, especially frequent Monday or Friday absences.
        xv. Accumulation or abuse of Compensatory Time or Overtime without Department Director's approval.
        xvi. Any conduct unbecoming a Township employee or other failure of good behavior, including and not limited to criminal indictments for minor offenses.

DISCIPLINARY ACTION

1. Township disciplinary action may include any of the following, in any order. The following list of possible disciplinary actions does not alter the at-will nature of non-contract employees' employment, and the Township, in its sole discretion, may take any disciplinary action it deems appropriate (e.g., discharging an employee for a first offense).
    a. Verbal Counsel - Supervisors or Department Directors may utilize verbal counseling as an appropriate disciplinary response, depending upon the incident and extent of the rule, policy, or procedure violation. Best practice for this form of disciplinary action is for Supervisors or Department Directors to document the discussion in their notes as a personal record of the account.
    b. Written warning - Supervisors or Department Directors may issue written warning as a means of recording the supervisory response to a violation of department or Township rule, police, or procedure. The employee must receive notice of the warning and demonstrate acknowledgement of the warning, via technology or signature.
    c. Written Reprimand – Supervisors or Department Heads may issue employees a written reprimand. A copy of the written warning should be signed by the employee and placed in the employee's personnel file.
    d. Suspension - A Department Director may suspend, without pay, any employee for such length of time as he or she considers appropriate.
        i. The Township Administrator shall be furnished a written statement specifically setting forth reasons for such action, and a copy shall be forwarded to the affected employee upon written request.
    e. Demotion - A Department Director, with consent of the Township Administrator and notification to the Trustees, may demote an employee for disciplinary purposes.
        i. Demotion is only to be used as a form of discipline for those employees in which a lower classification is available. The Township Administrator shall be furnished a written statement setting forth the reasons for such action, and a copy shall be forwarded to the affected employee upon written request.
    f. Discharge - The Township Trustees may discharge any employee for disciplinary purposes. The reasons for discharge must be documented in written form and maintained according to the Township's Record Retention Policy. A discharge letter must be served upon the employee in person or by sending a copy by certified mail, return receipt, to employee's residence with a return of service being filed with the Board of Trustees. Discharged employees are expected to immediately return all Township property.

GRIEVANCE PROCEDURE

All organizations have misunderstandings, differences of opinions, and concerns. The Township believes that timely, open discussion among parties is the best way to resolve such situations.

1. It is important that all employees read and understand the following procedure. This is the method to have any dispute or complaint about an individual's employment resolved.

2. This specifically includes disputes about any policy, procedure, or rule in this manual, as well as any other claim or complaint in any way related to an individual's employment, including discipline or

termination. (Employees whose employment is covered by a collective bargaining agreement shall use the grievance procedure specified in the applicable collective bargaining agreement to resolve grievances.)

a. Step 1—Immediate Supervisor. An employee should thoroughly discuss an issue with their immediate supervisor. Most issues will be resolved at this level.
b. Step 2—Department Director. If informal discussion with the immediate supervisor does not resolve the matter (or an employee has elected not to informally discuss the matter with their immediate supervisor), an employee may present the issue in writing to their Department Director no later than five (5) working days after the incident.
    i. If an employee does not present a written appeal to his or her Department Director within five (5) working days of the incident, the issue is considered formally closed and not subject to further appeal or other consideration under this procedure.
    ii. Within five (5) working days after receipt of the written complaint, the Department Director will issue a written response, meeting with the parties as needed.
c. Step 3—Township Administrator. If the written response from the Department Director does not resolve the matter, the employee may, within five (5) working days after receipt of the Department Director's response, appeal the matter in writing to the Township Administrator. Within five (5) working days after receipt of the appeal, the Township Administrator or designee will issue a written response, meeting with the parties as needed.
d. Step 4—Township Board of Trustees. If the written response from the Township Administrator does not resolve the matter, the employee may, within five (5) working days after receipt of the Township Administrator's response, appeal the matter in writing to the Township Board of Trustees. An appeal to the Township Board of Trustees must include the following:
    i. The employee's name and signature.
    ii. A statement about whether the employee requests a hearing before the Board of Trustees.
    iii. A complete description of the incident giving rise to the grievance or appeal.
    iv. A complete explanation of why the issue or decision being appealed should be modified, reversed, or disaffirmed.
    v. Rule, regulation, or policy alleged to have been violated.
    vi. A copy of all documents or other evidence that supports the employee's grievance or appeal.
    vii. And a statement of the desired remedy or resolution sought by the employee.
e. If the employee is appealing the termination of his or her employment, the Township Board of Trustees will hold a hearing within 60-days, unless the employee requests an extension or requests that no hearing be held. The Township Board of Trustees may in its sole discretion elect to have a hearing for other employee appeals or grievances. The following hearing procedure will apply:
    i. Hearings will be closed to the public, unless the employee requests otherwise.
    ii. The Board of Trustees will review all written material.
    iii. The Board shall hear all evidence from the Department Director, Township Administrator, Supervisor, or other relevant persons and their counsel if present.

iv. The employee may have counsel present at the hearing (at their own expense). The Board requests that an employee notify it in advance if they plan to have counsel present at the hearing.
v. The Board shall allow the employee, if present, and their counsel, if present, to answer any charges or present evidence in support of the appeal.
vi. The Board will examine all pertinent and relevant information.

f. Within 30-days after the conclusion of the hearing (or, if no hearing is held, within 45-days after an appeal is filed under Step 4), the Township Board of Trustees will issue a written response, affirming, disaffirming, or modifying the appeal or disciplinary action. The Township Board of Trustees has the final authority in resolving an issue or dispute raised by an employee.

3. To Appeal a Suspension or Demotion
    a. An employee who wants to appeal a suspension or demotion must start the appeal at Step 3, above.
        i. An employee who is appealing a suspension or demotion must submit a written appeal to the Township Administrator within five (5) working days after the employee was informed of the suspension or demotion.
        ii. If the written response of the Township Administrator does not resolve the matter, the employee may, within five (5) calendar days after receipt of the Township Administrators' response, appeal the matter in writing to the Township Board of Trustees under Step 4, above.

4. To Appeal the Termination of Employment
    a. An employee who wants to appeal the decision to terminate the employee's employment must start the appeal at Step 4, above.
        i. An employee who is appealing their termination must submit a written appeal to the Township Board of Trustees within five (5) working days after the employee was informed of the termination.

5. Failure to Appeal Results in Waiver
    a. If an employee fails to timely present their dispute in writing to the Department Director under Step 2, to the Township Administrator under Step 3, or to the Township Board of Trustees under Step 4, the employee has waived any right to appeal and the matter will be considered resolved.

6. Remedies
    a. An issue or dispute raised by an employee may be fully remedied by this procedure. Such remedies include, where warranted and by way of example only, assignment to a particular job, reinstatement to employment, back pay and benefits, and other appropriate remedies.

1.13 COLERAIN TOWNSHIP
DRUG AND ALCOHOL-FREE WORKPLACE POLICY

PURPOSE

It is the policy of Colerain Township to establish a program which is designated to aid in the prevention of accidents and injuries resulting from the misuse of alcohol, illegal drugs and/or the mis-use of controlled substances by employees. The program established by this policy shall apply to all Township employees. Specific provisions of this policy may be superseded by collective bargaining agreements as to the employees covered by said collective bargaining agreement; in such cases, the terms of the collective bargaining agreement shall control.

Colerain Township prohibits the manufacturing, distribution, possession, purchase, or use of alcohol, drugs, controlled substances, drug paraphernalia or any combination thereof, while on the job, during a meal period, or on any Township work sites.

Work site is defined as the site for the performance of work done in connection with employment by Colerain Township (this excludes the possession or consumption of alcohol while off duty at Township social events where alcohol is being served). The penalty for this is termination of employment.

DRUG AND ALCOHOL-FREE WORKPLACE

1. No employee may report to work, be at work, drive Township vehicles, or drive personal vehicles while on Township business while under the influence of alcohol or illegal drugs. The penalty for this is termination of employment. An employee who tests positive for illegal drugs or alcohol is considered "under the influence" and will be terminated from employment. The term "illegal drugs" means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State and local laws and regulations. Note that the Township recognizes that the 131st General Assembly of the State of Ohio Legislature has adopted House Bill 523 concerning medical marijuana; adhering to the provisions of House Bill 523, the Township does not recognize medicinal marijuana as a prescription drug, meaning, medical marijuana is prohibited as a valid medical explanation for a positive drug test. In addition, the Township recognizes that the 135th General Assembly of the State of Ohio Legislature has adopted House Bill 168 concerning recreational use of marijuana; adhering to the provisions of House Bill 168, the Township will maintain a zero-tolerance policy should an employee or employee-candidate test positive for cannabis and/or marijuana and will continue to promote a drug- and alcohol-free workplace.

2. The only exception to this policy is the legitimate possession or use of prescription or over-the-counter medication, not including medicinal marijuana as stated above. Employees taking prescribed or over-the-counter medications that may alter their work behavior or impair their ability to perform their duties must report the use of these substances to their supervisors.

a. Any employee taking prescribed medication that leaves them unable to perform their job responsibilities satisfactorily should make proper arrangements with their Department Director. Failure to report will be treated as a violation of this policy.
b. Prescription drugs may also affect the safety of the employee or fellow employees or members of the public. Therefore, any employee in a safety sensitive position who is taking any prescription drug that might impair safety, performance, or any motor functions must advise their supervisor before reporting to work under such medication. A failure to do so may result in disciplinary action, up to and including termination of employment. If the supervisor or Department Director determines that such use does not pose a safety risk, the employee will be permitted to work. The Township reserves the right to require that the employee have their physician confirm that the substance does not adversely affect the employee's ability to perform work in a safe manner. If such use impairs the employee's ability to safely and effectively perform work, the Township may temporarily reassign the employee or grant a leave of absence during the period of treatment.
c. Improper use of "prescription drugs" is prohibited and may result in disciplinary action, up to and including termination of employment. Prescription medication must be kept in its original container if such medication is taken during working hours or on Township premises.

3. If an employee is unexpectedly called to work when the employee could reasonably have expected that they were free to drink alcohol, and has been drinking alcohol, the employee must inform their supervisor immediately.
    a. The supervisor will then decide the appropriate course of action. Employees who promptly report alcohol use under these circumstances will not be disciplined.
    b. Any employee who fails to report alcohol use as described in this paragraph will be subject to termination of employment.

4. Colerain Township has, through its health insurance, an existing Employee Assistance Plan (EAP) that provides a means for employees to find suitable treatment for drug and alcohol abuse.
    a. The EAP does not excuse participating employees from meeting performance standards while on the job.
    b. The employer will not exempt an employee enrolled in the EAP if the problems recur during the enrollment period.

5. Treatment of drug or alcohol abuse may be sought by voluntary referral. Any employee who feels they may have an alcohol and/or drug problem is encouraged to seek advice and help through the Employee Assistance Program (EAP). This type of referral will be accomplished in a confidential manner.

6. Treatment may also be obtained through mandatory referral. Department Directors may refer any employee for evaluation to the EAP because of deteriorating job performance or excessive absenteeism associated with the suspected use of alcohol or drugs.

7. Failure to follow the prescribed medical or psychological treatment and/or to improve work performance to an acceptable level will be justification for further disciplinary action on the same basis as any other employee whose work performance is unsatisfactory.

TESTING

1. Testing will require that the employee provide a breath, urine, blood, hair or other sample, or any combination of these, or some other medically accepted procedure selected by the Township.
    a. The Township will pay the costs of the initial screening and confirmatory test. The employee must sign the necessary consent and other forms requested by the Township or the testing agency.
    b. Any time an employee is sent for a drug screen test, including random and post-accident screens, a Department Director or a Human Resources employee must accompany the employee to the testing facility.

2. In addition to any testing required by law, such as random drug screenings mandated by the State of Ohio and/or Federal regulations, the Township may require drug or alcohol testing or both under the following circumstances:
    a. Employment applicants
        i. All applicants will be tested. An applicant who fails that test will be denied further consideration for employment.
        ii. If the applicant refuses to cooperate fully in taking the test, they will be denied further consideration for employment.
    b. Reasonable suspicion of a problem
        i. Reasonable suspicion includes, but is not limited to, reliable reports of a violation of this policy; the odor of alcohol or marijuana on an employee; an accident to which the employee might have contributed; unusual employee behavior, appearance or speech; or possession of drug paraphernalia.
    c. After a positive test result
        i. Any employee who returns to work after a suspension or leave related to a positive test or otherwise related to drugs or alcohol may be required to submit to unannounced drug/alcohol tests for an unlimited duration.
    d. Work-related accident and post work-related accident in Township vehicle
        i. Any employee who is involved in a work-related accident or post-work-related accident in a Township vehicle that results in an injury or property damage, or reasonably could have, will automatically be tested.

COLERAIN
TOWNSHIP ~ OHIO

1.14 COLERAIN TOWNSHIP EMPLOYEE SAFETY POLICY

PURPOSE

Colerain Township is committed to providing all employees with a safe and healthy workplace. The Township will maintain provisions for the health and safety of its employees as required by applicable law. Workplace safety and health is everyone's responsibility. All employees are expected to do everything necessary to keep the Township a safe and healthful place to work, including complying with this policy, as well as department-specific safety policies.

REPORTING

1. Employees must immediately report every injury incurred at work, no matter how slight, to their supervisor or Department Director.

2. Employees must complete an incident report at that time. A supervisor or Department Director should complete the injury investigation report.
    a. If a supervisor or Department Director disagrees with or questions any part of an employee's incident report, the supervisor or Department Director shall report this to the Township Administrator.
    b. Failure to promptly report an injury and complete an incident report may preclude approval of any subsequent worker's compensation claim and may result in disciplinary action against the employee.

SAFETY AND HEALTH RULES

1. The following are general rules of safe and healthful practices which must be observed at all times. This is not a complete list. Each employee must think and act carefully, sensibly, and reasonably at all times to maintain a safe and healthful workplace. Employees must also follow the safety and emergency rules and procedures for their department. The general rules include:
    a. Note the location of every exit, fire extinguisher, and first aid materials.
    b. Keep all aisles and exits clear.
    c. Properly dispose of all refuse.
    d. Report defective equipment and unsafe conditions or practices immediately to your supervisor (employees who believe that their supervisor has not been responsive to such a report must contact their Department Director promptly). There shall be no retaliation or adverse treatment toward any employee based on raising or reporting good-faith safety or health concerns.

e. Good housekeeping is required. There should be a place for everything and everything should be kept in its place. Every employee is responsible for keeping their work area clean and orderly.
f. Clean up any water or slippery substance on the floor.
g. No horseplay.
h. Wear a seatbelt while driving or riding in a Township vehicle, or while driving or riding in a vehicle while on Township business.
i. Report all injuries, accidents, or damage, regardless of severity, to a supervisor or Department Director immediately.
j. Report any disability that interferes with essential job functions, either when it is incurred or at the point at which it begins to interfere with essential job functions. This is required for the sole purpose of enabling the Township to discuss any needed accommodation and in order to enable management to offer reasonable accommodation, where appropriate.

2. Failure to follow the safety and emergency rules and procedures for their department is subject to discipline including and up to termination of employment.

MEDICAL EXAMINATIONS

In the interest of health, safety, or job performance, and when consistent with business necessity, employees may be required to have a medical examination by an examiner chosen by the Township at any time at the Township's expense. The Township may require you to provide authorization for the release of records and information as part of an examination or in connection with any claim against the Township, consistent with applicable law.

WORKPLACE VIOLENCE

Violence in the workplace will not be tolerated in any form.

It is the policy of Colerain Township that any employee who commits or threatens to commit an act of violence towards another employee, officer, volunteer, customer, or anyone else involved with the Township will be disciplined, up to and including termination of employment.

Report as soon as possible any oral or physical threat of violence, violation of the Dangerous Weapons Policy, or any other suspicious individuals or activities to your supervisor, a Department Director, the Township Administrator, or the Board of Township Trustees.

If the employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, the employee should get emergency assistance as soon as possible, and if appropriate, dial 911. In addition, any Department Director or supervisor who has been made aware of a potential threat of violence shall notify the Chief of Police directly and immediately. The Township Police Department will then investigate the reported threat and follow up as deemed appropriate, including the filing of necessary and appropriate criminal charges.

OHIO PUBLIC EMPLOYMENT RISK REDUCTION PROGRAM

The Ohio Public Employment Risk Reduction Program is a law that was passed by the State Legislature and signed by the Governor in December of 1992. It provides that all public employees, except police and fire personnel, will be protected by occupational health and safety standards that are as strict as the current Federal OSHA standards that private industry must follow. These State standards are called "Risk Reduction Standards". The law, as passed, became effective January 1, 1995. However, many sections and parts of this law became effective in July of 1994.

The law required the Governor of the State of Ohio to appoint a Commission that would adopt the applicable OSHA standards and establish enforcement of the standards. Under this law, the public employer is required to furnish a work free of any recognized hazard that may cause serious injury or death. The employee is required to follow the safety rules the employer establishes to meet the State's risk reduction standards.

One of the most important parts of this law is the employee "Right of Good Faith Refusal to Work" which went into effect July 1, 1993. Under this part of the law, an employee may refuse to work under abnormally hazardous working conditions provided that all of the following requirements are met:

1. The working conditions are not normally found on the job.

2. These conditions would not normally be part of a job in the employee's occupation.

3. The employee has requested the employer correct the hazardous condition but the conditions remain unchanged.

4. The danger is one that a reasonable person would conclude could cause imminent serious physical harm or death.

5. The public employee who refuses to work shall notify the State of Ohio's Chief of the Division of Safety and Health of the condition that exists and location by a written, signed statement.

A public employer may not discriminate against an employee for a good faith refusal to work. However, if an employee should refuse to work, but fails to meet all of the conditions listed above, the employee may be "disciplined" by the employer. The State of Ohio has released a poster that must be placed in an informative area for employees to view. The poster outlines the process for public employees to follow to file a complaint on unsafe conditions. The State has also hired inspectors to investigate complaints of unsafe working conditions.

1.15 COLERAIN TOWNSHIP
DANGEROUS WEAPONS POLICY

PURPOSE

In the interest of maintaining an environment that is safe and free of violence for its employees and visitors, Colerain Township prohibits the wearing, presence, or use of dangerous weapons on all Colerain Township property.

REGULATIONS

Throughout this policy, "Dangerous Weapons" include, but are not limited to, handguns, firearms, explosives, and other weapons further defined by Ohio statute and/or local resolution. Dangerous weapons are not allowed on Colerain Township property, except in the limited situations described in this policy. Township property includes all Township-owned or leased buildings and surrounding property, such as parking lots and walkways. Further, this policy prohibits dangerous weapons in all Colerain Township-owned or leased vehicles, except public safety vehicles as required by the nature of the work performed during operation of the public safety vehicle.

If employees have a question regarding the applicability of this policy, they should contact the Assistant Administrator or Administrator as soon as the question arises. Employees have the responsibility to make sure that any item in their possession is not prohibited by this policy. Employees must report any other employee whom they know to be carrying a dangerous weapon prohibited by this policy.

VIOLATION OF THE POLICY

Any employee who violates this policy is subject to disciplinary action, up to and including termination of employment. If an employee is aware of an employee or visitor who violates this policy, the employee shall notify the Colerain Police Department.

Ohio law prohibits persons with or without a valid license, to carry a concealed handgun onto a premises that is owned by the state or any political subdivision of the State of Ohio, including Colerain Township. Ohio law does allow a concealed weapon to be stored in a locked vehicle on Township property. Colerain Township will prosecute all violations of Ohio's weapons / concealed carry law that occur on Township premises. This law applies to employees, vendors, volunteers, governmental officials, visitors, clinical practitioners, independent contractors, staff members, and any other persons entering onto Township premises for any reason.

EXCLUSIONS

This policy does not apply to any public safety or security personnel who are required to carry a weapon by virtue of their office. The Fire Chief, at his or her discretion, will determine which Fire Department

employees are required to carry a weapon. Any employee required to carry a firearm will complete a firearm training program that has been approved by the Peace Officer Training Commission or similar program administered by the Ohio Peace Officer Training Academy. These individuals will also be required to complete a firearms requalification program each year.

RIGHT TO SEARCH

Colerain Township reserves the right at any time and at its discretion to search all Colerain Township-owned or leased vehicles. This search is inclusive of all packages, containers, briefcases, purses, lockers, desks, and individuals entering Colerain Township property, for the purpose of determining whether any dangerous weapon has been brought onto Colerain Township's property or premises in violation of this policy.

Any employee failing or refusing to promptly permit a search under this policy will be subject to discipline up to and including termination.

COLERAIN
TOWNSHIP ~ OHIO

1.16 COLERAIN TOWNSHIP
TRAINING AND TRAVEL POLICY

PURPOSE

The Township recognizes that there is likely a need for employees to travel to various types of training in order to further the employees' expertise. It is also understood that training provides a mutual benefit to both the employee and Township that will allow for enhanced operations and greater efficiency in service delivery. Training is encouraged and this policy directly addresses Township related expenses, such as mileage and meals.

TOWNSHIP REIMBURSEMENT

1. The Township may reimburse employees for expenses incurred while conducting business outside of the Township. Department Directors may also authorize in advance the reimbursement of expenses incurred while employees attend schools of instruction, institutes, or seminars of a nature directly relating to the art and science of their particular employment.

2. All requests for travel and training must be approved by the Department Director before any expenses are incurred. The Department Director should verify that there are sufficient funds in the training budget and that a purchase order or blanket certificate exists to cover the training. Employees may submit a request for training/travel form to their Department Director for approval.

3. The costs for registration, transportation, and lodging shall be reimbursed at a rate of the actual amount expended. Employees should submit a copy of the completed, signed travel expense reimbursement form or similar travel reimbursement approval documentation, along with a copy of all receipts. However, in those unusual circumstances in which receipts are not available, the following procedures should be followed:
    a. Document time, date and type of expenditure, along with reason for lack of receipt.
    b. Submit each individual non-receipt expense for approval by the Department Director.
        i. The Department Director must authorize, in writing, the approval of any such non-receipted items.

4. In each case (receipt and non-receipt), the overall expense must be submitted for authorization by the Department Director. The Board of Trustees are confident that none of the Township employees will take advantage of this benefit by abusing the fact that there is a "no limit per expense item." It is a known fact that travel expenses (lodging, meals) vary greatly across the country, consequently the reimbursement costs will also vary. Employees shall not engage in training or travel if there is not adequate funding available. Travel requiring overnight stays shall be pre-approved by the Department Director and the travel form should be saved internally, in accordance with the Township's records retention schedule.

PER DIEM

1. In lieu of providing receipts for meals and incidentals, the Township will provide daily per diem in accordance with the U.S. General Services Administration (GSA) schedule for meals and incidental expenses based on the location of the meeting/conference.

2. In no way does this policy on travel expenses require or obligate Colerain Township to pay for any expenses that are deemed inappropriate by the Employer. As a reminder, the use of a Township issued credit card or similar card should not be used for meal expenses.

MILEAGE

Under certain circumstances, employees may be required to travel to a location other than their normal workplace as part of their daily duties or for training. When this occurs, an employee will be eligible to submit a request for mileage reimbursement. All mileage incurred on an employee's privately owned vehicle related to work functions is eligible for this reimbursement. Note, commuting expenses to an employee's worksite are not eligible for reimbursement.

Travel that will be submitted for a mileage reimbursement must be by the most direct route to the final location, unless an alternate route is more efficient or saves time.

In order to receive the mileage reimbursement, the employee must complete the mileage reimbursement form. Employees will be reimbursed at a rate of at the rate equal to that allowed by the Federal Government for private auto travel, or other rate determined by the Board of Trustees. Employees must submit any and all requests for reimbursement by the end of the month in which the mileage was earned.

A Department Director may reject a request for mileage reimbursement, provided they offer an appropriate rationale for the rejection in writing.

COLERAIN
TOWNSHIP ~ OHIO

1.17 COLERAIN TOWNSHIP
OPERATION OF TOWNSHIP VEHICLES POLICY

PURPOSE

The purpose of this policy is to define the minimum standard of responsibility of employees in insuring that those individuals who are operating Township vehicles and equipment, as well as private vehicles on Township business, are qualified to do so.

Additional purposes are to control and limit Township liability in the event of vehicular accidents and to set policy for internal controls for those employees showing deficiencies in acceptable driving habits. Department SOPs may be more restrictive in scope, provided the established policy is not in conflict with the pertinent collective bargaining agreement and the policy falls within the law (e.g., CDL and emergency vehicle requirements).

PROOF OF DRIVER'S LICENSE

1. No employee may operate any Township-owned vehicle or private vehicle on Township business without a valid, unrestricted operator's license required for the particular type of equipment operated.

2. Employees whose license has been suspended may not operate Township vehicles or equipment regardless of any court exemption or waiver of the suspension for driving for work purposes. Restrictions for medical reasons (e.g. eyeglasses) that do not prevent the performance of essential job functions are not subject to this policy.

3. Employees must promptly notify their immediate supervisor of
    i. Any driving restriction
    ii. Any driver's license suspension
    iii. Any motor vehicle or traffic violation or citation received in a Township vehicle or in a personal vehicle while on Township business
    iv. Motor vehicle violations or citations which could result in the imposition of points by the bureau of motor vehicles
    v. Auto accidents in Township vehicles or in personal vehicles while on Township business, regardless of severity of accident or who was at fault.
    b. The supervisor is required to inform the Department Director who shall notify the Township Administrator.

4. At least every 12 months, the Human Resources division is responsible for verifying the current driving status of all employees whose jobs require them to operate Township vehicles or personal vehicles on Township business.
5. Responsibility for use of Township Vehicles

a. All vehicles are to be operated in accordance with all local, state and federal traffic laws.
b. Vehicles shall not remain unattended while running. This excludes vehicles that are being utilized for public safety purposes.
c. The use of tobacco products including vapes, cigarettes, cigars, chewing tobacco, etc. is not permitted in Township owned vehicles.
d. While operating Township vehicles, employees should refrain from any activity that would substantially detract and/or distract them from safe operation of the vehicle.
e. Township owned vehicles will be parked with all doors locked and the windows closed.

SEAT BELTS

In the interest of safety, compliance with Ohio State Law and most importantly reduction in personal injury, it shall be the policy of Colerain Township that all employees properly wear safety belts when in a Township-owned vehicle or on official Township business. The only exception are those instances where the vehicle is not equipped with safely belts. Employees who operate Township vehicles without securing a seat belt properly shall be subject to disciplinary action including and up to termination.

MILEAGE REIMBURSMENT

If Township employees use their private automobile in the conduct of Township business, they shall be compensated at the rate equal to that allowed by the Federal Government for private auto travel, or other rate determined by the Board of Trustees. Mileage reimbursements should, to the extent possible, be administered in accordance with the Training and Travel Policy.

MAINTENANCE

Each vehicle shall be maintained in a clean and sanitary manner. Employees will be responsible for keeping their vehicle free of trash and general debris. Vehicles should also receive routine maintenance as identified by the Fleet Division. Employees should immediately report any suspected maintenance issues to the Fleet Division as soon as possible in order to receive appropriate service. This intent of this section is to ensure that vehicles are maintained in a safe and orderly manner.

TAKE HOME VEHICLES

Certain employees may be granted the opportunity to have a take home vehicle as determined by the Township Administrator. Take home vehicles are considered a privilege and this privilege may be revoked at any time and for any reason.

While operating a take home vehicle, employees will avoid actions that could be perceived as improper or unsafe. Vehicles will be operated according to all applicable state and local laws. Employees should not use the take home vehicle for personal use. If a vehicle is clearly identified as a Colerain Township vehicle, then employees will be expected to wear on-duty uniforms or clothing while operating the vehicle.

Employees will be responsible for the appearance and activity of any passenger who is accompanying the employee in the Township vehicle. In general, non-Township employees should not be transported in a Township vehicle for non-business related purposes.

Noncompliance or violation of this policy may result in disciplinary action.

TRAFFIC CRASH REPORTING PROCEDURE

1. If an employee is involved in an accident in either a Township vehicle, or personal vehicle on Township business, the following procedure shall apply:
    a. Accidents must be reported according to Ohio Law, Department SOP, and insurance carrier requirements. Contact Colerain Police Department if the crash occurred in Hamilton County. If the crash occurred outside of Hamilton County, notify the local jurisdiction responsible for law enforcement.
    b. If a vehicle is equipped with radio, use radio to contact emergency services (if necessary), police, and supervisor in the order specified; otherwise use the nearest telephone.
    c. If not in imminent danger, do not move vehicle until instructed to do so by public safety personnel.
    d. Do not leave the scene of an accident.
    e. Assist injured persons as qualified. Do not move seriously injured individuals unless necessary for protection from further harm.
    f. Employees shall not admit responsibility for any accidents, offer any type of settlement, or sign any statement at the scene of the accident. The employee may disclose to the other persons involved in the accident their name, identify their employer, and produce their operator's license and insurance card.
        i. The employee shall fill out an accident kit located in the Township vehicle and submit the completed form to their supervisor.
    g. If the accident involved damage to an unattended vehicle or a fixed object, the employee shall take reasonable steps to locate and notify the owner and provide the owner with the employee’s name and employer and give the owner the opportunity to view the employee's operator's license and insurance card.
    h. The employee shall notify their supervisor (or Department Director if supervisor is unavailable) as soon as possible following the accident.
    i. An employee that has been cited by law enforcement as “at fault” may receive disciplinary action including and up to termination of employment.

TRAINING / COUNSELING

1. The Township will run a motor vehicle report (MVR) on all employees annually.
    a. A MVR indicating an employee has received three or less points within the last two years shall require no further action.
    b. A MVR with four to six points within the last two years will result in a counseling session indicating the driver needs to be more careful in his or her driving habits.
    c. A MVR with more than six points (but no suspension of driving privileges) within a two-year period is cause for concern and definitive steps must be taken in order to strongly

encourage the employee to improve his or her driving record, and to emphasize the adverse consequences his or her failure to do so my have with respect to his or her employment with the Township.

i. The employee must be informed that further negative activity on his or her driving record during the next review period may result in suspension of the employee's driving privilege to drive Township vehicles or termination of employment with the Township.

DISCIPLINE

1. Serious traffic offenses and the subsequent conviction(s), including but not limited to Operating a Vehicle while Intoxicated (OVI), reckless operation, fleeing an officer, or suspension of driving privileges, etc., will result suspension of Township driving privileges, disciplinary action (including termination of employment), or both.

2. It should be understood by all employees that a OVI or similar offense conviction will have an adverse impact on driving Township vehicles for periods of time commensurate with the conviction.
    a. Failure to comply with this policy will result in appropriate disciplinary action being taken. For those positions requiring the possession of an unrestricted operator's license, the loss of that license may result in demotion or transfer to a position not requiring such a license, suspension, or termination of employment.
        i. Restoration to the previous position upon return to unrestricted driving status is not automatic or not assured and is at the sole discretion of the Township.
    b. Department Directors may accommodate employees on restricted driving status for short periods of time (not more than 90 days) by placing the employee in a job assignment not requiring the operation of a motor vehicle.
        i. Such a placement must not impair efficiency or effectiveness or the normal work of the department and is at the discretion of the Department Director based upon employee history, seriousness of violation, and availability of non-driving assignments.

COLERAIN
TOWNSHIP ~ OHIO

1.18 COLERAIN TOWNSHIP LAYOFF/TERMINATION POLICY

LAYOFF

Should it become necessary to reduce the size of the workforce, the Township will select employees for layoff based on the Township's evaluation of ability, performance, and the Township's needs. This policy will not supersede any collectively bargained rules, regulations, or policies related to employee layoffs.

TERMINATION OF EMPLOYMENT

Employment with the Township may terminate for the following reasons:

a. Discharge (unless reversed by the grievance procedure).
b. Resignation or voluntary termination on the employee's initiative. In this instance, a Voluntary Termination Memo must be filed with the Human Resources division if a resignation letter is not submitted.
c. Layoff, disability leave, or any other leave or combination of leaves, for more than nine (9) consecutive months, or for the length of the employee's continuous service when the layoff or other leave began, whichever is shorter.
    i. Being on leave or any combination of leaves of any type or types, for more than a total of nine (9) months out of any 24-month period (Military Leave is not counted under this provision).
d. Failure to report within three (3) days after the date of notification of recall from layoff. A laid off employee is responsible for contacting The Department Director to confirm that the Township has their current address and telephone number.
e. Failure to report for work at the end of a leave of absence.
f. Failure to report for work for three (3) consecutive work days without contacting the Township Human Resources or Department Director.

RETURN OF TOWNSHIP PROPERTY

On termination of employment, on the last day of employment the terminated employee shall return all Township property, including keys, to their immediate supervisor. The Township will take all measures necessary to ensure proper reimbursement from an employee if property is not properly returned to the Township. This includes, and is not limited to, garnishment of employee's vacation and/or sick time pay out, civil action, and/or criminal action.

EXIT INTERVIEW

While not required, it is strongly recommended that each terminated employee be subject to an exit interview on their last day of employment. The interview shall be conducted by the employee's Department Director or designee. Human resources may be present at the exit interview, if requested.

1.19 COLERAIN TOWNSHIP
TUITION REIMBURSEMENT POLICY

PURPOSE

Colerain Township offers a Tuition Reimbursement program to ensure that employee compensation and benefits programs are documented, fairly, and equitably applied, along with being competitive with benefits offered elsewhere in the labor market. Colerain Township and all of its departments will monitor and regulate the methods of the benefits provided to its employees.

CONTINUING EDUCATION BENEFITS

1. Continuing educational benefits go beyond those opportunities provided to employees through in-service, specialized, and advanced training. Colerain Township encourages its employees to pursue higher education on their initiative and their own time.

2. Every employee interested in attending college during an upcoming academic year (fall through spring of next year) is required to present their interest in a memorandum to the appropriate Department Director by August 1st of each year.
    a. The memorandum should include information that will assist the Department Director and Administrator to make final decisions on how the reimbursement funds are allocated. Specifically, information on past attendance in college or how many credit hours are needed to complete the degree. Each employee who has completed college course work will be required to submit an up-to-date grade point average.
    b. The process of identifying the employees who desire financial assistance provides the Township an ability to properly estimate the financial assistance amount for each budget year.

ATTENDANCE

1. Colerain Township encourages college attendance. However, personnel may not attend college classes while on duty or scheduled for work.

2. Personnel attending classes, may submit requests to utilize available leave balances to attend college courses that are scheduled during work hours. Specifically, personnel will use accumulated personal, compensatory, or vacation leave time, if time is available to accommodate the amount of hours requested.

COLLEGE TUITION REIMBURSEMENT

1. Each request for reimbursement will be judged on the following criteria:

a. Is the course part of a degree program in which the employee's major is related to the employee's professional service;
    i. Other degrees or majors must be approved before reimbursement is provided

2. Electives will be covered if they are part of a degree program.

3. Requests for financial assistance for college attendance must be filed and approved before course registration.

4. All requests will be reviewed for approval by the Department Director and Administrator.

5. After completing the course work, the employee must submit a copy of the paid receipt for the course and a grade transcript to the appropriate Department Director for approval and processing, via departmental memorandum.
    a. The memorandum will include the request for reimbursement, along with copies of all course grades and a copy of any bill payment information, i.e. credit card statement and/or paid receipt from the appropriate college bursar office.
    b. Personnel may request a tuition reimbursement for up to $1,777 within any one semester for completed work at an accredited educational institution. Reimbursement will be under the following scale:
        i. 80% - grade of "A"
        ii. 70% - grade of "B"
        iii. 60% - grade of "C"
        iv. 0% - grade of "D"
        v. 0% - grade of "F"
        vi. 75% - grade of "PASS"
        vii. 0% - grade of "FAIL"

            1. Example: Course cost for three credit hours of $1,500
                a. 80% - grade of "A" – reimbursement of $1,200
                b. 70% - grade of "B" – reimbursement of $1,050
                c. 60% - grade of "C" – reimbursement of $900
                d. 75% - grade of "PASS" – reimbursement of $1,175

    c. The tuition reimbursement cap, per employee, is currently $1,777 per semester. The annual reimbursement limit is $4,444 per employee.

6. Tuition reimbursement is based on the maximum of $4,444 annual reimbursement; based upon six (6) credit hours per fall and winter semester and three (3) credit hours during the summer semester (15 total credit hours completed).

7. The tuition reimbursement includes only the tuition costs for the employees attending college and successfully completing the degree requirements for the approved course work.

8. No other associated expense incurred by the employee shall be consider for reimbursement.

9. Employees who receive reimbursement funds from Colerain Township are subject to a repayment clause, should the employee separate, other than medical or service retirement, within three (3) years of the last reimbursement payment for college tuition.

Employees will receive, acknowledge, and sign the “College Tuition Reimbursement Agreement” prior to the receipt of tuition reimbursement funds.

1.20 COLERAIN TOWNSHIP
OUTSIDE EMPLOYMENT POLICY

PURPOSE

Colerain Township understands and recognizes that employees may have or obtain outside employment with another company, firm, local government, and/or self-employment/personal business. While the Township does not encourage or discourage outside employment, the Township does recognize that outside employment can create a conflict of interest and/or lead to behavior that affects overall service delivery and job performance. This policy is specific to full-time employees only.

Outside employment occurs when an employee hired by Colerain Township obtains additional employment outside of their primary full-time role with the Township. This employment could be part-time, full-time, temporary, detail oriented, or on a contractual/self-employment basis. Employees should be generally aware that they are representatives of the Township even when they are engaged in their outside employment.

BACKGROUND

Outside employment could affect a current Township employee's work in the following ways:

1. The position may create a conflict of time if the employee is required or scheduled to work the same hours at both positions.

2. The employee may not be able to obtain adequate rest and therefore be unable to mentally or physically properly perform all aspects of their job duties.

3. The position may create a direct conflict of interest with the Township.
    a. The position may compromise an employee's judgment.
    b. The position may directly conflict with Township policies or goals.
    c. The position may be in direct competition with internal departments or programs sponsored by the Township.
    d. The position may create the appearance that the employee's focus and full attention is no longer on their primary position with the Township.
    e. The position may distract an employee from conducting their primary duties with the Township while they are on official duty with the Township.

POLICY

The work of the Township shall have precedence over the other occupational interests of employees. All outside employment for salary, wages, or commission, including self-employment, shall be reported in writing to and approved by the employee's Department Director and concurred by the Township

Administrator. In the case of a Department Director, approval is secured from the Township Administrator; and, for the Township Administrator, by the Board of Trustees. Copies of the request and approval shall be maintained in the employee's personnel folder. The Township Administrator may promulgate rules and regulations consistent with and found necessary to implement this policy.

OBTAINING CONSENT FOR OUTSIDE EMPLOYMENT

1. Prior to obtaining outside employment, the employee should directly consult with their Department Director to inform them of the desire for outside employment and to discuss the position. At a minimum, the employee should:
    a. Identify the proposed opportunity
    b. Identify the duties or nature of work that will be performed
    c. Provide an anticipated work schedule or number of hours to be worked each week
        i. If an employee anticipates using vacation time to meet the outside employment work schedule, then they are required to inform their supervisor of such intent in the request.

2. The Department Director will then weigh the merits of the position and ensure that the position will not create a direct conflict of interest or affect an employee's ability to perform their primary responsibilities with the Township. The Department Director shall then notify the employee in writing of their decision to permit or deny the request for outside employment and provide the rationale for any denial. In general, outside employment should be reviewed annually.
    a. In general, if the outside employment does not create a conflict with the employee's official position or prevent them from effectively carrying out all aspects of their permanent position, then the Department Director should approve the request for outside employment.

3. Employees may appeal this decision to the Township Administrator.

If an employee engages in outside employment without approval and it adversely affects or directly conflicts with an employee's job performance and/or interrupts their primary responsibilities, then the Township will take disciplinary action, up to and including termination of employment.

1.21 COLERAIN TOWNSHIP
CYBER LIABILITY POLICY

PURPOSE

As a general business practice, Colerain Township utilizes various forms of technology and technological systems. This policy outlines the general practices that all employees should adhere to when engaged in or utilizes any Township technology or system.

The goal of this policy is also to outline various measures that Colerain Township will take in order to mitigate any potential cyber threat or data breach. This policy will also outline internal procedures for data storage and user access.

INTERNET

Colerain Township employee's will have access to the internet for general use during daily operations. In order to protect employees and the Township's cyber infrastructure the entire Township network shall be behind a firewall preventing unauthorized access from outside of the Township network. Firewall restrictions shall be configured on the most restrictive basis and then subsequently configured to allow necessary traffic to and from the outside network as requested, and approved.

The entire Township network shall be behind a web filtering device which will be configured with default restrictions being most restrictive and thereafter, upon approval, individual groups and their members shall be included with less restrictive internet web access as needed.

E-MAIL

Employees will be provided with a Colerain Township E-mail address. In order to prevent issues with E-mail and to comply with Open Records Laws and HIPPA Laws, the following measures shall be in place:

1. All Township E-mail transmission shall pass through a virus and spam filter.

2. All Township E-mail shall be captured in an e-mail archiver located offsite in a secured location. The archiver retention period shall be configured for 5 years according to Township legal policies. All E-mail older than 5 years shall be purged from the archiver on a rotating basis.

3. All E-mail originating from Colerain Township shall be appended as such:
    a. Confidentiality Notice:
    The content of this communication, along with any attachments, is covered by federal and state law governing electronic communications and may contain confidential and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of the information contained herein is strictly prohibited and punishable by law.

NETWORK SECURITY

In order to secure the Township's cyber network, the following measures are in place:

1. The Township network shall require users to maintain a password with a minimum complexity and to be updated every ninety (90) days.
    a. The end of this ninety (90) day period will result in a mandatory password change for all Township network users. Individuals will not be able to access the Township network until their password is updated.
    b. In order to enhance network and IT security, employees are generally discouraged from using a personal account password for Colerain specific network passwords.

2. A network account lockout policy shall be implemented to affect any particular user account to lock, thus preventing access to the network for that account, after a sequence of three invalid password attempts. Only the IT Director may unlock the offending account after investigating the reason why the invalid password attempts were made.

3. File and server user access shall default to the most restrictive permissions/rights. Appropriate file and/or server access permissions shall be granted (or denied) to all Township network users as necessary and approved by the IT Director.

4. Virtual Private Network (VPN) rights will be granted as necessary and approved on a case by case basis and documented. A packet will be made available to any approved VPN user, containing the VPN software client and detailed instructions on how to install and configure the VPN software on their personal computers. The VPN Client software and configuration file will no longer be made available through the internet.

HARDWARE SECURITY

The Township maintains a robust network of computers, printers, servers, firewalls, filters, switches, and other equipment. In order to secure these items, the following measures are in place:

1. All Township network servers, firewall, filters and switches shall be locked in a secure server room, or closet, with limited access only to necessary personnel.

2. The main Township server room shall be climate controlled to prevent an overheat condition and maintain cool operating server temperatures.

3. The main Township server room will provide for a means to extinguish fires with a non-destructive agent such as Halotron.

4. All other Township PC's, laptops, printers, etc shall be inventoried and accounted for by location, serial number, and make/model.

All Township PC's will have basic user rights assigned. Local PC Administrator rights shall be given to a user for a particular PC on a per case basis upon approval.

DATA SECURITY

Governments collect and receive a large amount of data. Some of this data is public record and other pieces of data are considered private and not available to the general public. The above measures for network security are intended to protect this data. However, there is also a risk that this data may be deleted or lost. In order to protect this data from exposure and to ensure that data is not lost, the following measures are in place:

1. All Township data will be maintained on a disk storage array configured in RAID 5 hardware disk redundancy.

2. The disk storage array shall be secured in a locked, climate controlled, server room.

3. All Township data shall be backed up according to a rotating retention schedule as deemed appropriate by the IT Director based on current available recovery space on existing infrastructure.
    a. In the interest of disaster recovery, the backup storage device shall be located offsite in a secured location.
    b. Tests of the Township backups shall be performed once per month to verify successful operation of the backup media and schedules.

EMPLOYEE RESPONSIBILITIES

All Township employees who are granted access to utilize Township electronic services, including internet, network access, and email shall ensure that the technology is used for the sole purpose of research, furtherance of Township policy, and for Township business. Any use of Township electronic services that interferes with these processes or adversely affects the performance of the network is prohibited. Inappropriate use may result in disciplinary action up to and including termination.

Employees are expected to abide by this policy and to properly store and maintain their passwords. While using Township equipment or during work hours, employees are expected to maintain proper standards of etiquette in an electronic environment. Employees shall not engage in any of the following actions that are deemed inappropriate:

a. Use of profanity or obscene language;
b. Accessing pornographic sites or pictures;
c. Use of inflammatory speech or engaging in personal attacks;
d. Violation of copyright laws;
e. Posting information about the work of others without prior written consent;
f. Posting information that is expressly confidential or related to an on-going legal case or investigation;
g. Use of the network for illegal activities;
h. Purposeful distribution of computer viruses or virus hoaxes;
i. Downloading of software that is not relevant to Township business;
j. Use of the network for personal financial gain or for gambling;
k. Sharing passwords, account information, network access, network folders, or other confidential information;

l. Use of the network for political reasons, including the promotion of candidates or ballot issues;
m. Copying or installing software without a license (piracy);
n. Sending chain letters or emails;
o. Installation of any personal technology hardware (printers, scanners, copiers, desktop computers, switches. hubs, wireless devices, etc.) without permission of the IT Director;
p. Changing the configuration of the network without permission of the IT Director;
q. Excessive personal use that distracts the employee from conducting their primary job duties.

Any violation of the above-mentioned may result in disciplinary action up to and including termination. If an employee has questions on whether a particular activity is appropriate, the employee should seek clarification from their supervisor, the IT Director, or both.

COLERAIN
TOWNSHIP ~ OHIO

1.22 COLERAIN TOWNSHIP TELECOMMUNICATION POLICY

PURPOSE

Colerain Township provides telecommunication devices to help facilitate effective and efficient services to its residents and taxpayers. For the purpose of this policy, the term "telecommunication" describes all Township-owned communication devices including desk phones, mobile phones, and pagers. The devices are the property of the Township and their purpose is to facilitate Township business.

USE OF TELECOMMUNICATIONS

The Township-issued telecommunication equipment is intended for official business use. While occasional personal use is permitted, it must be responsible and it must be clearly incidental to business use. Employees must reimburse the Township for any costs associated with personal use of Township-issued telecommunication equipment.

1. Non-exempt employees who are issued Township mobile phones are required to carry the mobile phones while on duty. Calls placed on a Township issued mobile phone are intended for Township purposes. Employees should practice discretion when making personal calls. Employees may:
    a. Elect to accept a monthly stipend in lieu of carrying a Township issued cell phone. Employees accepting the monthly stipend are responsible for meeting credit requirements for their chosen carrier. Failure to meet those requirements will result in the employee being issued a Township cell phone and participating in the normal Township plan. Employees accepting the stipend are required to keep their account status up to date and be accessible by the Township on the provided number. Failure to be accessible by the Township will result in a forfeiture of the stipend amount and the employee being issued a Township cell phone and participating in the normal Township plan. Employees accepting the stipend are required to provide and maintain their own mobile equipment.

2. Exempt employees who are issued a Township mobile phone are expected to carry the mobile phone with them at all times. Calls placed on a Township issued mobile phone are intended for Township purposes. Employees should practice discretion when making personal calls. Employees may:
    a. Elect to accept a taxable monthly stipend as the Township will not issue a mobile phone. Employees accepting the monthly stipend are responsible for meeting credit requirements for their chosen carrier. Failure to meet those requirements will result in the employee being issued a Township mobile phone and participating in the normal Township plan. Employees accepting the stipend are required to keep their account status up to date and be accessible by the Township on the provided number. Failure to be accessible by the Township will result in a forfeiture of the stipend amount and the employee being issued a

Township mobile phone and participating in the normal Township plan. Employees accepting the stipend are required to provide and maintain their own mobile equipment.

DATA CONNECTIVITY SERVICE

1. Under some circumstances, employees who are issued Township mobile phones may be provided with a data connectivity account. Usage of the data connectivity account on Township issued telecommunication equipment is intended for Township purposes to enhance the employee's performance of their job function. Acceptance of a data connectivity circuit constitutes acceptance of the Township Computer Usage Policy for this telecommunications data connection. Employees may Decline the addition of a data connectivity account to their telecommunication equipment.

STIPEND AMOUNT AND ELIGIBILITY

Eligible employees are entitled to a monthly stipend in the amount delineated below, per job classification. This reimbursement will be included in the second payroll of each month. There are two potential stipend amounts for employees based on the following logic:

a. $60 per month: Employees who receive this stipend amount are expected to answer calls, texts, and emails on their phone and occasionally outside of general work hours.

b. $35 per month: The employees are expected to be available via phone call or text message during work hours and occasionally outside of work hours (for call ins due to snow emergencies or other events). While an employee may opt to still check and respond to emails outside of work hours, these employees are not expected or mandated to do so.

1. Eligible employees at the $60 per month level include:
    a. Township Administrator
    b. Assistant Township Administrators
    c. Fire Chief
    d. Police Chief
    e. Finance Director
    f. Public Services Director
    g. Assistant Public Services Director
    h. Development Director
    i. IT Director
    j. Police Lieutenants
    k. Public Information Officers and Communications Specialist
    l. Assistant Fire Chief
    m. Fire Battalion Chief
    n. Fire Division Chief
    o. Administrative Fire Captains
    p. Fire Inspector
    q. Events Coordinator

r. Fleet Manager
s. Finance Manager

2. Eligible employees at the $35 per month level include:
    a. Roads Supervisor
    b. Parks Supervisor
    c. Maintenance Workers
    d. Code Enforcement Officer
    e. Code Enforcement Specialist
    f. Police Sergeants
    g. Police Officers*
    h. Fleet Mechanic II
    i. EMS Coordinator
    j. Fire Part-time Public Educator
    k. Community Paramedic
    l. Fire Executive Administrative Assistant
    m. Fire Captains
    n. Fire Lieutenant
    o. Facility Manager
    p. Missing Persons Scribe

*Limited to School Resource, Traffic Safety and Environmental Crimes Officers and Officers in Charge

REGULATIONS ON USE

1. While at work employees are expected to exercise the same discretion to limit personal calls whether using Township issued mobile phones, personal mobile phones, or Township-owned desk phones. Excessive personal calls during work hours, regardless of the phone used, is unacceptable.

2. Repeated non-compliance with this policy shall result in progressive discipline including, but not limited to, loss of stipend.

3. Employees should be aware that all communication involving Township business is subject to the Freedom of Information Act. Failure to produce business related records from their Township issued or personal device shall be considered a breach of the Township's Record Retention Policy and subject to disciplinary action.

COLERAIN
TOWNSHIP ~ OHIO

1.23 COLERAIN TOWNSHIP
EMPLOYEE DRESS CODE POLICY

PURPOSE

Department Directors or the Board of Trustees shall determine whether a uniform is required in individual departments. This policy will not supersede any more restrictive Department specific requirements, as determined by the Department Director.

The Board of Trustees has elected not to establish a rigid dress code Township-wide due to the diverse types of duty each employee performs for the Township. However, employees must keep in mind that they are part of a team of professionals. It is important to project a professional image to the residents and to co-workers.

Colerain Township provides a professional work environment for its employees. Even though the dress code is semi-business casual, a professional appearance is always expected. Employees' clothes should always be neat, clean, pressed, and appropriately sized. Employees may not wear clothing that is faded, stained, discolored, torn, patched, ripped, or frayed.

GUIDELINES

The following is a dress-code guideline for all employees to follow. Management reserves the right to change these guidelines, if necessary.

1. Monday through Thursday employees shall wear professional business-type clothing that is appropriate for an office environment.

2. Every Friday will be designated a "business casual" day. For the purpose of this policy, "business casual" must conform to the following:
    a. For pants, blue jeans are acceptable if the employee has no public meetings scheduled. However, in all circumstances blue jeans must be clean and free of holes, tears, or fraying. Shorts of any type and lounge pants (track pants, yoga pants, sweat pants, etc.) are prohibited.
    b. For shirts, T-shirts are not permitted, unless they are part of a uniform. All shirts must be clean and free of holes. No shirts should contain profane, vulgar, or objectionable pictures or language. Halter tops, swimsuit tops, tube tops, midriff tops, and see-through tops, are not permitted at any time.
    c. Appropriate footwear must be worn. Sandals may be worn, but no "flip flops" or shoes with holes in them may be worn.

3. Special dispensation may be given from the above policy by the department supervisor for fieldwork or other circumstances requiring dress that may not conform to the above standards.

4. Professionalism in appearance is required at all times. Supervisors may require an employee to change outfits they feel are not appropriate and do not conform to the spirit or letter of this policy.

TATOOS, BRANDING, SCARRING, AND OTHER FORMS OF BODY ART

Colerain Township recognizes that some forms of body art are becoming a more accepted, or tolerated, social practice.

1. Colerain Township personnel are prohibited from having tattoos or any other form of body art such as branding and/or scarring that is visible on the head or neck. The neck will be defined as any marking that protrudes past the threshold of any required uniform.

2. Employees are prohibited from displaying tattoos or body art that are considered to be sexist, racist, vulgar, anti-social, violent, or discriminate against any protected class by virtue of including words, symbols, or pictures in the tattoo or body art.
    a. The Department Director will have final discretion on the approval of any tattoo scaring or body art.
    b. The Department Director has the right to request that an employee cover a tattoo when it is found to violate this policy, or to take necessary corrective action and discipline for non-compliance.

3. Township employees must cover all visible tattoos, scarring or body art when appearing in any court in an official capacity, at any formal ceremony, or event.

Department Directors retain the discretion to choose which ceremonies or events require the covering of tattoos, scaring, or body art.

1.24 COLERAIN TOWNSHIP
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) POLICY

POLICY

The Township will abide by all applicable laws regarding the Health Insurance Portability and Accountability Act of 1996 (known as HIPAA). These laws and specific details on how this policy will be followed can be found in the Township's "HIPAA Privacy and Security Policies and Procedures for Group Health Plans of Colerain Township". The intent of this law is to protect Township employees from having their private medical information disseminated to outside individuals or parties.

1.25 COLERAIN TOWNSHIP ETHICS POLICY

PURPOSE

The purpose of this Ethics Policy is to ensure that all employees, stakeholders, and representatives of Colerain Township uphold the highest standards of integrity and ethical behavior. Central to these standards is a commitment to truthfulness, which is essential for maintaining trust, transparency, and accountability within our organization and with our community.

GUIDELINES

The Ohio Ethics Law applies to all Township officers and employees. The Township will provide a copy of the Ohio Ethics Law and Related Statutes Guide to all employees and officers within 15 days after they begin service to the Township. For reference, this document can be found at the following link:

http://ethics.ohio.gov/education/factsheets/ethicslaw.pdf

Township officers and employees may not take any action to purchase or acquire services or property for the Township where they, their family, or their business associates have a financial interest in the service or property. Township employees or officers may not take any action on behalf of the Township that will benefit themselves, their family members, or their business associates.

In general, Township employees should remember that they are stewards of public good and provide citizens to all residents of Colerain Township. Employee actions should be fair, impartial, and not compromise the integrity of the Colerain Township government. This includes any act of purposeful untruthfulness, inaccuracies and or false statements.

If an employee has a question on an ethical conundrum, they should seek clarification from their supervisor, Department Director, or Law Director. Employees should adhere to all established policies and procedures and consult the Policy Manual for guidance.

REPORTING

1. All suspected ethical violations must be reported.
    a. If an employee witnesses an act that they believe is a breach of ethics, the employee is required to report the act to their Department Director.
    b. In the event that the act is committed by a Department Director, the employee shall report the violation to the Township Administrator.
    c. In the event that the act is committed by the Township Administrator, the employee shall report the violation to the President of the Board of Trustees.

2. The Township Administrator (or President of the Board of Trustees in the event that an ethical violation was reported to have been committed by the Administrator) will appoint either a three-

member committee or a member of the Human Resources division to hold an investigative hearing for each report of an ethical violation.

3. Any employees found to have been engaged in ethical misconduct will be subject to disciplinary action, up to and including termination, per the Township Disciplinary Policy.

1.26 COLERAIN TOWNSHIP FRATERNIZATION POLICY

PURPOSE

The purpose for this policy is to establish a Colerain Township that governs personal relationships between Colerain Township employees, which can rise to an actual or perceived conflict of interest with professional responsibilities and/or which create the potential for an adverse impact on Colerain Township operations, safety, efficiency, and morale.

As an organization that is heavily dependent upon its human resources, Colerain Township has a vital interest in the maintenance of harmonious, efficient, and productive working relationships between its employees. Personal relationships that cause unrest, lend themselves to the perception of favoritism, adversely affect morale, or otherwise disrupt the good working order of operations is undesirable.

DEFINITIONS

Personal relationship: For purpose of this policy, personal relationship is a relationship involving employees who are married, dating, engaged in a romantic relationship, or cohabitating.

Supervisor: An employee who has authority, direct or indirect, over another employee by virtue of their rank or job classification.

Subordinate: An employee who is answerable to another employee based on their rank, position, or job classification.

Dating: One or more social meetings between employees under circumstances reasonably intended to lead to a romantic relationship.

REGULATIONS

Colerain Township and all of its departments recognize the rights of employees to become involved in personal relationships with their co-workers. However, it is the policy of Colerain Township to ensure that its employees carry out their duties with impartiality and fairness, so that public and organizational confidence in the actions of our employees is maintained. Public trust, workplace safety, agency operations, and organizational morale require that employees avoid the appearance of or actual conflict of interest between their professional responsibilities and any involvement in a personal relationship with other employees.

In order to promote efficient operation of the Township departments and avoid misunderstandings, complaints of favoritism, sexual harassment, and/or gender-based discrimination, and other problems of supervision, safety, agency operations, and employee morale, all employees are instructed to avoid situations that give rise to an actual or perceived conflict. Any disruption in the workplace related to such relationships may result in disciplinary action including and up to termination of employment.

Furthermore, supervisors are prohibited from engaging in any personal relationship with any subordinate.

a. An employee shall not supervise another employee where a personal relationship exists. It will be incumbent upon the supervisor to select assignments which will not place them under the supervision or management of a relative or someone with whom they have a personal relationship.
b. Employees who are engaged in a personal relationship shall not be assigned to the same work shift or unit without specific approval of the Department Director.

DUTY TO NOTIFY

In the event that an employee becomes involved in a personal relationship with another Township and/or department employee, the employees shall notify their respective agency supervisor, in person, as soon as possible. Employees who find themselves working in close proximity with another employee with whom they have a personal relationship shall notify their supervisor of the circumstances. A letter of disclosure and agreement signed by all parties will be required in this situation. The Human Resources department will assist with providing the letter and agreement to their supervisor for completion.

The Department Director or Administrator will work within his or her agency supervision to take the necessary and appropriate steps to ensure that involved employees' working conditions are modified to eliminate conflicts of interest and adverse workplace performance problems.

Failure by an employee to report personal relationships to the agency Department Director compromises the integrity of the agency's chain of command, disrupts the work environment, causes decline in morale, and can reduce productivity. Any failure to report relationships as required by this policy shall constitute misconduct and may subject an employee to disciplinary action.

In the event that a previous personal relationship that has been previously disclosed to the agency ceases to exist, the employees shall notify their respective agency supervisor, in person, as soon as possible. In memo form, the Human Resources Division will send an update to all supervisory staff as a record of terminating the original acknowledgement.

1.27 COLERAIN TOWNSHIP CONFIDENTIALITY POLICY

POLICY

On occasion, an employee may witness an incident, be entrusted with information, or have access to records or files deemed confidential in nature. It is the expectation of the Township that any employee who gains access to confidential information or witnesses an incident will respect and protect the trust and privacy rights of all individuals affected.

Confidentiality means that all information entrusted to the employee (whether directly or indirectly) will not be divulged to any other individual. If an employee has a question as to whether or not an item is confidential, then that individual should seek clarification from their respective Department Director. Until proper clarification is received, the employee should err on the side of caution and keep the matter confidential.

Violation of confidentiality is a serious breach of trust, and in some cases, of law. Disclosure of confidential information may result in termination of the employee, disciplinary action, civil action, and/or criminal prosecution.

COLERAIN
TOWNSHIP ~ OHIO

1.28 COLERAIN TOWNSHIP WHISTLEBLOWER POLICY

PURPOSE

Employees are required to report any type of activity that is considered to be illegal or dishonest. Colerain Township is committed to providing employees with an open line of communication and offering employees an assurance that they will not be retaliated against for reporting illegal or dishonest activity. This policy will hopefully provide employees with an opportunity to raise concerns internally so that the appropriate individuals can investigate and address inappropriate activities and take proper disciplinary action. Ohio Revised Code section 124.341 provides generic whistleblower protections to employees.

REPORTING

1. Employees may file a written report with their supervisor or Department Director identifying a problem or violation of federal, state or local statute, rules or regulations, including any Township policies, gross mismanagement, abuse of authority, misuse of public resources or funds, danger to health or public safety, or breach of professional ethics.
    a. The above reference report should be filed with either the Township Administrator or Township Human Resources Department. The report will be immediately forwarded to all members of the Board of Trustees if the employee suspects that the Township Administrator is involved in the violation.
    b. The Township Administrator or Board of Trustees shall determine the appropriate investigative procedures to determine if the violation occurred and the extent of the violation. The Township Law Director shall be consulted during this process.
        i. Investigatory proceedings shall remain confidential.
        ii. The employee who submitted the violation shall remain anonymous, unless there is a need for disclosure as part of the investigation process. Employees should be aware that they may be called upon as a material witness in any criminal proceeding or disciplinary hearing.
    c. If an employee is found to have committed some form of violation, then the employee who committed the violation will be subject to disciplinary action, up to and including termination.
        i. The results of the investigation, including any disciplinary action taken shall be filed with the Human Resources Specialist and the employee who submitted the claim shall receive a copy of the final report.
    d. No employee who whistleblows will be subject to any corrective or other retaliatory action for making what the employee believes to be an honest report. Any person found to have committed such disciplinary or other retaliatory action shall be subject to discipline.

i. However, employees who purposely, knowingly, or recklessly report false information shall be subject to disciplinary action.

2. Employees may refuse to carry out any illegal or improper orders. Gag orders will not be issued to prevent employee disclosure. The whistleblower protections found in this policy will not preclude collective bargaining rights.

1.29 COLERAIN TOWNSHIP
CHANGE OF STATUS POLICY

POLICY

Employees, including employees who are serving a layoff or leave of absence, must notify their Department Director if they change their name, address, phone number, marital status or number of dependents. The Department Director should inform Human Resources of this change. This is to ensure that all proper paperwork and employee files can be updated to reflect the change in status.

1.30 COLERAIN TOWNSHIP
RETIRE/REHIRE POLICY

RE-EMPLOYMENT
The rehiring of staff who have retired from employment with Colerain Township is not automatic, regardless of the post-retirement position that they desire.

Any person who has retired from employment with Colerain Township and wishes to be employed again with Colerain Township must apply for a position that has been posted and will compete with any other applicants as a part of the selection process.

BREAK IN SERVICE
Retirement of a staff member from Colerain Township will be considered a break in service. A retired staff member who is rehired will be considered a new hire beginning their first year of service.

SALARY
A retired and then rehired employee, as described in this policy, will be placed on the applicable entry level salary for the position that they are filling. This employee's accruals for vacation and sick time will also be reset to that of a newly hired employee. The rehired employee will remain at this level and will not advance for additional years of service.

CONTRACT
Retired and then rehired employees will be considered "at will" employees and will not be considered for a continuing contract of employment.

VACATION, PERSONAL AND SICK LEAVE
Any retired and then rehired employee will not be eligible to receive payment for unused vacation, personal days or any sick leave upon final separation of employment from Colerain Township.

BOARD OF TRUSTEES MEETING NOTICE
Any candidate who has retired and is seeking to be rehired will be noticed on the agenda of a public meeting of the Colerain Township Board of Trustees and will not be considered for hiring until a subsequent public meeting of the same nature.

PROVISIONS
All consideration for retire / rehire will be per applicable provisions of the Ohio Revised Code and/or applicable pension regulations.

COLERAIN
TOWNSHIP ~ OHIO

1.31 COLERAIN TOWNSHIP
WORK ASSIGNMENTS POLICY

PURPOSE

The Board Township Trustees establishes policies that are implemented by dedicated and professional staff. In order to effectively administer these policies, it is important to distinguish roles of the staff and elected body to provide supportive and effective relationships. The Township operates at maximum efficiency when the Trustees and hired staff work as a team to implement all policies, procedures, and programs.

ASSIGNMENT OF WORK

Colerain Township hires a Township Administrator to serve as the Chief Administrative Officer for the community. The Township Administrator is empowered through legislative actions to carry out the policy prerogative of the Township Trustees and to ensure that State and Federal laws are followed. The Township Administrator is responsible to all members of the Board of Trustees and will coordinate the activities of all Department to conform to the vision set forth by the collective Board of Trustees.

As a matter of best practice, the Board of Trustees will work through the Township Administrator to address administrative or operational matters. Directives from individual Trustees to members of Township staff may impact organizational efficiency and disrupt ongoing work. These requests should be filtered through the Township Administrator. This is to allow the senior professional staff, with the proper education, training, experience and knowledge of issues, laws and Township policies to coordinate a full and complete response and reduce error or misunderstanding by staff members not necessarily knowledgeable on all issues. This can provide a better overall response, allow any new issues to properly be considered and avoid unintended redirection of staff efforts.

Trustees may ask Department Directors for information. This informal system of direct communication is not to be abused. Any requests from individual Trustees that are outside of the standard scope of work and will result in more than one (1) hour of work should be discussed with the entire Board of Trustees at an upcoming Trustee meeting. Phone calls outside of normal operating hours to anyone other than the Township Administrator may result in overtime charges for the staff member called, regardless of exempt status.

Trustees shall not meet with groups of management employees for the purpose of discussing terms of employment or establishing employee policy. Individual Trustees shall not attempt to coerce or influence Township staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of zoning permits. Trustees may, with the approval of the majority in a public meeting, participate in discussions and decisions related to these matters.

1.32 COLERAIN TOWNSHIP
INTERNAL MEDIA STANDARDS POLICY

PURPOSE

A positive working relationship with the media is mutually beneficial to the Township, public, and media. In order to create a positive working relationship, employees should abide by the below standards to ensure that information is released to the news media in an impartial, accurate, and timely fashion. In general, employees should refrain from direct interaction with media members. Only designated employees should provide direct comments to the media. Employees should note any Department specific information or designations.

REQUEST FOR OFFICIAL TOWNSHIP STATEMENT

All inquiries seeking an official Township response or a statement on behalf of the Township should be directed to the Communications Specialist related to the story in question. In the event that a Public Information Officer is not designated for the Department in question, then the media request shall be directed to the Township Administrator.

For non-emergency related responses, staff shall make official statements on behalf of the Township after consultation with the Township Administrator. Under certain circumstances, staff shall seek guidance on an official statement with the Township Law Director or a Crisis Communications professional prior to issuance of a media statement.

Police Department and Fire Department employees should consult their internal operating guidelines. If an employee needs clarification on whether they should talk to the media, the employee should seek clarifications from their immediate supervisor. It is preferable that Board of Trustee members consult with the Township Administrator prior to accepting any invitations for public comment.

An employee that has not been designated to speak directly to the media on behalf of the Township must direct all inquiries to the appropriate Township spokesperson. Under no circumstance shall an employee provide “off the record” information to the media, as “off the record” quotes are still considered by, and potentially included by, the media in their response to an incident.

All employees must adhere to all relevant federal and state laws regarding the release of protected or confidential information, such as HIPPA.

In general, Township issued press releases shall lead with key, relevant points and be simple. Too much information can leave an air of uncertainty on which talking points are most relevant and create a situation where the wrong talking points are emphasized in media coverage.

Media stories are iterative and usually updated several times throughout a news cycle. Generally speaking, this means that reporters work on tight deadlines and will release an incomplete story without clarifying points from the Township. This could result in a story that could damage the Township’s

position or reputation. Therefore, employees should attempt to respond to media requests as quickly as possible. On a similar note, if an employee does not know the answer to a media inquiry, the employee should be direct with the media representative and provide a timeline for when an answer will be provided.

Ideally, an employee will be able to notify their chain of command of media inquiries prior to response. However, the balance between providing timely, factual information and notifying the chain of command may create a situation where it is better to respond prior to notification of chain of command. Under these circumstances, an employee shall notify their chain of command as quickly as possible after response.

When speaking to the media, staff should try to set ground rules with the media representative. Staff should consider asking the following questions prior to taking an interview:

- What is the subject of the interview?
- What is the deadline for this story?
- Will this interview be recorded?
- If so, can the Township be provided with a full copy of the recording?
- Can the Township review a copy of the story prior to release and make suggested edits?

Staff should remember to make zero assumptions on the interviewer's prior knowledge and provide background information as necessary. Staff is strongly encouraged to directly record the interview for quality assurance and quality control purposes.

In unusual circumstances where an employee is met unexpectantly by the media outside of their offices without an appointment, staff shall politely decline to initially comment and offer to set up a time to meet for a formal interview with a full comment. In these instances, staff shall generally request the intent of the interview and attempt to consult with the Township Law Director and Administrator prior to the interview. Given the timeliness of these pieces, it is far better to arrange a time for an interview, rather than issuing a full "no comment" statement, as those statements may be taken out of context.

REQUEST FOR TECHNICAL INFORMATION OR EXPERTISE

Colerain Township prides itself on having employees who are experts in their respective fields. In many circumstances, employees may be asked to provide subject specific information, commentary, or demonstrations to members of the media. When an employee is notified of a media request for technical information or expertise, that employee should notify their Department Director. It is at the discretion of the Department Director on how to respond to these requests. Generally speaking, Colerain employees are encouraged to demonstrate and showcase their respective expertise. In the off chance that an employee is requested to respond to a technical information request that falls outside of their area of expertise, then the employee shall forward the media request to the appropriate individual.

FREEDOM OF SPEECH

Nothing contained in this document is intended to infringe on a person's right to speech. This document is intended to cover and guide employee responses and statements when an employee is acting as a representative of Colerain Township.

Nothing in this policy is intended to affect individual employees' rights to express personal opinions. When an employee speaks in their personal capacity the employee should be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not speaking for the Colerain Township but rather that they are speaking as an individual.

TOWNSHIP DECLARED EMERGENCY

In rare instances, the Board of Trustees may be required to declare a state of emergency as a result of a crisis that is directly affecting Colerain Township and its residents. For all emergencies, the Township follows the Incident Command Structure and National Incident Management System. Under these structures, best practice indicates that one individual shall be designated as the Communications Specialist for the Township for the response to the emergency. The Communications Specialist may have a team or committee of internal employees to assist with communicating information during the crisis, but all information shall be cleared and approved by the Communications Specialist prior to dissemination.

The Township may also have many spokespersons as part of the formal response to a public emergency. The Communications Specialist will provide talking points and assist all spokespersons with their messaging in order to ensure that all information authored, spoken, or otherwise disseminated by the Township is accurate and consistent.

ENFORCEMENT

Violations of the internal media standards may result in progressive discipline.

1.33 COLERAIN TOWNSHIP
ELECTRONIC TIMEKEEPING POLICY

PURPOSE

This policy establishes a procedure for the use of time clocks as it relates to recording and tracking hours worked by non-exempt personnel to ensure full compliance with the Fair Labor Standards Act (FLSA) within departments where electronic time clocks are used. This policy applies to all non-exempt personnel working within a Department that is equipped with the computerized time clock management system. Exempt employees and employees working within a Department and/or Division without the computerized time clock management system shall follow the established procedures for documenting of time worked within their respective Department.

OFFICIAL TIME

The electronic timekeeping system and associated records generated by or through the system shall serve as the official recording means of hours worked by employees. The records within the electronic timekeeping system are the official records the Township will use when calculating hours worked. Any disputes over information within the system shall be addressed immediately to the employee's supervisor or Department Director.

It is recognized that from time-to-time there may be a need to correct time(s) within the timekeeping system. This may be the result of missed punches, clock malfunctions or an unexpected change in work hours. These changes must be documented within the electronic timekeeping system and approved by the employee's supervisor or designated administrative personnel charged with processing payroll for the Department as soon as possible.

ROUNDING OF TIME

The Township tracks work time in fifteen (15) minute increments and as a result will use the recognized 7/8 rounding rule when calculating time (see example below).

Rounding Examples:

- 7:53a through 8:07a rounds to 8:00a
- 8:08a through 8:22a rounds to 8: 15a
- 8:23a through 8:37a rounds to 8:30a
- 8:38a through 8:52a rounds to 8:45a

DAILY CLOCK-IN/CLOCK-OUT

The NOTE: The terms "clock-in", "punch-in" (or out) mean the same thing as it relates to this policy.

All non-exempt employees working within a Department that is using a manual time clock in conjunction with the electronic timekeeping system must clock-in at the beginning of the workday and clock-out at the end of the workday. Under certain conditions (such as offsite training or beginning work at a different
facility) supervisors and/or designated administrative personnel may manually “clock” the employee in/out. Employees working within Departments that allow employees to trade time should clock in/out in accordance with the parameters established by the Department Director.

All non-exempt employees must clock-in at the beginning of their shift. Unless otherwise approved, employees may not clock-in more than seven (7) minutes before their shift begins, as this creates overtime.

Under applicable wage and hour laws, employees may not be docked for clocking in up to seven (7) minutes after the beginning of their shift; however, they may be considered tardy in accordance with Township Policy and/or the respective collective bargaining agreement. Employees who clock-in after this seven (7) minute period will be docked pay in fifteen (15) minute intervals and may be subject to discipline.

All non-exempt employees must clock-out at the end of their shift. Employees are not permitted to clock-out more than seven (7) minutes past the end of their shift without prior approval. Employees are reminded that clocking in more than seven (7) minutes before their regular workday begins and/or clocking out more than seven (7) minutes after their shift ends without prior approval may result in disciplinary action.

Employees assigned to continuous operations shall clock-in and out, and be paid, in accordance with their respective collective bargaining agreement.

LUNCH AND OTHER BREAKS

Employees entitled to a 1/2-hour lunch break do not have to clock-in/out as the electronic timekeeping system will automatically deduct that time depending on the employee's work schedule. From time to time, employees may be requested to work through their lunch to complete a project or task. Supervisors must approve working through lunch and the appropriate administrative staff person or supervisor must manually adjust the time within the electronic timekeeping system.

Employees also do not need to clock-in/out for short breaks specified within the collective bargaining agreement and/or respective Department Policy.

FALSIFICATION AND/OR TAMPERING

Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action up to and including termination of employment. Clocking in or out for another employee (a.k.a. "buddy punching") will also be considered a serious offense, with both employees being subject to disciplinary action up to and including termination of employment.

Anyone interfering with another employee's use of time clocks shall be subject to disciplinary action.

OVERTIME

Employees working overtime must report and document all time that is worked. This may be through the electronic timekeeping system or by completing a TIME CLOCK CORRECTION FORM (or a similar Department specific form). Excluding emergencies, all overtime must be approved in advance by the employee's supervisor, Department Director, Assistant Township Administrator or the Township Administrator. Employees will be compensated for all overtime worked in accordance with Township Policy and/or the respective collective bargaining agreement; however, disciplinary action may result from unauthorized overtime.

CONFLICTS

Departments may have more specific procedures for employees to follow as it relates to clocking-in and out. In the event a conflict arises between this policy and a recognized collective bargaining agreement, the procedures/rules agreed to within the agreement shall supersede this policy unless prohibited by law.

COLERAIN
TOWNSHIP ~ OHIO

1.34 COLERAIN TOWNSHIP
CHILD COMPANION POLICY – CHILDREN IN THE WORKPLACE

PURPOSE

Maintaining the health and safety of Colerain Township employees and visitors relies upon the control of hazardous conditions and prevention of unsafe behaviors. When the visitors are children, diligence must be heightened.

While the workplace is a place of employment, it is generally not an appropriate place for children of employees. Colerain Township recognizes that certain circumstances may arise when an employee requests to bring a child to the workplace for a brief visit, specific township events, or in the case of an emergency. The purpose of this policy is to promote health and safety while minimizing township risk related to children in the workplace.

DEFINITIONS

"Child" or **"children"** means a person or persons less than 18 years of age, and not minor employees of the township.
"Employee" means any staff member who has responsibility for a child, as defined above, while in the workplace regardless of the employee's relationship with the child.
"High-risk area" includes any area deemed high risk by the Office of Risk Management or any area with hazardous chemicals or substances or hazardous equipment or processes. Examples of areas with these characteristics include, but are not limited to:

- Workshop or other high-risk areas (such as rooftops)
- Mechanical rooms
- Boiler Rooms
- Township vehicles
- Construction areas
- Maintenance garages
- High-security areas

POLICY

With prior management approval, it is generally acceptable to bring children into the workplace in the following situations:

1. *Brief visits* (e.g., an employee brings in his/her child, grandchild, or other minor relatives to introduce that child to their workplace and/or co-workers).
2. *Specific township events* that are employer-sanctioned and at which, attendance by children are encouraged (e.g. 4th of July Spectacular, Employee Family Picnic, National Night Out, etc.).
3. *In the event of an emergency.* Emergencies can be defined as circumstances that create a loss of a safe environment or appropriate supervision and oversight of a minor child, such as school closings, childcare coverage issues, and other emergencies, which can compromise a child's health and safety if left without supervision.

When children are brought to the workplace, the following requirements apply:

- Children are expressly prohibited from entering high-risk areas as defined in this policy.
- Children are not permitted to accompany employees or are to be transported in township owned vehicles. Any transportation that is required by the employee is to be accomplished with their own personal vehicle.
- An employee who brings a child to the workplace is responsible for keeping the child within his or her immediate "sight and sound" and direct supervision at all times. The employee may not ask another employee or student to supervise the child.
- An employee who brings a child to the workplace is responsible for all aspects of the child's behavior. The employee is responsible for the child's safety and is financially responsible for any damage caused by the child.
- The presence of the child should be limited to a specific amount of time as approved by the employee's manager.
- The presence of the child cannot disrupt the work environment or negatively impact the productivity of the employee who brought the child or other employees or students.
- The child is not to use township property or equipment, including computers.
- The workplace may not be used as an alternative for childcare. When childcare arrangements break down, an employee should seek alternatives to bringing the child to the workplace. In such cases, an employee typically uses appropriate accrued leave hours or leave without pay and cares for a child outside of the workplace.

A child who has an illness that prevents him or her from being accepted by a regular daycare provider or attending school, particularly a child with an infectious disease, may not be brought to the workplace under any circumstances.

EXCLUSIONS

Except as provided elsewhere in this policy, or other township policies, laws, and regulations that limit access to or otherwise regulate high-risk areas, this policy does not apply when a child:

- Is employed by the township.
- Is attending a township-sanctioned camp or family-oriented program.

Management has the authority to deny the presence of children in the workplace and may revoke previously granted permission any time the manager determines that this policy has been violated or that the child’s presence negatively impacts the township’s interests.

Any employee who violates this policy may be subject to disciplinary action up to and including termination of employment.

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COLERAIN TOWNSHIP

2.0 - FISCAL POLICIES

2.1 COLERAIN TOWNSHIP
CREDIT CARD POLICY AND USAGE AGREEMENT

PURPOSE

Colerain Township utilizes credit cards to operate more efficiently and allow staff to purchase goods and services from vendors who only accept electronic payment. This policy is constructed to comply with Ohio Revised Code (ORC) Section 9.21 - 9.22, and ORC Section 505.64. Credit cards are not intended to be utilized to avoid traditional purchasing procedures.

CREDIT CARD ISSUANCE

Every credit card issued by Colerain Township shall contain the name "Colerain Township" embossed or imprinted on the face of the Card. In addition, each card shall specify the Department to which the card has been assigned, in order to assist in monthly expense tracking and reconciliation.

The following credit cards shall exist:

1. Colerain Township Administration Dept
2. Colerain Township Cincinnati Bell
3. Colerain Township Emergency All
4. Colerain Township Community Center
5. Colerain Township Duke Energy
6. Colerain Township Fire Dept Admin
7. Colerain Township Fire Dept Operations
8. Colerain Township Fleet Maintenance
9. Colerain Township GCWW
10. Colerain Township Parks Dept
11. Colerain Township Police Dept Admin
12. Colerain Township Police Dept
13. Colerain Township Roads Dept
14. Colerain Township Rumpke Public Services

Nothing contained in this section shall prevent the addition, deletion, or modification of the designated and specified credit card accounts by the Fiscal Officer of the Township or their designee.

If multiple cards are required for a department, the department head may request additional credit cards, which may be approved at the discretion of the Administrator. Duplicate cards shall be maintained in the same manner as described in this policy.

AUTHORIZED USERS

The following employees ("Authorized Users") shall be specifically authorized to utilize, or cause to be utilized, a Colerain Township-issued credit card account:

1. Township Administrator
2. Assistant Township Administrator
3. Department Directors, Township Supervisory Staff, including, but not limited to, the following:
    a. Police Lieutenants
    b. Assistant Fire Chiefs
    c. Parks Supervisor
    d. Roads Supervisor
    e. IT Director

Any of the Authorized Users stated within this section shall be further authorized to approve, appoint, nominate, or otherwise cause the use of a Colerain Township-issued credit card by an employee, provided that prior authorization is granted by the Authorized User. Such authorization is to be written via the attached Employee Acknowledgement form.

The Finance Department shall be responsible for collecting and reconciling all charges with properly itemized receipts to the monthly statement and bank activity each month.

PROCESS AND RESPONSIBILITIES

1. Authorized User
    a. The Authorized User, appointee, employee, or designee shall have the following responsibilities regarding the use of Credit cards:
        i. Make purchases according to the requirements established in this policy and the Township purchasing policy. Prior to using the Credit card, the Authorized User must sign out the card from the Finance Department, and at that time provide the name of the vendor and the number of the purchase order or blanket certificate that authorizes the purchase.
        ii. Ensure that sales tax is not applied to the purchase by furnishing the state sales tax exemption form provided by the Finance Department.
        iii. Upon completing the purchase, the Authorized User shall return the card to the Finance Department, promptly, along with all receipts. The Authorized User may choose to scan receipts, or send pictures of receipts, to pcards@colerain.org.
        iv. Accountability for all transactions made against the card while in possession of credit card.
        v. Safeguard the credit card by keeping the account number confidential.
        vi. Use the credit card for Colerain Township business only.
        vii. Resolving disputed charges with the merchant and/or lending institution (also referred to as "Card Issuer").
        viii. Return merchandise to the merchant when it is incorrect or no longer needed.
        ix. A lost or stolen card should be reported immediately to the Finance Manager.

2. Credit card - Department Director

a. The Department Director, shall have the following responsibilities regarding the use of Credit cards:
    i. Manage the appointment of the designees.
    ii. Request the issuance and approval of credit cards, where applicable, from the Finance Department.
    iii. Approve specific expenditures and verify the intended purpose.
    iv. Ensure that charges made using the credit card are appropriate.
    v. Ensure that each expense is documented with an itemized receipt and that the receipt is submitted to the Finance Department the same day that a charge is made.
    vi. Initiate disciplinary action when necessary.
    vii. Report unauthorized use or charges of the credit card to the Finance Manager at the earliest possible opportunity.
    viii. Work with Authorized Users, to reconcile errors and billing disputes once the Authorized User has exhausted other avenues for resolution (Merchant, Card Issuer).
    ix. Request written authorization from Fiscal Officer if anticipated purchase(s) will exceed the established per diem credit card limit or monthly credit card limit.

3. Fiscal Office (or Designee)
    i. The Township Fiscal Officer, or their designee, shall have the following responsibilities regarding the use of credit cards: manage the distribution of credit cards to Authorized Users, including the maintenance of a log documenting Credit card use. The log shall show the name of the Authorized User, the date the card was signed out, the vendor, the purchase order or blanket certificate number, and the date the card and receipts were returned to the Fiscal Office. Manage the approval and issuance of credit cards in writing, upon receipt of such request in writing from a Department Director, consistent with this Policy.
    ii. Coordinate dispute resolution process in consultation with the Department Director and the Card Issuer.
    iii. Complete the reconciliation of monthly credit card statement with the bank activity statement and all receipts.
    iv. Maintain records of all credit card requests, credit limits, and purchasing controls for each card.
    v. Update the credit card policy/procedure as needed, in consultation with the Township Administrator and/or Board of Trustees.
    vi. Monitor/follow up to ensure that no future charges are incurred on an account where the card has been reported as lost or stolen.
    vii. Review and approval of exceptions to the standard, daily, or monthly credit limits, provided such requests are received, and approved in writing.
    viii. Review and grant approval for standard, daily and monthly credit limits.
    ix. Ensure that accurate documentation is provided to, and received from, the Card Issuer.

CONTROL AND INVENTORY

The Finance Manager, or their designee, shall maintain an inventory and centralized possession of all credit cards until such time that a card is assigned to an Authorized User, to complete specified purchase or purchases. There shall be one emergency credit card stored in the Police Department safe for authorized use in an emergency or when the Administration office is closed. A sign out sheet will accompany this card and the Department utilizing this card will be responsible for notifying the Finance Department of the use of the Emergency Card through an emailed copy of the receipt.

RECURRING EXPENSES AND "VIRTUAL" PURCHASING

For monthly recurring billed Township expenditures where credit card information is stored by a third-party vendor, including, but not limited to, monthly periodical subscriptions, facility rental charges or expenses, or other similar expenses, the Authorized User shall not be required to obtain the card from the Finance Department for each month that a recurring expense is billed, provided that the recurring expenditure is reconciled by the Department Head for each month that the expense is billed, consistent with the requirements stated elsewhere within this Policy. Existing and recurring expenditures in place at the time of the adoption of this Policy shall be deemed as having received prior approval.

In lieu of obtaining a physical credit card from the Finance Department, an Authorized User, appointee, employee, or designee may request, in writing (written or email), that the Fiscal Officer or their designee issue a virtual credit card for a specific purchase or purchases. Such requests shall detail the vendor, purpose of expense(s), and the maximum dollar amount of the purchase.

The Fiscal Officer, or their designee shall review the request for virtual card issuance and may issue, the virtual credit card to the requesting party, provided such issuance is provided in writing.

AUTHORIZED EXPENSES

The following is a partial, non-exhaustive list of typical authorized Colerain Township-related purchases that can be made using a credit card:

1. Office supplies.
2. Computer supplies.
3. Computer software.
4. Travel expenses for township business, including parking.
5. Registration fees for township-sponsored events, training, or continuing education classes, excluding tuition for courses accumulating academic credit in pursuit of a degree or certificate.
6. Professional memberships, licenses, certifications, or accreditations associated with Township duties or responsibilities.
7. Monthly, quarterly, or yearly billed services, subscriptions, or facilities rentals or equipment rentals with third-party vendors who allow the use of a credit card for automated or recurring billing purposes.
8. Purchase of supplies or equipment where an emergency, location, vendor location, or other mitigating circumstances otherwise prevents traditional purchasing methods being utilized, provided such expenses are approved by the Department Director and/or Township Administrator on a "case-by-case" basis, such approval may be written or verbal.

If the Authorized User is uncertain that the Township credit card is the correct purchasing tool to be used, they must contact the Department Director and/or Finance Manager for additional clarification before making the purchase.

UNAUTHORIZED EXPENSES

The Colerain Township Credit card, as applicable, shall not be utilized for the purchase of any of the following types of goods, services, or items:

1. Personal purchases.
2. Cash advances.
3. Gift Cards.
4. Training, seminars, or professional fees that are not approved and otherwise not associated with Township business.
5. Computer rentals that are not otherwise associated with travel or business-based technology requirements (projector rental, etc.).
6. Contractual Services agreements otherwise requiring review and approval of contract documents, unless otherwise specifically approved in writing by the Fiscal Officer.
7. Tuition for the accumulation of academic credit in pursuit of matriculation or otherwise resulting in the awarding of any advanced degree or certificate at any college or university, or other similar institution of higher learning, without prior written authorization from the Township Administrator.
8. Alcoholic beverages.
9. Entertainment or recreational activities without prior approval of the Administrator or Board of Trustees.
10. Any purchase that exceeds the spending limits authorized to the user by the Board of Trustees.
11. Any other purchases made without prior approval and authorization by the Department Director and/or Township Administrator, as applicable.

SPENDING LIMITS

The following spending limits shall be established for all Colerain Township credit card accounts, unless otherwise noted:

1. Per Diem Limit
    a. The maximum daily (“per diem”) limit for any single purchase or transaction shall not exceed $5,000.00 per day, per transaction unless otherwise specifically approved in writing by the Township Fiscal Officer.
2. Monthly Limit
    a. The Monthly Purchase Limit for each Department-Issued credit card shall not exceed $10,000.00, unless otherwise specifically approved in writing by the Township Fiscal Officer.
3. Exclusions
    a. The monthly and per diem limits will not apply to any vendor specific credit cards. For example, the card used to pay the monthly electricity bill will not be subject to the limit.

GENERAL RULES

Authorized Users, shall be required to adhere to the following rules when utilizing credit cards:

1. Single Transaction Required
    a. The total value of any single transaction shall not exceed the per diem purchase limit defined in this Policy unless otherwise authorized pursuant to the Spending Limits section of this Policy. Splitting of a payment into multiple transactions to stay within the single purchase per diem limit is prohibited. A purchase cannot be made unless a blanket certificate or purchase order currently exists for the item.

2. Identification Required
    a. The Authorized User shall present proper identification at the time of purchase, if applicable, identifying him/herself as a Colerain Township employee or representative, and to ensure that any pre-negotiated or promotional pricing is secured.

3. No Cash Back
    a. No cash back for returns shall be permitted. All returns shall be demonstrated as a credit to the card amount and shall be documented with the appropriate itemized receipt.

4. Sales Tax Exemption Required
    a. It shall be the primary responsibility of the Authorized User, to ensure that the required sales tax exemption forms are provided at the point of sale to the vendor, and that no sales tax is charged at the point of sale. Sales tax exemption forms shall be obtained from the Fiscal Office prior to purchasing.

5. Itemized Transaction Receipt
    a. The Authorized User, appointee, employee, or designee shall be responsible for obtaining an itemized receipt at the time of purchase, with sufficient detail to indicate the item or items purchased and the aggregate cost charged to the card. Failure to obtain a receipt shall be a violation of this Policy. The Authorized User,

RECEIVING AND RETURNING MERCHANDISE

An Authorized User, appointee, employee, or designee shall observe the following process when receiving merchandise purchased utilizing a credit card:

1. Upon receipt, the Authorized User, must verify that the shipment is correct. If it is not correct, the Authorized User, should notify the merchant directly for resolution, and shall further confirm the status of the order with the Department Head.
2. Retain the merchant's original itemized sales/credit receipt and submit it to the Department Director responsible for final authorization and reconciliation of the monthly credit card statement.

An Authorized User shall observe the following process when returning merchandise:

1. Contact the merchant for return procedures and to determine if any restocking fee, return shipping fee, or other applicable fees will be charged. Such fees must be documented in writing.

2. The Authorized User should pack the merchandise securely (original packing materials are preferable). If adequate packing materials are unavailable, an additional charge may be assessed.
3. Label the package according to the instructions given by the merchant.
4. Retain a copy of any documentation sent to the merchant.
5. All refund receipts and/or documentation must be submitted to the Department Director responsible for final authorization and reconciliation of the monthly credit card statement.

Depending on the value of the merchandise being returned, it may be necessary to place additional insurance on the package beyond the carrier's routine insured value. Any such charge should be noted on the itemized receipt.

LOST RECEIPTS

The Authorized User is responsible for furnishing itemized receipts for all purchases made utilizing the credit card. Should a receipt be lost, the authorized user will be responsible for obtaining a duplicate receipt. If the Authorized User is unable to secure a duplicate receipt, he or she must provide a written memo to the Finance Manager detailing the content of the receipt and recognizing the loss of the receipt. Authorized Users who lose receipts may be subject to progressive discipline and the credit card may be cancelled.

PAYMENT

The Colerain Township Finance Manager or their designee will make one payment monthly to the Card Issuer for the total amount due. Disputed items will be demonstrated as a credit on the following monthly statement.

DISPUTED TRANSACTIONS

An incorrect, unrecognized, or questioned transaction may be disputed. If a transaction needs to be placed in dispute, the Finance Department will be responsible for initiating the dispute during the process of completing the monthly reconciliation for submittal to the Fiscal Office.

1. When the Finance Department initiates a dispute, the Finance Department shall complete the following steps, in consultation with the Fiscal Office:
    a. Complete a written report detailing the disputed claim in the form acceptable to the Card Issuer.
    b. The Finance Department may conduct or may otherwise request an investigation into the disputed charge, in order to meet reporting requirements for disputing a transaction.
    c. The Finance Department shall send a completed report and the results of any subsequent investigation to the Township Administrator and/or Fiscal Office for review.
    d. The Fiscal Office may coordinate the investigation or processing of a disputed transaction with the Card Issuer and the Department Head, as applicable. The Finance Department shall be responsible for verifying the refunded amount on the applicable statement or statements thereafter and upon conclusion of the investigation into the disputed transaction. In the

event that a disputed transaction is not successfully resolved, such event shall be reported to the Township Administrator.

e. The Card Issuer may conduct a separate investigation regarding the disputed transaction. While the investigation is ongoing, a temporary reversal of the transaction (charge or credit, as appropriate) may be issued to the applicable account. Upon completion of the investigation, the Cardholder is notified of the resolution. If the dispute is not settled in the Cardholder's favor, the transaction will be re-posted to the Cardholder's account.

UNAUTHORIZED PURCHASES

An Authorized User, appointee, employee, or designee who makes unauthorized purchases or intentionally misuses the credit card will be personally liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank in connection with the misuse. The Authorized User, appointee, employee, or designee will also be subject to disciplinary action up to and including termination, as well as criminal prosecution for theft in office.

LOST OR STOLEN CARDS

If a credit card is lost or stolen, the Authorized User responsible for the lost card shall report the lost or stolen card to their Department Director and/or the Finance Manager in a timely manner. Failure to report the loss of a Credit card may result in disciplinary action. The Finance Manager shall then contact the lending institution immediately at the contact number provided for the Card Issuer. The Fiscal Officer or Finance Manager shall be authorized to request that lost or stolen cards be reissued or replaced on an "as needed" basis.

TERMINIATION OF CARDS

The credit card is the property of the lending institution; therefore, at termination it must be surrendered to the Township Finance Manager, to be destroyed. If applicable the account will be closed. A final, approved reconciliation and supporting receipts should also accompany the card.

Colerain Township

Credit Card

Usage Agreement

Your participation in the Visa Purchasing Program is a convenience that carries responsibilities. This card is not an entitlement nor reflective of your position. You have been assigned as an authorized user, and it is your responsibility to consider this company property and it should be used with good judgement.

I, _____, hereby acknowledge that I have received a copy of the *Colerain Township Credit Card Policy*, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual of Colerain Township, Hamilton County, Ohio* as amended.

I further acknowledge and agree that I understand that the intentional misuse of a Credit Card for unauthorized and/or personal expenditures will result in my being held personally liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank in connection with the misuse. I understand that this card is for business-related purchases only. I also understand and acknowledge that I will be subject to disciplinary action up to and including termination, as well as criminal prosecution for theft in office.

Your signature below verifies that you understand the Credit Program guidelines outlined below and the Purchasing Policy set before you; and that you agree to comply with them both.

_____ _____

Signature Date

_____ _____

Print Name Department/Position

_____

Department Director Signature of Authorization

_____

Approved by Director of Finance

2.2 COLERAIN TOWNSHIP PURCHASING POLICY

PURPOSE

In the course of general business and operations, Colerain Township will be required to make various purchases of goods and services. This policy outlines the rules and requirements that all Township employees and elected officials must follow in order to make a purchase. This policy is intended to conform with State of Ohio law and best practices for government procurement.

GENERAL PURCHASING PROCESS

The process of making a purchase shall generally be as follows:

1. Obtain a price for the purchase consistent with Township procurement section of this policy;
2. Identify whether the funds have been budgeted for the purchase;
3. Open a PO or SBC for the purchase;
4. Proposal or contract for the purchase is signed by Township Administrator or designated Acting Administrator as identified in a personnel order;
5. Purchase is made as delegated by the Board of Trustees (as a reminder, the Township is exempt from sales tax);
6. Invoice is processed and paid.

GENERAL PRACTICES: PROCUREMENT

Employees will use the following standards when securing pricing for purchases.

- There are no special procurement practices for purchases under $2,500.
- Unless exempted below, a demonstrable attempt must be made to gather three price quotes for purchases between $2,500 and $50,000.
- Any purchase over $50,000 must go out for competitive bid, consistent with the provisions of the competitive bidding section of this policy.

There are several exemptions to the procurement rules stated above. The below list demonstrates all items that are exempted from general procurement practices per state law via Ohio Revised Code (ORC) section 307.86. In general, Colerain Township will, as a matter of best practice, obtain a minimum of three quotes on these items, even if they are exempt from competitive bidding.

1. Any State of Ohio Department of Administrative Services contract
2. Any State of Ohio Department of Transportation contract
3. Accounting Services
4. Architectural Services
5. Attorney Services
6. Physician Services

7. Appraisal Services
8. Professional Consulting Services
9. Sole source vendors or items (with proper documentation)
10. Land purchases and sales through the Colerain CIC
11. Any jointly purchased item per Ohio Revised Code section 9.48

GENERAL PRACTICES: PURCHASE ORDERS

As part of the purchasing process, the Ohio Revised Code (ORC 5705.41 (D)) requires that a Purchase Order (PO) with a certificate from the Fiscal Officer stating that funds are available must be created prior to the incurrence of an expense. In short, before a purchase is made or a contract is signed, a PO must be processed by the Fiscal Officer. On all Township POs, the Trustees or their designee must approve the PO. When the Trustees' purchasing policy is followed (i.e. the appropriate level of authorization has been received), the purchase order will be deemed to be approved once the Fiscal Officer has signed as certifying the availability of funds.

There are three types of purchase orders, which all contain the Fiscal Officer's certificate of available funds and can be applied toward purchases:

Regular Purchase Order (PO)

A PO is issued when the purchase of specific items is planned from one vendor. It can be used for any amount and can be over multiple appropriation account codes. It is valid until the contract is fulfilled or canceled. To cancel the remaining balance on a PO, one should indicate that the PO should be closed on the final invoice.

Regular POs can be used for the same vendor for several invoices worth of purchases.

Super Blanket Certificates (SBC)

A SBC can be opened for any amount and can be used on multiple vendors. They are valid until the end of the fiscal year and are restricted to one appropriation line. The following are acceptable SBC purchases:

- Architectural Services
- Attorney/Legal Services
- Consultant Services
- Professional Engineering Services
- Fuel oil and gasoline
- Food items
- Roadway materials
- Utilities
- Any other specific expenditure that is a recurring and reasonably predictable operation expense and is exempt from competitive bidding

Then and Now PO

- To the extent possible, these should be used only in emergency situations**.** This means that the situation must be unforeseen, unplanned, and requiring immediate action, such as the towing of a broken-down vehicle, not routine vehicle maintenance. A Then and Now PO is used for purchases where prior certification of funds was not able to be obtained before the contract or order involving the expenditure of money was made.

Opening a Regular Purchase Order, Then and Now Purchase Order, or Super Blanket Certificate

To open a purchase order, departments must send a requisition request to the Finance Specialist, Accounting Specialist, or Public Safety Administrative Assistant assigned to said department. This request should include the vendor name, dollar amount, line item code, and include the Department Head's signature. Prior to requesting a PO, the Department Head should ensure that there are sufficient appropriations available to support the PO. It is prudent to have at all times an open POs or SBCs with a sufficient balance to cover your regular monthly expenses (electric, telephone, etc.) and to open a new PO or increase an existing PO when your balances are getting low.

The Township Administrator can approve any PO that is $2,500 or less per ORC 507.11 (A). Any PO that exceeds that amount must first be reviewed by the Township Administrator, who will initial the PO, and then be approved by signature of the Fiscal Officer and two of the three Township Trustees.

GENERAL PRACTICES: CONTRACTS

Only the Township Administrator has been given the authority to execute contracts on behalf of the Township. This authority may not be delegated. Pursuant to motion adopted on January 22, 2019, the Township Administrator may execute contracts in the amount of $10,000.00 or less without the prior approval of the Township Trustees. Any contract over $10,000.00 must be approved by the Township Trustees before they are executed by the Township Administrator.

GENERAL PRACTICES: INVOICES

All invoices must be promptly processed and sent to the Finance Department for payment, as soon as they are received, unless invoice is being questioned. The following steps represent the process each department should follow to ensure that all invoices are properly and promptly paid.

1. All invoices shall immediately be sent to the Finance personnel assigned to the department.
2. Each invoice is stamped, so the SBC/PO number assigned, the amount, and the date of processing can be recorded.
3. The invoice will then be routed to the Department Head for review and approval by signature.
4. The Department Head will verify that the goods and services received are correct. If the goods or services are not correct, then the Department Head shall dispute the charges and no invoices shall be paid until the dispute is resolved.
5. If the invoice is correct, the Department Head will return the signed invoice to the Finance Department as soon as possible.

PURCHASING ABILITY

No one has the authority to make a purchase without an approved purchase order (except in the rare set of instances where a "Then and Now" Purchase Order is used). Once an approved purchase order has been created, The Township Administrator, Assistant Township Administrator, or Department Head may delegate the ability to make a purchase. No one may make a purchase without authorization from their Department Head. Department Heads giving an employee authorization to purchase should ensure the employee understands this policy and his/her purchasing limits. Please note, the employee making purchases may be responsible for the cost of the purchase if this policy is not followed.

COMPETITIVE BIDDING

Competitive bidding rules and regulations are in place to ensure that goods and/or services are purchased at the best possible price by opening purchasing practices to a broader, more competitive marketplace. The ORC dictates many requirements of competitive bidding and Department Heads are encouraged to consult with the Township Law Director on the need for a competitive bid and the exact requirements of the bid, prior to issuance of a competitive bid.

Purchases of $50,000 or more must be competitively bid, unless the item to be purchased is subject to one of the exceptions listed earlier in the policy or ORC 9.48. In addition, any maintenance/repair of roads or bridges in excess of $45,000 or $15,000 per mile must be competitively bid. Any provision of recycling and solid waste disposal contracts must also be competitively bid.

The minimum process for issuing a competitive bid is as follows:

1. The bid must be publicly noticed in a newspaper of general circulation within the Township once per week for two consecutive weeks prior to the opening of the bid.
2. The bid must be posted on the bulletin in the Township Administration building for at least two weeks.
3. The posting should include:
    a. General description of the proposed contract
    b. Time and place where documents related to the purchase can be obtained
    c. Deadline for submission of bids
    d. Time and place where bids will be opened
    e. Terms of the proposed purchase
    f. Conditions under which the bids will be received

While the ORC outlines several types of purchases that require competitive bids, the Township Administrator or Board of Trustees may elect to competitively bid a purchase that is not required to be competitively bid by ORC. The Township also reserves the right to reject all bids at any time.

2.3 COLERAIN TOWNSHIP
CAPITAL BUDGETING POLICY

PURPOSE

This policy outlines the general standards for what is considered to be a capital item and how the Township should budget for capital purchases. Capital purchases may vary annually and these items are typically large purchases that have a long-term useful life. Any capital item should be cataloged and disposed of in accordance with the Township's Inventory and Asset Policy.

DEFINITION OF CAPITAL

There are several key criteria that must be met for an item to be considered a capital item:

- The item must be a physical object that has value and is able to be resold; and
- The item will have an anticipated useful life of a minimum of five years; and
- The direct cost of the individual item must exceed $10,000.

In rare circumstances, a bundled purchase of a high number of items that do not exceed the $10,000 per item threshold may occur that should be considered a capital purchase. In general, these purchases will still meet all of the other capital criteria. It will be at the discretion of the Township Administrator to determine if a bundle purchase represents a capital purchase.

In addition to the above descriptions of capital items, for purposes of this policy maintenance of a capital item may be considered capital if the maintenance fits the above criteria and extends the useful life of the equipment by a minimum of five years.

PROCUREMENT AND BUDGETING

All capital items should be purchased according to the Colerain Township Purchasing Policy. In addition to the typical procurement procedures for all purchases, capital items should also be brought forward for Trustee approval. This approval may be sought through the consent agenda, capital purchase list at the Organizational Meeting, or as a stand-alone item.

All capital items should be budgeted in the appropriate capital line items in either the General Fund or appropriate special revenue fund. To the extent possible, Departments should plan for and develop a multi-year capital replacement plan that will be incorporated into the Township's Five Year Financial Forecast. This plan will be evaluated each year during the budget process.

2.4 COLERAIN TOWNSHIP
INVENTORY AND ASSET POLICY

PURPOSE

An inventory and asset management policy provides the Township with guidance on how to capture and adequately document all assets of value for insurance and tracking purposes. This policy will also help Departments and staff to identify and delineate which items should be considered for life cycle replacements.

INVENTORY THRESHOLDS AND ITEMIZATION

The Ohio Revised Code requires that the Township keep an annual inventory of all assets. Given that the ORC provides minimal guidance on what items are required to be maintained as part of the annual inventory, the below inventory thresholds are established for Colerain Township:

- The item is tangible; and
- The cost of the item, when initially purchased, is equal to or greater than the Township's property and casualty insurance deductible; and
- The item is not a permanent fixture; and
- The item is not leased

To the greatest extent possible, the inventory will include:

- A description of the item
- The item serial number or asset tag number
- The source of funding for initial purchase
- The date of acquisition
- The initial purchase price
- The current location of the item

DISPOSAL AND TRANSFER

The Ohio Revised Code provides guidance on the disposition and sale of Township owned assets. The Ohio Revised Code will supersede any requirements set forth in this section of this policy. At the time of adoption, the Ohio Revised Code requires that, in the opinion of the Board of Trustees, any item with a fair market value in excess of $2,500 shall be sold by public auction to the highest bidder. For items under the $2,500 threshold, they may be sold privately, auctioned, donated to an eligible non-profit, or disposed of via trash service or other method of destruction.

A resolution should be adopted by the Board of Trustees prior to removal of items on the inventory.

Under certain circumstances, it will be more beneficial to the Township to transfer an item on the inventory between various departments. Items may be transferred between departments provided that

when the item is sold, auctioned, or otherwise disposed of that proceeds from the disposition are returned to the original funding source responsible for purchasing the item.

AUDITS AND DISCIPLINE

Annually, a member of Township staff will conduct an audit of the various items found on the inventory list. During this audit, inventory items will be reviewed and updated for any changes in location or other discrepancies. If items are found to be missing from the inventory, the Department Director or responsible staff may be subject to progressive discipline per the Township's disciplinary policy. At a minimum, a physical audit of each Department's inventory must occur once every three years.

As a reminder, as assets are removed from use, appropriate entries in the inventory program shall be made.

Lost or stolen items shall be immediately reported to Township Administrator and Chief of Police.

COLERAIN
TOWNSHIP ~ OHIO

2.5 COLERAIN TOWNSHIP
SELF INSURANCE FUND POLICY

PURPOSE

This policy governs the use of the dollars in the Township's Self Insurance Fund. This policy will outline the methodology used to set premium rates for future plan years, establish a fund balance reserve minimum and maximum goal, and provide parameters for the distribution of any excess fund balance if the Township were to transition back to a fully insured model.

FUND PURPOSE

The Self Insurance Fund has been established by the Board of Trustees to make all medical payments for employee health care and to collect the employee and employer receipts for medical premiums. This fund will also be responsible for, but not limited to, the payment of related reinsurance, stop-loss coverage, wellness initiatives, employer HSA deposits, and administrative fees related to the execution of a self-funded health care plan. This fund will serve as both an operating and reserve fund for these expenses and revenues.

PREMIUM RATE ESTABLISHMENT

Annually, the Township will establish premium rates for the employer and Township employees. These rates will be developed using the actuarially determined expected claims as a baseline. Rates should initially be set to cover a full year of anticipated spend. After this initial look, the Township will then adjust the rates to ensure that the reserve levels of the fund meet our minimum or maximum reserve goal. If the Township's initial rates and reserve level do not meet the goals established by this policy, the Township will then adjust rates in a manner to cover the total aggregate stop loss level until a 100% reserve is funded. This rate establishment may be modified administratively to account for lasered employees.

FUND RESERVE GOALS

Overall, the Township approaches risk and spending from a conservative lens. Below are the goals for the self-insurance fund to ensure that rates are able to remain stable over a long-term time horizon. The above premium rate establishment guidance will allow this reserve to be built up over a period of six to seven years. In addition to the natural building of the reserve, the Township may elect to make additional payments to the fund to serve as reserve.

- Maximum reserve goal: 150% of actuarially determined expected claims for the health care year
- Minimum reserve goal: 100% of actuarially determined expected claims for the health care year

BUDGETARY SHORTFALLS

In the event that the cash available in the Self Insurance Fund is less than the total payment due from the fund, the Township will advance dollars from the General Fund to the Self Insurance Fund. Rates will then be adjusted during open enrollment to ensure that all General Fund advances are able to be repaid by the Self Insurance Fund.

FUND DISSOLUTION

Should the Township decide that self-funding for medical insurance is no longer required or necessary, any remaining balance in the Self Insurance Fund shall be disbursed in the following order:

1. Payback of existing advances – any existing advances from the General Fund or other fund will be paid back to the greatest extent possible.
2. Payback of seed funding – after all advances have been repaid in full, any remaining dollars shall be paid back to the funds that helped to build the Self Insurance Fund reserve through a transfer payment. This reimbursement will be made in full. If the reimbursement is not able to be made in full, partial payments will be made to each fund on a percentage basis based on the proportions transferred into the Self Insurance Fund.
3. Offset of employee and employer premiums – Any remaining dollars after seed funding has been paid will be used to offset employee and employer premiums through a premium holiday until the remaining dollars in this fund are spent. The holidays will be distributed in an equal portion to the existing employee/employer deduction level. For example, if employees contribute 20% of the premiums and employer contributes 80%, then the excess dollars will be split with 20% dedicated to a holiday of employee premiums and 80% to an employer premium holiday.

COLERAIN
TOWNSHIP ~ OHIO

2.6 COLERAIN TOWNSHIP
BUDGET, REVENUE, AND EXPENSE POLICY

PURPOSE

This policy will establish the parameters for achieving and maintaining a structurally balanced budget for Colerain Township. To be structurally balanced, recurring revenues should be equal to recurring expenditures in the adopted budget. The Township strives to have a balanced long term general fund operating budget and to maintain a balanced total operating budget. Colerain Township will strategically use available fund balance for capital and other one-time expenses as necessary.

APPROPRIATION AUTHORITY

A budget shall be adopted by the Trustees annually. Only the Board of Trustees may increase or decrease fund level appropriations. Individual line items can be adjusted by the Finance Director, as long as the total does not exceed appropriations for any fund and after gaining approval from the Fiscal Officer. The fiscal year for the Township runs concurrent with the calendar year.

EXPENDITURES

All expenditures must follow the Township's purchasing policy. Expenses should be made from appropriations set by the Board of Township Trustees for each fund and must comply with all restrictions for each Fund.

Recurring expenditures will appear in the budget each year. Salaries, benefits, materials and services, and asset maintenance costs are common examples of recurring expenditures. Capital purchases are not considered to be recurring expenses because although some capital assets may be acquired every year, they are not the same assets year after year.

REVENUE

As part of the budget development process, revenue estimates will be prepared. These estimates are not formally adopted by the Board of Township Trustees.

To balance the budget, appropriations cannot exceed the total of any carryover fund balances and estimated revenue for each Fund. The Township will not artificially inflate revenues to achieve a balanced budget. Recurring revenues are revenues that can reasonably be expected to continue year to year, with some degree of predictability. Property taxes are an example of recurring revenue. A settlement from a lawsuit is a good example of non-recurring revenue, which will only be included in the year that it is expected to be received.

Revenues are deposited into the appropriate fund based on their source. They are also categorized and posted to the appropriate budgetary line per guidance of the state of Ohio and Auditor of State.

BUDGET DEVELOPMENT

Colerain Township's budget shall be developed according to the policy direction provided by the Board of Township Trustees. Per the Ohio Revised Code, the budget will be developed in three phases: Tax Budget, Temporary Appropriations, and Final Appropriations.

- Tax Budget
    - Each year in June or July, the Township prepares a Tax budget for the next fiscal year. The purpose of the tax budget is to inform the County Budget Commission as to the revenues that are anticipated from the voted tax levies for the following year. The tax budget identifies how much money is expected from local, state, and federal sources, the anticipated carryover fund balances, and how much is needed to carry out governmental functions in the next calendar year. After a public hearing on the Tax Budget, it is submitted to the County Budget Commission for approval.
- Temporary Appropriations
    - Temporary appropriations establish an estimated expenditure level for all Township Funds. Prior to the adoption of Temporary Appropriations, the Township will solicit input from the community through a variety of engagement strategies. This community feedback, coupled with direction from the Board of Township Trustees will help to establish funding levels for personnel, programs, and services for the following year.
    - These are required to be adopted and approved by the Board of Trustees by December 31st of each year.
- Permanent Appropriations
    - Three months into the new year, the Township reviews how revenues and expenditures are tracking compared to budget and may make adjustments to the Temporary Appropriations.
    - Final Appropriations are required to be adopted by March 31st of each year.

BUDGET MONITORING & MID YEAR BUDGET ADJUSTMENTS

The Township will continually monitor the budget throughout the year to determine if revenues or appropriations need to be adjusted. The Director of Finance and their staff will compare budgeted figures against actual collections, factoring for programmatic and service delivery adjustments. These numbers will be reviewed at the close of each month and made available to the public online.

If significant deviations are found, staff will begin an internal analysis to determine the source of the problem. Staff will first attempt to address the variance without adjusting the budget. This may include discussion of operational improvements, programmatic changes, or other measures. To the extent that the issue cannot be resolved at this step, staff will address the issue by bring forward a mid-year budget adjustment for consideration by the Board of Trustees.

Mid-year appropriation adjustments will be brought before the Board of Township Trustees by resolution. This resolution will list the aggregate new total appropriation under consideration for all Township funds. Staff will prepare and attach a transmittal letter or memorandum to the resolution that explains the need for the mid-year adjustments.

CERTIFICATE OF ESTIMATED RESOURCES

The Certificate of Estimated Resources demonstrates that existing fund balances, combined with anticipated revenue, are sufficient to meet current appropriations. The Certificate of Estimated Resources is submitted to the county auditor and approved by the County Budget Commission.

The Township will utilize best efforts to file a new Certificate of Estimated Resources after each significant change in estimated resources or any change in appropriations. The Township should also file an updated certificate prior to the close of the fiscal year.

2.7 COLERAIN TOWNSHIP CASH HANDLING POLICY

PURPOSE

Anyone who handles cash has the responsibility to receive and process it according to this policy and all developed internal procedures. This policy shall serve as a minimum basis for all cash handling and any developed procedure that is more restrictive will take precedence. In order to minimize cash handling, the acceptance of debit and credit cards is encouraged where technically feasible; and electronic funds transfers (ACH and wire transfers) should be used whenever possible for all non-point-of-sale and non-point-of-service payments to the Township.

It is the expectation that each department that handles cash will establish and document a Departmental Cash Handling Procedure that meets the minimum standards of this policy.

GENERAL PRACTICES

All departments shall deposit Cash as promptly as possible. At a minimum, Cash should be deposited at least weekly. All employees who handle cash should safeguard all cash assets against any potential loss, theft, or misappropriation, to the best of their abilities. Physical security of the cash should be emphasized to each employee that may handle cash.

In order to promote a safe work environment, the department should restrict access to cash to as few people as possible. Cash should be locked in a secure, non-public location and only authorized personnel shall have access to those locked areas. The Township will ensure that cameras are present and able to capture footage of cash handling in each of the cash handling areas.

Employees can contact the Colerain Township Police Department to request an officer escort when transporting currency. This is not required. However, it is recommended if an employee is transporting more than $1,000 in cash.

Colerain Township will only accept exact change for payment purposes. This is to prevent the need for petty cash.

INTERNAL CONTROLS

Establishing the appropriate level of internal controls and documentation procedures for handling cash will ensure the good stewardship of all cash assets and minimize the risk of loss. Before undertaking any new cash handling operation or activity, the department head should seek approval and guidance from the Township Administrator and Finance Department. At a minimum, receipts will be required for each transaction and should be reconciled weekly.

Any department that handles cash shall segregate various cash handling duties between two or more individuals, in order to minimize the potential for mistakes or misuse of cash. The duties to separate

may include cash receipt, documentation, deposits, and reconciliation of records. Under no circumstance, should one employee be responsible for all of these duties.

2.8 COLERAIN TOWNSHIP
CREDIT CARD ACCEPTANCE POLICY

GUIDELINES

The Board of Trustees of Colerain Township authorizes the acceptance of Visa, MasterCard and Discover credit and debit cards as a payment option for the collection of fees related to events, rentals, memberships, bid specification packets, zoning permits, right-of-way permits, and such other services as the Township Administrator shall from time to time deem appropriate. American Express cards are not accepted.

Cardholders may present their card to be swiped at the terminal, they may provide their card information over the telephone, or they may provide their information online. A transaction record (data sheet) for recording information received over the phone must be completed. No credit or debit card will be accepted without this administrative fee being charged.

Credit Cards must not be swiped more than two times consecutively. If the card is declined, explain to the cardholder that they must present another credit card or form of acceptable payment. There are no exceptions to this; if the credit card is swiped more than two consecutive times, the Township will have to pay a fee.

Two receipts will be printed from the credit card terminal. The cardholder, if present should sign the merchant copy receipt. The cardholder is to receive the customer copy receipt for their records. If the charge was processed over the telephone, the merchant copy receipt should be attached to the telephone transaction record. If the cardholder requests, the customer copy receipt can be provided to them via pickup.

Daily, all credit card sales should be listed on the pay-in form with the merchant receipts and if applicable the transaction records attached. The pay-in form should be submitted weekly to the Finance Department by the end of each business week. Each department shall designate one person who is responsible for maintaining the transaction form and delivering the form to the Finance Department.

The Finance Department will reconcile the pay-in form and to the bank merchant credit transactions deposited daily in the Township general bank account. Revenue will then be posted in the accounting system.

2.9 COLERAIN TOWNSHIP
DEBT POLICY

PURPOSE

Colerain Township recognizes that there are certain circumstances where the issuance of debt will be appropriate and necessary in order to effectively finance a variety of projects. The primary purpose of this policy is to emphasize and highlight established rules and regulations for the issuance of debt in order to allow the Township to maintain the highest possible credit rating, secure the lowest possible issuance costs, and to provide the Township will general guidance on when it is appropriate to issue debt. This policy is flexible in design in order to account for extraordinary circumstances.

LEGAL AUTHORITY

Chapter 133 of the Ohio Revised Code (ORC) outlines the various rules and regulations for debt in various municipalities in Ohio. ORC 133.09 details the expressed debt limitations of Townships, including both home-rule and non-home-rule Townships. Colerain Township will comply with all legal requirements set forth in ORC 133.09.

As of September 2011, home-rule Townships have the following direct debt limitations:

1. Net indebtedness of the Township cannot exceed 10.5% of total property tax valuation;
2. Un-voted debt cannot exceed 5.5% of total property tax valuation.

In calculating the net and un-voted debt for the Township, the following items are excluded from the calculation:

1. Self-supporting securities issued for any purpose;
2. Securities issued for the purpose of purchasing, constructing, improving, or extending water or sanitary or surface and storm water sewerage systems or facilities, or a combination of those systems or facilities, to the extent that an agreement entered into with another subdivision requires the other subdivision to pay to the township amounts equivalent to debt charges on the securities;
3. Securities that are not general obligations of the Township;
4. Voted securities issued for the purposes of redevelopment to the extent that their principal amount does not exceed an amount equal to two per cent of the tax valuation of the Township;
5. Securities issued for the purpose of acquiring or constructing roads, highways, bridges, or viaducts, or for the purpose of acquiring or making other highway permanent improvements, to the extent that the resolution of the Board of Township Trustees authorizing the issuance of the securities includes a covenant to appropriate from money distributed to the Township under ORC 4501, 4503, 4504, or

5735 a sufficient amount to cover debt charges on and financing costs relating to the securities as they become due;
6. Securities issued for energy conservation measures under section 505.264 of the ORC;
7. Bonds issued for lighting districts, joint fire districts, lease-purchase agreements, OP&F accrued liabilities, purchases of Township parks, or jointly operated hospitals.

In addition to the direct debt limitations, ORC 5705.02 outlines indirect debt limitations for the Township. In essence, this limitation exists to prevent the overlapping debt of multiple jurisdictions from exceeding 10 mills on each dollar of tax valuation of property in the underlying jurisdiction.

TYPE OF DEBT

This policy applies to all types of debt that are or may be issued by the Township including and not limited to:

1. General Obligation Debt;
2. Revenue Bonds;
3. Economic development related debt;
4. Lease obligations;
5. Any form of debt that requires an annual appropriation of Township resources.

GENERAL GUIDELINES

In general, debt should be considered for capital projects, economic development, or for items that logically should be funded by multiple generations of taxpayers. While the ORC provides guidance on debt issuance, the Township should also consider the following prior to issuing debt and when structuring the debt:

1. Existing Township revenue capacity to support an on-going obligation;
2. Other potential financing options, such as short term notes;
3. If the project is mandated to be completed and the urgency for completion;
4. The ability to utilize a pay-as-you-go funding structure;
5. Anticipated useful life of the project or purchase;
6. Existing Township voted and un-voted debt;
7. Potential impact on the Township's overall credit rating;
8. Future local economic conditions.

The Township shall not issue debt to cover the cost of on-going operating expenses of the Township. The Township also shall not allow for staff time to be charged to any project that is financed through debt.

The following guidelines will help to structure a debt issuance:

1. Size — Debt will be sized based on capital project needs and will be sized to cover gap financing when necessary.
2. Term — The Township maintains a preference for the shortest possible average maturity considering the project type and availability of annual payment resources. The term of the debt shall not exceed the useful life of the item that is being purchased.
3. Amortization of Bonds – The Township will issue debt to provide for level annual debt service payments, to the greatest extent possible. The Township will not issue debt with large balloon payments. However, the Township may consider other amortization structures as appropriate and legally permitted under Ohio law.
4. Interest Rate – To enhance the effectiveness of annual capital budgeting, fixed interest rate structures are the Township's preference for long useful life, infrastructure and buildings.

REFINANCING

Colerain Township will consider refinancing existing debt when it makes practical sense for the Township and results in financial savings. Generally, the Township will only refinance if the interest savings are greater than the issuance costs and if the refinancing does not extend the term of the debt beyond the useful life of the asset that was originally financed with the debt.

BOND FINANCING TEAM COMPOSITION

Below are the individuals and roles that the Township should fill for each debt issuance.

1. Bond Counsel – The Township will usually obtain external bond counsel for all debt issuances. The bond counsel will prepare the necessary resolutions, agreements and other legal documents necessary to execute the financing. All debt issued by the Township will be reviewed and approved by the bond counsel.
2. Financial Advisor - The Township will use the services of an Independent Registered Municipal Advisor (IRMA) as its Financial Advisor. The Financial Advisor shall advise and assist on transaction structuring and other general financial planning as needed by the Township. Any potential conflicts of interest involving the Township's Financial Advisory must be disclosed to the Township prior to appointment.
3. Underwriter - For a competitive and negotiated sale, the Township will enlist the services of an independent underwriter. The Township will follow all applicable state laws for purchasing requirements in order to select the underwriter. The Township will always seek an underwriter that provides the lowest price and best services.
4. Disclosure Counsel – Issuers of debt are required to report on the status of an issuance on an ongoing basis. This requires specialized expertise and is generally a service for which local governments contract with outside counsel.

2.10 COLERAIN TOWNSHIP FRAUD POLICY

PURPOSE

Fraud is a drain on government resources and directly violates the trust of public. It is not tolerated in any form by Colerain Township. Any fraudulent activity is a serious offense against both the Township and general public of Colerain.

REPORTING GUIDELINES

Colerain Township employees should report any suspicion of fraud to the Auditor of State. Ohio Revised Code section 117.103 outlines the State of Ohio Fraud Reporting system in full detail. Given the sensitivity associated with reporting fraud, employees should report the activity to the state. It is at the employee's discretion to report this suspicion to internal management (including the employee's department head, Police, or Administration). The employee should not report the suspicion directly to the individual who may have committed fraud.

STATE OF OHIO FRAUD REPORTING SYSTEM

The Ohio Auditor of State's office maintains a system for reporting fraud, including the misuse of Township money by an employee or elected official. The system allows employees and citizens to file anonymous reports to the State Auditor. If an employee has a suspicion that there is fraudulent activity occurring in the Township, they should contact the fraud reporting hotline at 1-866-FRAUD OH (1-866-372-8364), online at www.ohioauditor.gov, or via mail at the following address:

Ohio Auditor of State's office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215

Reporting of fraud is protected under the same Whistleblower protections found in the employee manual and under the Ohio Revised Code section 124.341.

EXAMPLES OF FRAUD

If an employee is uncertain if the activity or behavior constitutes fraud, they should err on the side of caution and report the activity to the Ohio Auditor of State. While Fraud is not easily defined and can vary, given the circumstances, the following list can provide an example of potential fraudulent behavior:

1. Theft or misappropriation of Township resources;

2. Falsification of official documents or reports;
3. Corruption or official misconduct, including misuse of Township information, conflicts of interest, or offering or accepting bribes;
4. Improper use or spending of Township tax dollars;
5. Violations of Township procurement policy or contract fraud;
6. Tampering with government records;
7. Obstructing, retaliating against, or tampering with a public servant, witness, prospective witness, or informant.

WHISTLEBLOWER PROTECTION

Any employee who suspects and reports fraud violations in good faith are protect by ORC 124.341 and the Colerain Township Whistleblower Policy. The Township will not retaliate, nor will it tolerate retaliation, against persons who, in good faith, report suspected violations or who participate in the investigation of suspected violations. In event that an act of retaliation occurs, it should be reported immediately to the Township Administrator who will investigate any such report.

2.11 COLERAIN TOWNSHIP INVESTMENT POLICY

PURPOSE

It is the policy of Colerain Township to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

SCOPE

This policy includes all funds governed by the Township. The Fiscal Officer will routinely monitor the contents of the Township's investment portfolio, the available markets and relative value of competing investments and will adjust the portfolio accordingly.

INVESTMENT OBJECTIVES

The purpose of the investments is to maximize the returns on the Township's excess cash balances consistent with safety of those monies and with the desired liquidity of the investments, further categorized below:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the Township shall be undertaken in a manner that ensures the preservation of capital in the overall portfolio.
2. Liquidity: The Township's investment portfolio will remain sufficiently liquid to enable the Township to meet all operating requirements. Portfolio liquidity is defined as the maturity or ability to sell a security on a short notice near the purchase price of the security.
3. Return on Investments: The Township's investment portfolio shall be structured with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Township's investment risk constraints and the cash flow characteristics of the portfolio.

INVESTMENT AUTHORITY

Management and administrative responsibility for the investment program is hereby delegated to the Fiscal Officer of the Township who, under the delegation of the Board of Trustees, shall establish and monitor procedures for the operation of the investment program. The standard of prudence to be used by the investment officials shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officials acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from

expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

ETHICS AND CONFLICTS OF INTEREST

All participants involved in the investment process will refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials will disclose any material interests in financial institutions with which the Township conducts business. They will further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Township.

AUTHORIZED FINANCIAL INSTITUTIONS AND BROKER/DEALERS

The Fiscal Officer will maintain a list of financial institutions authorized to provide investment services. No public deposit shall be made except in a qualified public depository as designated by the Township. All financial institutions, investment advisors, and broker/dealers who execute investment transactions must provide a certification of having read the Township's investment policy. Their signature will be required indicating they have received, read, understand, and will abide by its contents when recommending or selling investments to the Township.

AUTHORIZED INVESTMENTS

The Board authorizes the Fiscal Officer to make investments of available monies from the funds of the Township in securities authorized in Ohio Revised Code Chapter 135.14 as amended.

MAXIMUM MATURITIES

To the extent possible, the Township shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Township will not directly invest in securities maturing more than five years from the date of purchase. Exceptions to this maturity restriction may exist for certain eligible investments under Ohio Revised Code 135.14 and are allowable under this policy.

INVESTMENT RESTRICTIONS

Derivatives: Under no circumstances my Township funds be invested in a derivative as defined by the Ohio Revised Code, reverse repurchase agreements, or other funds prohibited by law.

The Fiscal Officer will not make investments which they do not reasonably believe can be held until the maturity date or leverage any investment. The Fiscal Officer, acting in accord with the law, may withdraw funds from approved public depositories or sell negotiable instruments prior to maturity.

INVESTMENT EARNINGS

As provided by Ohio Revised Code Section 3315.01, the Board of Trustees may adopt a resolution requiring the Fiscal Officer of the Township to credit earnings made on the investment of principal of the monies specified in the resolution to the fund from which the earnings arose or any other fund of the Township as the Board of Trustees specifies in the resolution. Additionally, remaining investment earnings not included in the Ohio Revised Code will be deposited to the General Fund of the Township.

INVESTMENT REPORTING

The investing authority shall establish and maintain an inventory of all obligations and securities acquired by the investing authority. The inventory shall include the description of the security, type, cost, par value, maturity date, settlement date, and coupon date. The investing authority shall produce a monthly portfolio report detailing the current inventory of all obligations and securities, and all transactions during the month, income received and investment expenses paid and the names of any persons effecting transactions on behalf of the investment authority.

SECURITY FOR REPAYMENT OF PUBLIC DEPOSITS

All public depositories shall comply with Ohio Revised Code Chapter 135 with respect to collateralized security for the deposits of the Township. Failure of an institution to abide by any of the provisions of this Chapter is cause for immediate suspension of the institution as a public depository for any Township funds.

_____ _____

FISCAL OFFICER/DATE BOARD OF TRUSTEES PRESIDENT/DATE

2.12 COLERAIN TOWNSHIP
UNIFORM GUIDANCE POLICY

PURPOSE

As a recipient of grants from the federal government, the Township is required to follow federal law, including the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* set forth in Title 2, Subtitle A, Chapter II, Part 200 of the *Code of Federal Regulations* and commonly referred to as the "Uniform Guidance." The full text of the guidance is available electronically at https://www.ecfr.gov and is incorporated herein by reference.

The purpose of the uniform guidance is to provide a consistent set of management principles and requirements across federal grant-making agencies.

POLICY

It is the policy of the Township that the appropriate staff shall review, understand, and follow the Uniform Guidance to ensure compliance with its provisions.

ENFORCEMENT

In any year in which the Township receives more than $750,000 in federal funding, it will be subject to a Single Audit of all its financial activity for the year. Any violation of the Uniform Guidance that results in an audit finding shall be corrected immediately.

COLERAIN
TOWNSHIP ~ OHIO

2.13 COLERAIN TOWNSHIP FUND BALANCE POLICY

PURPOSE

Maintaining a proper fund balance in the major funds of the Township is critical to the financial stability of the Township. Fund balances provide a needed cushion in the event of a revenue shock or lasting emergency.

Due to the structure of property tax levies in Ohio, it is common for levy supported funds to maintain a fund balance over time. This is because a levy is set to raise a specific amount over the full term, yet the costs associated with providing that service increase over the term of the levy.

This Policy establishes thresholds for fund balance in each of the major funds. Should a situation arise in which a fund will fall out of compliance with this policy, Township staff shall present alternatives to the Board of Trustees to address the shortfall.

Across all funds, the Township shall maintain a reserve of at least 50 percent of the expenses from the prior year. One-time funds, such as major grants and bond financings, may be excluded from this threshold. The fund balance targets for each of the other funds are listed below, if applicable. If a fund balance target is not listed, the expectation is that the fund balance not be negative.

GENERAL FUND

The General Fund accounts for and reports all financial resources not accounted for and reported in another fund. The fund balance for the General Fund shall be 100 percent of prior year expenses.

SPECIAL REVENUE FUNDS

These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Township had the following significant Special Revenue Funds:

Road and Bridge Fund - This fund receives property tax money for constructing, maintaining, and repairing Township roads and bridges. The fund balance for this fund shall be at least 50 percent of prior year expenses, due to its reliance on the inside millage of the property tax.

Gasoline Tax Fund - This fund receives gasoline tax money to pay for constructing, maintaining, and repairing Township roads. The fund balance for this fund shall be at least 50 percent of prior year expenses.

Motor Vehicle License Tax - This fund receives vehicle license fees money to pay for constructing, maintaining, and repairing Township roads. The fund balance for this fund shall be at least 50 percent of prior year expenses.

Police District - This fund receives levy tax money to pay staff and equipment in the police department. The fund balance for this fund shall be at least 25 percent of prior year expenses.

Law Enforcement Trust- This fund receives funds through asset forfeiture and pays for eligible public safety expenses.

Fire District - This fund receives levy tax money to pay staff and equipment in the fire and EMS department. The fund balance for this fund shall be at least 25 percent of prior year expenses.

Zoning – This fund receives funds from the general fund and permit fees to pay for zoning code enforcement.

Emergency Medical Services (EMS) – This fund receives monies from billed EMS services performed by our Fire & EMS Department, and used to fund such activates.

Parks & Services – This fund receives funds from the general fund, shelter rentals and permit fees to pay for zoning code enforcement.

Community Center – This fund receives funds from the general fund and room rental fees to pay for the operations of the Community Center.

Lighting Districts – This fund received funds from property tax assessments and pays for artificially lighting residential streets in the Township.

American Rescue Plan – This fund receives funds from the federal government through the American Rescue Plan Act and pays for eligible uses under the Act.

TIF – Kroger – This fund received monies from the issuance of bonds as a result of tax increment financing.

TIF-Colerain Towne Center/Rumpke – This fund received monies from the issuance of bonds as a result of tax increment financing.

TIF-Duke – This fund received monies from the issuance of bonds as a result of tax increment financing.

TIF-Northridge – This fund received monies from the issuance of bonds as a result of tax increment financing.

Sidewalk Waiver—This fund receives funds from developers in lieu of construction of sidewalks for the purpose of maintaining and constructing sidewalks elsewhere in the Township.

CAPITAL PROJECT FUNDS

These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Ohio Public Works Commission – This fund receives loan proceeds from the OPWC for the reconstruction of Township roads and pays debt service on those loans.

PROPRIETARY FUNDS

Self-Insurance Fund - This fund receives funds from the employer and employee shares for medical insurance and pays for medical insurance. The balance of this fund is governed by the Self Insurance Fund Policy.

TYPES OF FUND BALANCE

Fund balance is divided into five classifications based primarily on the extent to which the Township must observe constraints imposed upon the use of its governmental-fund resources.

The classifications are as follows:

1. Non-spendable

The Township classifies assets as non-spendable when legally or contractually required to maintain the amounts intact.

2. Restricted

Fund balance is restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

3. Committed

Trustees can commit amounts via formal action (resolution). The Township must adhere to these commitments unless the Trustees amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

4. Assigned

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as restricted or committed. Governmental funds other than the general fund report all fund balances as assigned unless they are restricted or committed. In the general fund, assigned amounts represent

intended uses established by Township Trustees or a Township official delegated that authority by resolution, or by State Statute.

5. Unassigned

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Township applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

COLERAIN
TOWNSHIP ~ OHIO

2.14 COLERAIN TOWNSHIP
FUEL INVENTORY AND USAGE POLICY

PURPOSE

This policy provides internal controls and procedures related to fuel inventory and usage and fuel card expenditures.

This policy is adapted from the Auditor of State Advisory Memo, "Fuel Inventory/Usage and Fuel Card/Account," issued September 28, 2021.

FUEL CARDS

Colerain Township does not use fuel cards. If an employee needs to buy fuel off campus due to out of town training in a Township vehicle, the employee may check out a purchasing card. If the pump and its backup on the main campus are unavailable, employees may sign out the emergency purchasing card from the Police Department. Any purchase of fuel on a purchasing card must follow the Township's policy on the use of purchasing cards. If an employee needs to buy fuel and no other option is available, the employee may use a personal credit card and submit the receipt to the Finance Department for reimbursement.

Employees traveling in private vehicles should seek reimbursement for mileage and shall not fuel their vehicles with Township resources.

RESTRICTED ACCESS

The fuel tank shall be physically secured. The Fleet Manager shall assign a numerical code to each employee, whose job requires access to the fuel tank, to activate the fuel pump. Access to the fuel pump shall be terminated immediately upon an employee's separation from the Township.

INVENTORY

It is also important to implement detection controls over fuel inventory and usage. Not only is it important to keep track of fuel inventory, but also to have an accurate inventory of government-owned vehicles and equipment.

The Fleet Manager shall create a system to document usage, including: the date, employee ID, vehicle ID, odometer reading, purpose for use, and gallons of fuel pumped. These usage logs should be reviewed regularly by the Fire Chief, Police Chief, and the Public Services Director to confirm completeness and accuracy of the logged information. The Fleet Manager should also periodically review the data, looking for trends in miles per gallon for each vehicle, usage by location, usage by department, and total fuel usage by vehicle, and number of fill-ups per day and investigate any anomalies.

Failure by any employee to properly input data when fueling a Township vehicle is grounds for progressive discipline.

The Fleet Manager shall maintain records for each vehicle, including the date placed in-service, how much fuel it holds, average miles per gallon, and the type of fuel used. This inventory should be reviewed regularly to ensure it is up-to-date and the Fire Chief, Police Chief, and Public Services Director shall perform periodic reviews. If a vehicle or piece of equipment is taken out of commission, support should be maintained to document the last date in-service.

RECONCILIATION

The Fleet Manager shall complete a monthly reconciliation that takes into account the beginning fuel level in the tank(s), plus fuel purchased (per invoices), less the fuel used (per tracking mechanism) to obtain the ending inventory amount which should then be compared to the fuel remaining in the tank to ensure all fuel is properly accounted for. This reconciliation should include a physical review of the fuel tank by the Fleet Manager. The reconciliation, including supporting documents shall be reviewed by the Fire Chief, Police Chief, and Public Services Director each month.

COLERAIN
TOWNSHIP ~ OHIO

2.15 COLERAIN TOWNSHIP METHODS OF PAYMENT POLICY

PURPOSE

Governments make payments in a variety of ways including cash, checks, and various electronic payment methods. Governments rarely make payments using cash but a government may have one or more petty cash funds for employee reimbursement. In addition, fewer and fewer payments by governments are being made by check as more electronic options have been made available but check payments still exist and have unique control and fraud prevention requirements.

ELECTRONIC PAYMENT METHODS

- **Automated clearing house** (ACH) - movement of funds in a batch process, which is best for high volume, low dollar transactions such as payroll, expense reimbursement, and routine vendor payments, as the cost per transaction is low relative to other forms of electronic payment.
- **Wire transfer** - immediate movement of funds between bank accounts with guaranteed settlement, which is most suitable for high dollar transactions because the cost per transaction is high relative to other forms of electronic payment.
- **Purchasing (procurement) cards** - a credit card transaction designed to reduce the volume of small dollar purchase orders issued, field purchase orders or to eliminate petty cash. Purchasing cards are used at the point of sale, which is convenient for the employee and the customer, and payments are made in aggregate. Vendors that accept the payment will pay a processing fee. There is usually no cost to the government, and the issuing bank may provide a rebate based on transaction volume. In addition, restrictions can be put on the purchasing cards such as a per purchase dollar amount limit, dollar limits per transaction cycle and by MCC (merchant category code).
- **Electronic accounts payable** - a credit card transaction, often without physical cards, that allows governments to pay invoices electronically. These payments are made during the normal accounts payable process, but the vendor or government has designated a preference to receive funds via the card instead of checks. As with purchasing cards, the vendor pays a processing fee, and the government may receive a rebate.
- **Stored value cards** -generally used for payroll to unbanked employees or for rebate/incentive programs. The card is tied to a bank account and is loaded via an ACH transaction. There are costs associated with activation and use of the card. The Township does not use stored value cards.
- **ACH debits** - withdrawal of funds directly out of the government's bank account. This type of payment is usually requested by vendors who do repetitive business with the government such as benefit providers who have long term contracts with the government. Generally, a government should have debit blocks in place against ACH debits unless specifically identified by the government as trusted vendors.
- **Cryptocurrency** - The Township shall not accept cryptocurrency.

ELECTRONIC PAYMENT BENEFITS

There are benefits to using electronic payments including:

- Eliminating the storage, handling, and processing of paper checks.
- Reducing the time spent on reconciliation.
- Eliminating the occurrence of lost or stolen checks and the cost of check reissuance.
- Reducing security risks, including the visibility of information used in check payment fraud.
- Improve the tracking of payments through enterprise resource planning (ERP) systems and integration with banking technologies.

CASH PAYMENT METHODS

The Township accepts cash payments and provides a written receipt for each payment. More information on cash handling can be found under Township Policy 2.7 Cash Handling Policy.

CHECK PAYMENT METHODS

The Township continues to issue a significant number of checks. To reduce the risk of check fraud, the Township should:

- Maintain physical security over check stock and check copy retainage should be in place and documented.
- Implement bank fraud prevention tools (e.g., positive pay).
- Reconcile all payments monthly.

Adapted from the Government Finance Officers Association Best Practice, “Payments Made by Governments, 2018”

COLERAIN
TOWNSHIP ~ OHIO

2.16 COLERAIN TOWNSHIP
ELECTRONIC VENDOR FRAUD PREVENTION POLICY

PURPOSE

Electronic payments improve efficiency, security, and tracking. However, electronic payments require appropriate internal controls to mitigate the risk of fraud. Fraud can affect all sizes of governments and include both large and small transactions. As more governments move to electronic payments, electronic payment fraud has become more prevalent, and as protections have evolved to better guard against vendor fraud, fraudsters have gotten better at avoiding those measures. Vendor fraud is often associated with submitting fake documentation to change the bank routing and account numbers for electronic vendor payment deposits. These schemes often involve multiple hacks and may attempt to compromise vendor information, along with e-mail or other forms of identification, in an attempt to disguise the fraudulent activity. For example, fraudsters might hack e--mail or use a fake e-mail domain to make themselves look like legitimate representatives of a vendor.

STRATEGIES TO MITIGATE THE RISK OF FRAUDULENT VENDOR PAYMENTS

General Strategies

- Staff shall not make any changes to vendor information, particularly payment addresses and/or bank account information, without carefully reviewing the information provided and corroborating it through other sources, such as existing Township records. Staff shall not change any vendor information solely on the basis of email communications. Contact information shall be obtained through independent sources rather than using the information provided in an email or an invoice. When confirming changes, staff shall ask vendors to identify both old and new account information. The vendor should provide the information without assistance.
- Financial fraud insurance coverage, and any caps on that coverage, should be re-evaluated periodically to ensure that coverage is sufficient and that all of the forms of cyber fraud are covered.
- The Township shall implement added layers of authentication and security, such as positive pay, ACH positive pay, account verification service, and ACH debit block. The IT Director shall establish and maintain up-to-date system security and e--mail spam filters.
- The IT Director shall continue to require quarterly training on all forms of digital fraud for all employees. Failure to participate in that training shall result in progressive discipline.
- Staff should consider the options provided by third parties, such as using a bank to manage and store vendor account and other sensitive information.

Staffing Strategies

- At least two staff members shall review any change in vendor information. Proper segregation of duties helps ensure that the individual who enters information into the system or approves the change is not the same person who conducts due diligence on the vendor changes. The Department Director overseeing the Finance staff shall authorize all vendor changes.
- Accounts payable staff are expected to train quarterly in payment fraud and to routinely ask questions of both vendors and department staff.

- Staff and outside departments should understand the importance of prioritizing outstanding balance inquiries from vendors and resolving them quickly, following up on questions via telephone instead of e-mail. Payment questions need to be addressed as quickly as possible because they may uncover vendor or payment fraud.
- Staff should be wary of any email or invoice that is unexpected and conveys a sense of urgency.
- Staff should be wary of requests that arrive when the senior leadership is away from the office for an extended period.
- Employees seeking a change in direct deposit information shall make that request in person. Employees whose work schedule does not allow for that in person request should make that request of their commanding officer.

Form/Information Change Strategies

- Staff should beware of any vendor form changes that ask for revisions to more than one item in its account. Staff should also compare the vendor domain name with new domains provided on the form, and use the Internet to verify all changes.
- Staff shall develop a vendor change form that requires vendors to provide both old and new bank routing and account numbers or billing addresses when requesting a banking change or a payment mailing change. Vendor change forms shall not be published on the Township website.
- Staff should look closely at the information and documentation provided by the vendor, such as a very low check number with a small number of digits.
- Staff should be wary of vendors updating a n account to use an international bank as well as requests with unusual language or wording.
- Staff should carefully scrutinize the email address used to request a change in vendor information. Staff should hover their cursor over the sender's email and review the information in the window that pops up, particularly the "mailed by," "signed by," and "encryption" fields. Any suspicious information should be referred to the employee's Department Director.

Follow Up Strategies

- If staff become aware of fraudulent account routing and numbers, staff should notify their Department Director, who in turn should notify the Township's bank and law enforcement.
- If staff become aware of a fraudulent account, staff shall scrub the vendor file data for other vendor accounts that might use the same bank routing number or account number and deactivate any questionable vendor accounts immediately.

Failure to follow this policy shall result in progressive discipline, up to and including termination.

Adapted from the Government Finance Officers Association Advisories, "Electronic Vendor Fraud," 2017 and Auditor of State Bulletin 2024-003, "Payment Redirect and Business Email Compromise Schemes."

COLERAIN
TOWNSHIP ~ OHIO

2.17 COLERAIN TOWNSHIP
BANK ACCOUNT FRAUD PREVENTION POLICY

PURPOSE

In 2022, the Association for Financial Professionals published a study showing that 70 percent of companies were victims of fraud via payment methods in 2021. These tools and internal controls are intended to strengthen the Township's defenses against fraud.

FRAUD PREVENTION TOOLS

- **Positive pay** is a type of account reconciliation service provided by banks. In positive pay, a bank compares checks that it receives for payment against the record of the checks issued by the government. If the bank receives a check that does not match the information (date, check number, and amount) in the government's record, it identifies it as an exception item (i.e., a non-conforming positive pay item). Payee positive pay is an enhanced positive pay service that requires the validation of the payee name in addition to validating the date, check number, and amount.
- **ACH blocks and filters** stop any attempt by an outside entity to process an ACH transfer and remove funds from a checking account without prior permission. ACH blocks prevent all disbursements from an account. ACH filters prevent disbursements that do not match a list of pre-authorized transactions or identification numbers. ACH filters involve: (a) giving prior permission to certain approved business partners to draw upon the account, (b) establishing an approval process for pending ACH transmissions, and/or (c) setting maximum dollar limits on ACH debit transactions.
- **Reconciliation tools** allow governments to extract information from their bank or have information sent from their bank that assists the government in performing period end reconciliation of bank accounts. The bank may also provide a tool that completes a full reconciliation of the account and produces detailed reports of reconciled items.
- **Intra-day access** allows a government to see bank account transactions that occur at various times throughout the business day. The information may be accessed via online systems provided by the bank, as well as through other methods including fax, email, and direct transmission of data from the bank to the government's computer systems.
- **Universal Payment Identification Codes (UPIC)** may be used instead of the government's bank account numbers so that the government's account numbers are not disclosed.

INTERNAL CONTROLS

To provide for the physical security of all checks, the Finance Department shall:

- Maintain check images in preference to paper copies.
- Keep check stock in a locked and secure location with a formal inventory listing maintained. Secure check stock daily. Remove continuous check stock from printers. Lock and secure check specific printers.
- Physically void returned checks and check copies and retain in a locked and secure location or destroy on a schedule.
- Ensure appropriate security over signature software.
- Staff shall notify the Director overseeing the Finance Department of the pending issuance of all

checks over $100,000.

In addition, the Finance Department shall:

- Require two party authorizations (initiation and release) and same day staff reconciliation of wires.
- Ensure proper segregation of duties among staff initiating, authorizing, preparing, signing, and mailing payments and reconciling bank statements.
- Review signature cards and authority levels whenever any changes occur and annually at a minimum. Remove individuals from bank transaction authority immediately upon resignation or termination.
- Review all bank accounts at least annually. Consolidate or eliminate bank accounts that are not frequently utilized.
- Ensure that controls exist for the storage and destruction of all documents that contain account and other related information.
- Determine that appropriate controls are present if employees access the government's financial and banking systems from remote sites (i.e., restrict the sharing of files).
- On at least an annual basis, request the government's legal counsel to research changes in laws that shift liability for fraudulent transactions to the government.

FRAUD PREVENTION MEASURES IN COOPERATION WITH FINANCIAL INSTITUTIONS

The Director overseeing the Finance Department shall:

- Implement positive pay and/or payee positive pay, on all disbursement bank accounts and reconcile exceptions daily. Positive pay is the single best fraud prevention tool available.
- Instruct the bank to return all non-conforming positive pay items as the default instruction.
- Ensure that a clear policy exists to separate responsibilities between staff approving positive pay exceptions and staff initially requesting and/or preparing the check.
- Avoid reverse positive pay because with this service the liability remains with the government.
- Direct the bank to reject or block any and all withdrawals not initiated by the government from accounts that only accept deposits.
- Evaluate placing ACH filters and/or blocks on all accounts.
- Place total or selective ACH blocks on all disbursement accounts. Selective ACH blocks, also known as ACH filters, allow electronic debits to occur only for pre-designated transactions.
- Develop a formal plan to review ACH blocks/filters. This should be done on an annual basis, at a minimum.
- Consider the use of Universal Payments Identification Codes (UPIC) for all receivables accounts.
- Ensure that the Township's financial institutions provide multi-factor identification for on-line banking services involving transactions and administrative functions.
- Ensure separation of duties (initiation and release/approved) for financial transactions and administration of the on-line system. Multi-factor identification may include numerous passwords and/or utilization of user specific tokens.
- Discuss enhanced or new account security features with your financial institution on at least an annual basis.

Adapted from the Government Finance Officers Association Best Practice, "Bank Account Fraud Prevention," 2012.

COLERAIN
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2.18 COLERAIN TOWNSHIP
ECONOMIC DEVELOPMENT INCENTIVES POLICY

PURPOSE

Colerain Township is committed to leveraging public funds to stimulate private economic development projects that enhance the community's economic viability. To achieve this, the Township may provide various incentives to support development efforts, including but not limited to, tax base diversification, job creation, housing development, and business retention and expansion. All incentives will be governed by formal agreements.

GOALS AND OBJECTIVES

The primary goals of Colerain Township's economic development incentives are to:

- Expand the tax base.
- Create jobs.
- Develop targeted economic sectors, as defined by the Board of Trustees, which include and are not limited to healthcare, advanced manufacturing, and transformational mixed-use developments.
- Retain and recruit businesses.
- Mitigate blight and improve economically distressed neighborhoods.
- Enhance housing stock.
- Improve environmental and infrastructure conditions.

INCENTIVE TOOLS AND LIMITATIONS

Colerain Township may use a range of financial incentive tools, including but not limited to:

- Community Reinvestment Areas (CRA)
- Tax Increment Financing (TIF)
- Development Agreements
- New Community Authority (NCA)
- Joint Economic Development Districts (JEDDs)
- Other emerging or existing programs

The Township will consider incentives on a case-by-case basis, taking into account the funding sources and ensuring compatibility with established fiscal policies.

SPECIFIC INCENTIVE CONSIDERATIONS

- Tax Increment Financing (TIF): The use of TIF is at the discretion of the Colerain Township Trustees and will be evaluated individually. TIF incentives are subject to the required legislative process, including notice and public hearings. TIF may be used on a project area, even if it is not for a designated purpose.

- Residential Projects: While residential development is crucial, incentives for residential projects is generally discouraged unless the proposed project is permitted under current zoning and would be diametrically opposed to the neighborhood's existing character area.
- Grant Funds: Eligible projects may qualify for grant funds if infrastructure construction serves future commercial developments. Payment for such grants will occur after infrastructure construction, acceptance by the Township, and prior to taxable value creation.
- First in Development: Projects that serve as the initial development in a larger commercial plan and include new infrastructure to support future developments may be eligible for incentives.
- Major Redevelopment/Projects in Excess $15M: There may be additional considerations for any single project that will result in more than $15M of capital investment. A development agreement will need to be created to outline the parameters for incentives.

APPLICATION AND EVALUATION PROCESS

To request an incentive, applicants must provide:

- Business background, including current employment figures.
- Estimated job creation and/or retention, with average annual salaries.
- Estimated capital and infrastructure investments.
- Pro-forma for the project that demonstrates the need for incentives.
- Description of the expansion or new development.
- Details on alternative locations and any incentives offered elsewhere, if applicable.
- Incentives requested.
- Project timeline.
- Signed acknowledgment of this policy.

Evaluation Criteria:

- The evaluation process will assess:
- Alignment with Township goals.
- Cost versus benefits.
- Impact on taxes and revenue.
- Effects on existing businesses and potential for business diversion.
- Contribution to local employment and commercial activity.
- Visibility, quality, and catalytic potential of the project.
- Infrastructure and investment requirements.

INCENTIVE RECAPTURE

If an incentive is found to be illegal or invalid, the recipient or their successor must reimburse Colerain Township for the invalid portion of the incentive. In cases where the recipient relocates, is annexed, or fails to meet obligations outlined in a development agreement, full reimbursement of awarded incentives is required.

Applicants and interested parties must not contact individual Trustees directly. All inquiries and communications should be directed through the Township Administrator or designee

Acknowledgement

I, [Applicant's Name], on behalf of [Company/Organization Name], hereby acknowledge and agree to the following:

1. Understanding of Policy: I have read, understood, and agree to adhere to the Colerain Township Economic Development Incentives Policy as outlined. I understand that the policy governs the use of public funds for private economic development projects and that incentives are subject to formal agreements and case-by-case evaluation.

2. No Obligation: I acknowledge that Colerain Township is not obligated to provide economic incentives for any project, and that the decision to award incentives is at the sole discretion of the Colerain Township Trustees.

3. Compliance with Procedures: I agree to follow all application procedures as specified in the policy, including the submission of required documentation and adherence to the evaluation process.

4. Incentive Recapture: I understand that if any incentive provided is found to be illegal or invalid, or if my company/organization relocates, is annexed, or fails to meet the obligations of any development agreement, my company/organization is required to fully reimburse Colerain Township for the value of the incentives awarded.

5. Contact Protocol: I agree to direct all inquiries and communications regarding this application and the incentives policy through the formal channels established by Colerain Township and not to contact individual Trustees directly.

6. Commitment to Accuracy: I affirm that all information provided in the application is accurate and complete to the best of my knowledge. I understand that any misrepresentation or omission may affect the consideration of our application.

By signing this acknowledgment, I confirm my acceptance of the terms outlined above and my commitment to comply with the Colerain Township Economic Development Incentives Policy.

Applicant's Signature:

Date:

Applicant's Name (Printed):

Title:

Company/Organization Name:

Contact Information:

This acknowledgment must be submitted with the incentive application to ensure processing and consideration.

COLERAIN TOWNSHIP

3.0 - GENERAL POLICIES

3.1 COLERAIN TOWNSHIP
RECORDS RETENTION POLICY

PURPOSE

Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is our mission, intent, and policy to at all times fully comply with and abide by both the spirit and letter of Ohio's Open Records Act and Open Meetings Act. Any denial of public records in response to a valid request will be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation will also be in writing.

Colerain Township will ensure that appropriate personnel are trained in and aware of the provisions of the Open Records Act and Open Meetings Act. The Township will not inhibit or discourage citizens from obtaining information about their government and will do everything possible to aid those seeking information, including fully explaining the scope and operations of the Acts and assisting with the formulation of such requests. Furthermore, the Township will seek legal counsel whenever a question arises about the application of the aforementioned Acts or about the appropriateness of a request for information.

PUBLIC RECORD - DEFINED

A Public Record will include any document (paper, electronic, or other format) that is created or received by or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, or other activities of Colerain Township agencies. All records of Colerain Township are the property of Colerain Township and are public unless they are otherwise exempt from disclosure, as enumerated within the Ohio Revised Code or Ohio legal authority. If a record does not exist, the Township shall be under no obligation to create a record to satisfy the request.

Documents in electronic mail format may be public records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules as other public records. All employees or representatives of this office are instructed to retain their e-mails, text messages, etc. that relate to public business per the records retention schedule. Records in private email accounts related to public business shall be periodically copied to business e-mail accounts and/or to designated e-mail archives as determined by the office's records custodian.

It is the policy of Colerain Township that all records subject to disclosure, including e-mail, as required by Ohio law, will be organized and maintained so that they are available for inspection and copying within a reasonable amount of time. Record retention schedules are to be updated regularly and shall be posted within the administrative offices all Colerain Township Agencies.

Employees are responsible for maintaining and following retention schedules as outlined by the Ohio Department of Administrative Services, Ohio State Archives and the Auditor of State.

In accordance with the records management policy, any records in the custody of an employee who separates from the Township, for any reason, remain the property of the Township. At the time of separation, no documents should be deleted, and all equipment and technology must be returned to the Township before the final paycheck is issued. The Township reserves the right to seek damages if this policy is violated and if it results in fines, fees, or loss of productivity.

RECORDS REQUEST PROCESS

Each request for public records should be evaluated for a response using the following guidelines established within this section of the Colerain Township Record Retention Policy. **All non-police or non-fire report requests shall be forwarded to the Colerain Township Fiscal Officer. All employee personnel file requests will be forwarded to the Colerain Township Law Director for preparation for release. When a personnel file is requested, the responding Township employee (Law Director, Fiscal Officer, other) will notify the employee in question of the request and further notify the employee on release of the file. The employee will have the ability to review a records request prior to release to ensure that their protected information is not released (i.e. social security number).**

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the designated employee(s) or agents of Colerain Township to identify, retrieve, and review the records. If it is not clear what records are being sought, the Township will contact the requester for clarification and will assist the requester in revising the request by informing the requester of the manner in which the Township keeps its records. Individuals can consult the attached list of public records maintained by Colerain Township for guidance. Individuals will not be required to provide their identity, intended use of the record, or to put their request in writing. However, individuals may voluntarily provide this information in order to assist staff in complying with the public records request. All records requests will be entered by the Office Manager into the Township's service request system and be closed out in the system once the request is fulfilled.

INSPECTION OF RECORDS AND PROCESSING OF REQUESTS

Public records shall be made available for inspection during regular business hours at the offices of the respective Colerain Township agency, with the exception of published holidays. Public records shall be made available for inspection within a reasonable period of time and as promptly as possible. The complexity of the request including the volume of records requested, the proximity of the records, and the necessity for any legal review can impact the time that it may take for an employee to fulfill a records request.

In general, employees will have a minimum of up to three days to fulfill a records request. As mentioned above, certain requests may require redaction, legal review and consultation, and time to retrieve. It is reasonable to expect that these requests could take a minimum of three days to complete. This time period will also apply to walk-in requests. Employees will attempt to fulfill walk-in requests as they occur, however they may need additional time due to various work-related constraints and are afforded a reasonable expectation of time to complete the request, as delineated above and at the discretion of the employee. It should be noted that there still may be a need for redaction of a walk-in document request.

By Ohio law, this office is not required to permit a person who is incarcerated pursuant to a criminal conviction or a juvenile adjudication to inspect or obtain a copy of any public record concerning a criminal investigation or prosecution or concerning what would be a criminal investigation if the subject of the investigation or prosecution were an adult, unless the judge who imposed the sentence or made the adjudication with respect the person, or the judge's successor in office, finds that the information sought in the public record is necessary to support what appears to be a justifiable claim of the person. R. C. 149.43 (B) (8).

When a request is made to view Township records in person, the individual who is requesting records will be provided a space, in a public area of the building, avoiding conflicts with regular Township operations. Per the above, it is possible that this request may not be fulfilled on the same day that it is made.

RESPONDING TO PUBLIC RECORDS REQUESTS

Each request for public records will be evaluated for an estimated length of time required to gather the records requested. Routine requests for records will be satisfied as soon as possible. Routine requests include, but are not limited to, meeting minutes, resolutions, budgets, salary information, forms and applications, and/or personnel rosters.

If fewer than twenty (20) pages of copies are requested or if the records are readily available in an electronic format that can be readily emailed, electronically copied, or downloaded easily by the requester, the aforementioned files, copies or data will be made available as quickly as Township technology allows. For information located on the website, individuals may be sent a link directly to the information.

In processing the request, the office does not have an obligation to create new records or perform a search or research for information in the office's records. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through the office's standard use of sorting, filtering, or querying features.

All requests for public records to Colerain Township will either be satisfied or acknowledged in writing by the Township within three (3) business days following the receipt of the request. If a request is deemed to be beyond the scope of daily activities, such as seeking a voluminous number of copies, legal review, or requiring extensive research, the acknowledgement shall notify the request that the public record may take a period of time to fulfill.

DENIAL, REDACTION, AND EXEMPT PUBLIC RECORDS

Any denial of public records requested will include an explanation, including legal authority for such denial. If portions of a record are public and portions are exempt as established within the Ohio Revised Code, the exempt portions will be redacted and the remainder of the document released to the requesting party. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority for said redaction(s). In every instance, Colerain Township staff shall seek an opinion form the Colerain Township Law Director prior to finalizing any redaction to any requested records, or prior to denying a request for public records.

Not all of Colerain Township's records are "public records." Certain records are exempt from the Public Records Act. Exempt records include records:

- The release of which is prohibited by state or federal law, including but not limited to:
    - Attorney-client privileged information
    - Records of a Certified Public Accountant or public accountant in the performance of an audit of a public office (R.C. 4701.19 (B))
    - Federal tax returns (26 U.S.C. 6103(a))
    - Criminal background information and other law enforcement information on LEADS/CCH/NCIC computer database (42 U.S.C. 3789g)
    - Records that have been sealed pursuant to a statutorily authorized court order (i.e. R.C. 2953.52)
    - Peace officer's home address during the pendency of a criminal case in which the officer is a witness or arresting officer (R.C. 2921.24(A))
    - Employees' and their family members' records that were created for purposes of the Family Medical Leave Act or the Americans with Disabilities Act (29 CFR 825.500 (g) and 1630.14 (c)(1))

- That are subject to an express exception set forth in Ohio's Public Records Act, which may be released only if Colerain Township decides to waive the express exception, including but not limited to:
    - Peace officer, firefighter, EMT, prosecutor, assistant prosecutor, children's services worker, or corrections officer, Residential and Familial Information (R.C. 149.43 (A)(7))
    - Records that pertain to a patient's medical history, diagnosis, prognosis, or medical condition and that were general and maintained in the process of medical treatment (R.C. 149.43 (A)(1)(a))
    - Records that contain information that was specifically compiled in reasonable anticipation of, or in defense of, a civil or criminal action or proceeding (R.C. 149.43 (A)(1)(g))
    - Records that pertain to a law enforcement matter of a criminal, quasi-criminal, civil, or administrative nature and that, if released, would create a high probability of disclosing any of the following (R.C. 149.43 (A)(2)):
        - The identity of an uncharged suspect
        - The identity of a confidential source
        - Specific confidential investigatory techniques or procedures
        - Specific investigative work product
        - Information that would endanger the life or physical safety of law enforcement personnel, a crime victim, a witness, or a confidential source
        - Certain elements of body camera footage:
            - On-screen depictions of any person under the age of 18-years
            - Depictions of nudity
            - Face of a person who is a victim or witness to a crime or event unless they are arrested suspects over the age of 18-years

- The site of any injury sustained by a victim or witness and the video depiction of the infliction of injury unless it is related to force used by police officers
- The interior of any private residence
- Any depictions of the in-car police computer
- Any license plates of any vehicle not owned by a charged suspect
- Any document that includes identifying characteristics of anyone other than a charged suspect
- Any document that contains a social security number, bank account number, routing number, or credit card number
- Footage of medical procedures, interaction with emergency medical providers or hospital staff, or inside a medical office or hospital
- Depictions of deceased persons
- Any officer whose identity, by their assignment, where the release of their image would place them in danger of being identified
- Depictions of confidential informants or confidential investigative techniques
- Video of a police officer's private vehicle, home, or family member
- Oral statement of a victim of a sexual assault, child abuse, or domestic violence
- Conversations with any person and their clergy
- Conversations between an attorney and their client
- Telephone conversations where the recording officer is not a participant
- Any non-business related, private telephone conversation of the recording officer

The exemptions to the Public Records Act will be narrowly construed in the favor of disclosure. Employees may seek a legal review prior to determining whether or not an exception applies. In addition, it is the policy of the Township to protect, to the extent legally possible, the privacy rights of citizens and visitors of the Township that may be captured on a body camera. To the extent possible, Colerain Township will provide the maximum amount of access to video records while protecting the legitimate privacy and safety concerns of the citizens. The minimum amount of redaction will be used in instances requiring that redaction.

COSTS

Those seeking public records will be charged only the actual cost of making copies incurred by Colerain Township in the process of fulfilling a specific public records request. Employee time should not be calculated into the charge for copying a public record. However, in the event that circumstances make it reasonable for this office to hire an outside contractor to make copies of requested records or to redact portions of the records, the requester will be charged the actual cost paid to the outside contractor for the copying and redacting service (R.C. 149.43(F)(2)(a)). An invoice outlining the actual costs incurred for each item shall be prepared for the requester. Colerain Township staff shall issue a receipt of payment

for the requested public records to the requester. Requested records will not be released until such time that payment is received for such request in-full from the requester.

The below is a list of current charges for copies of records:

- $0.10 per page for 8.5”x11” paper copies
- $0.10 per page for 8.5”x14” paper copies
- $0.15 per page for 11”x17” paper copies
- $10.00 per sheet for oversized plans, prints, or other documents
- $2.00 per disc for downloaded computer files placed on a compact disc
- $5.00 per disc for DVD recordings of public meetings
- $2.00 per disc for the audio recordings of public meetings

In addition, the Township will invoice the actual costs incurred for any outsourced plans, prints, other documents, and/or redaction services. Requesters may ask that documents be mailed to them or delivered to them via courier service. Requesters shall be charged the actual cost of the postage and mailing supplies, or the actual cost of effecting delivery via the designated courier service.

There shall be no charge for documents e-mailed to the requester or for files transferred to a requester via “FTP” site (file transfer protocol).

REMEDIES FOR FAILURE TO COMPLY

Any employee of Colerain Township, including the designated Records Custodian for each Colerain Township agency, who willfully fails to fulfill a Public Records request by failing to adhere to this policy may be subject to disciplinary action as established within the Colerain Township Personnel Policy.

COLERAIN
TOWNSHIP ~ OHIO

3.2 COLERAIN TOWNSHIP
DONATION ACCEPTANCE POLICY

PURPOSE

It is important for the Township to be able to properly accept gifts and donations. Gifts can come in a variety of forms, including cash, checks, property/land, or other items of value.

EVALUATION

The Township will need to evaluate the financial and ethical ramifications of accepting any gift before it is formally accepted. Certain gifts might have use restrictions or place a financial burden on the Township. For example, if the Township were to accept a piece of land, the Township would also be accepting the responsibility to maintain said property. Depending on the condition of the property, it may or may not be in the best interest of the Township to accept the gift. In addition, vendors/companies will not be shown any special consideration or favoritism as a result of a gift to the Township. Simply receiving a check or item does not mean that the Township has accepted the gift.

Appropriate documentation must accompany gifts. This may be a letter, trust, or other agreement that outlines the intent of the gift, including any restrictions. The documentation must also be signed by the appropriate agent or person. The Township will not execute any donation agreement until the gift has been formally accepted by the Township Trustees. The Township will accept any cash donations that are donated as a thank you for public service.

The Finance Department and Administration should be notified of any gift. Township Administration shall evaluate the merits of the gift and, if deemed to be an appropriate gift, will place the donation on a Trustee agenda for consideration. The Trustees reserve the right to accept or deny any gifts.

Employees should exercise proper judgement when accepting gifts as to not compromise their own ethics or to violate any local, state, or federal law. Employees should not accept any gifts or favors which reasonably may be interpreted to be offered in order to influence an employee's decision making. Employees should not directly accept any gifts of more than nominal value as outlined by the Ohio Ethics Laws. Employees or Departments may utilize their own discretion in accepting gifts of nominal value. Nominal value should be determined in consultation with the Law Director.

ACCEPTANCE

Once a gift is accepted, it is irrevocable and the restrictions placed on its use must be strictly observed. These guidelines will help to ensure that gifts are properly accepted. The Department Director of the department that is bestowed the gift shall be the custodians of the funds/items and will be responsible for ensuring proper compliance with the intended use of the gift.

Currently, the Township operates The Legacy Tree & Bench Program. This program is designed for individuals or organizations desiring to commemorate a particular event by planting a tree or installing a bench. Some of the events include, but are not limited to: memorials, weddings, anniversaries, births, graduations, retirement or recognition of friends/associates.

All trees will be cared for by the Public Services Department and come with a one-year guarantee.

MAKING DONATIONS

Colerain Township reserves the right to make donations to appropriate non-profit organizations. If a contribution intended for a non-profit organization is improperly sent to Colerain Township, the Township will reimburse the intended organization in an equal amount.

Organizations seeking donations from Colerain Township must submit their request in writing to the Township Administrator. At a minimum, the request shall include a description of the event or cause supported, a description of how the cause or event will support residents of Colerain Township, an explanation of the financial impact, and a summary of the organization's budget and major sources of funding.

The Township Administrator, or designee, may request additional documentation to validate the non-profit status of the organization and to determine if any conflicts of interest exist. In general, the Township will not make donations to political organizations. All donation requests will be evaluated by the Board of Trustees for final approval.

COLERAIN
TOWNSHIP ~ OHIO

3.3 COLERAIN TOWNSHIP
AERIAL APPARATUS POLICY

PURPOSE

Pursuant to Ohio Revised Code 511.32, no person shall use or operate any radio-controlled or other remotely-controlled aircraft, including drones and other unmanned aerial vehicles, or any other similar device in any park or facility without specific written permission from the local jurisdiction. In Colerain Township, registered drones and other unmanned aerial apparatus may only be operated at Dravo Park and Heritage Park after obtaining the proper registration.

Registration to operate drones and other unmanned aerial vehicles may be granted in accordance with this policy and are otherwise prohibited without prior registration Unmanned aerial apparatus includes remote airplanes, flying machines, balloons, gliders, rockets, unmanned aerial vehicle ('drone'), or other manned aerial apparatus such as hot air balloons, paramotors, etc.

REGISTRATION GUIDELINES

To successfully register an aerial apparatus, a person must:

1. Complete the Township registration application including indemnification agreement.
2. Register the apparatus with the Federal Aviation Administration (FAA) when applicable.
3. Display all appropriate registration numbers on the craft.
4. Provide proof of liability insurance to cover personal liability, medical, damages in case of an incident. Insurance can be acquired through the Academy of Model Aeronautics (AMA).

Aerial apparatus registration applications are located at the Colerain Township Administration Building. There is no fee associated with an aerial apparatus registration.

ENFORCEMENT

1. Signs indicating "Drones & Unmanned Aerial Vehicles Prohibited" will be placed in Township parks and properties (except for Dravo Park and Heritage Park). Aerial apparatus are not permitted to be flown outside of designated areas.
2. Signs indicating "Drones & Unmanned Aerial Vehicles Permitted" will be placed in Dravo and Heritage Park with the statement "Registration Required."
3. Aerial apparatus may not be flown within 50 yards of playgrounds and picnic shelters.
4. All aerial apparatus must be registered with the FAA prior to use, when applicable.
5. Aerial apparatus should not be used in a manner that violates any law and should not be operated in a manner to disrupt or disturb other visitors of Dravo or Heritage Park.

6. Unregistered aerial apparatus will be subject to citations and penalties in accordance with Ohio law. Failure to abide by and adhere to rules and regulations may result in the revocation of an individual's registration.

Individuals are also encouraged to familiarize themselves with the "Know Before you Fly" education campaign. This campaign is intended to educate prospective users about the safe and responsible operation of unmanned aircraft systems (UAS). The campaign can be found online at: http://knowbeforeyoufly.org/for-recreational-users/.

3.4 COLERAIN TOWNSHIP FITNESS ROOM POLICY

PURPOSE

A fitness room located in the Colerain Township Administration building is available for use by Township employees and is a benefit that supports the overall health and well-being of Township employees. This policy is designed to ensure the safe usage of the Colerain Township Fitness Room. The content of this policy will apply to any individual that uses the fitness room, including volunteer instructors. “Fitness Room” in this policy applies to the room located at 4200 Springdale Road.

ELIGIBLE USERS

The Fitness Room is available for use by Colerain Township employees only. Before any individual is permitted to use the fitness room, they must first complete and sign the attached Fitness Room Waiver Form.

The Township recognizes that it is of mutual benefit to allow outside instructors into the fitness room on a temporary basis. Outside instructors performing a service or training regimen may, upon written approval of the Chief of Police or Administrator, be granted approval and access to the fitness room. In order to gain approval and access, these individuals will need to follow the policies and procedures in place to become a volunteer, including the filing of a volunteer application (per the Colerain Township Volunteer Policy). The Chief of Police or Administrator should review each of these applications and ensure that there is a direct benefit to the department before approving the instructor. The Chief of Police will annually review the list of all instructors and ensure that the instructors are in fact, providing a service to our employees that has a direct correlation to the use of the fitness room.

No individual under the age of 18 may use the fitness room.

Any instructor who is not a Township employee and that is permitted to use the fitness room must be accompanied by a Colerain Township employee at all times. These individuals will not be granted an access code, key, or key fob to enter the premise. For these individuals to use the fitness room, a Colerain Township employee must let them into the facility and remain present while the facility is in use. The employee that lets this individual in will be responsible for the conduct of that individual. Sharing of keys or access codes to anyone who is not a Township employee will be a violation of the Township key policy and the employee will have their fitness room rights revoked in addition to facing any disciplinary action as identified in the Colerain Township Key Policy.

GENERAL RULES AND REGULATIONS

The gym is provided for the enjoyment of all who use it, irrespective of whether it is for general recreational use, rehabilitation from injury, or as part of a training program. Any and all users should be considerate of other users, especially at busy times.

The Fitness Room is monitored by video surveillance and is available for use during police department operational hours. The gym should be kept clean and tidy at all times. All litter or drinking bottles/cartons should be placed in the waste bin provided. Shoes should not be worn on the central mat at any time. Please bring a towel to place over seats or benches and wipe down the upholstery after use. Always return weights after use. Please do not slam or drop weights.

SAFETY

All equipment must remain within the fitness room and should not be removed under any circumstance (unless authorized by the Township Administrator or Chief of Police).

Users must wear proper footwear and exercise clothing while using the fitness room. This is for the safety of the users. In addition, please refrain from using the fitness room if you feel ill, have a medical condition, or are dizzy/lightheaded.

Report any issues with equipment in the fitness room to the Chief of Police. A do not use sign will be placed on any damaged or inoperable equipment.

A first aid kit and AED are available if needed.

TOWNSHIP WELLNESS PROGRAM

The Township understands that there may be wellness programs and activities that require use of the Fitness Room. Eligible non-employees include anyone covered by Township issued health insurance that is over the age of 18. These individuals may be granted access to the Fitness Room on a limited basis as part of a Township Wellness program and should sign in via the sign in sheet located in the Fitness Room. These programs may be available to anyone who receives health insurance benefits through the Township. Township Administration and Human Resources will approve the wellness program and designate which individual programs will provide access to the Fitness Room. It is required that any non-employee participating in wellness program activities in the Fitness Room shall complete the attached waiver form prior to participation. Non-employees participating in a wellness program activity in the Fitness Room shall be accompanied by a Township employee at all times and will not be granted access to a key, key access code, or key fob.

DISCLAIMER

Any individual who uses the fitness room does at their own risk. Colerain Township shall not be liable for any damages arising from personal injury or damages sustained by an individual while using the fitness room. Users assume full responsibility for any injuries or damages and through the waiver form will release Colerain Township of any and all claims, demands, rights or cause of action, present, or future, whether the same be known or unknown, anticipated or unanticipated, resulting from or arising out of the user's use or intended use of the facilities and equipment hereof. Individuals who violate this policy may be barred from use of the fitness room.

3.5 COLERAIN TOWNSHIP KEY POLICY

PURPOSE

In the interest of providing Colerain Township employees a safe working environment, this policy is established to limit and control the disbursement of keys and ID Badges to Township facilities and locations. Keys, ID Badges and locks to Township facilities and spaces are the property of Colerain Township and should be obtained and managed in accordance with this policy.

The specific purpose of this policy is to regulate the use of keys, ID Badges, and key codes. The Township recognizes that there is a need to balance the accessibility and use of facilities with the need to provide a safe and secure environment. Therefore, convenience must sometimes be compromised in order to maintain security.

The Township reserves the right to change locks, keys, and access permissions as needed. Any maintenance issues related to locks, keys, ID Badges, or access codes should be reported to the Township Administrator or their designee. The Township also reserves the right to conduct an audit of assigned keys and ID Badges at any time.

Violation of the Colerain Township Key Policy may result in loss of the right to be issued key(s) or ID Badges and is subject to progressive disciplinary action as defined in the employee handbook.

The Township Administration Building shall be locked and visitors will be restricted from having access to the building when the Police Department is closed for regular business. Interior doors to locked areas of all buildings shall not be left open needlessly. No person shall be denied entry into a Township facility at any time for the purpose of conducting business during regular business hours, unless there is a public safety issue as identified by the Police Department or Fire Department.

The Township is using security cameras to monitor and record activity in public areas in order to assist in providing for security and safety of employees and property of the Township. Video monitoring of public areas for security purposes on Township property is limited to uses that do not violate the reasonable expectation of privacy. Legitimate safety and security purposes for security camera monitoring include but are not limited to the: building perimeters, entrances and exits, lobbies and corridors, access to properties, parking areas, etc.

ISSUANCE OF KEYS

Employees will be issued keys based on their need for access. This will be determined by their employment duties, projects, and other legitimate purposes. Employees may be issued keys to their office, Township buildings, common areas, be granted ID Badge access for entrance into locked areas of various Township buildings or be issued the code to override the alarm for various buildings. If an

individual is not issued a key, ID Badge, or key code, they may request one via written statement to the Township Administrator. The Administrator reserves the right to approve or deny such requests.

Employees must not duplicate any keys under any circumstances and should not share their key codes or ID Badges with any unauthorized user. The transfer of keys is directly prohibited, unless approved by the employee's Department Director. The Township recognizes that, for safety reasons, certain locked areas of particular buildings may not have more than one or two keys and therefore may need to be transferred if an employee is on leave. Key transfers should be documented by the Department Director. If a transfer exceeds one-month, then the Township Administrator should be informed in writing.

RETURN OF KEYS

It is the personal responsibility of each individual to whom keys or ID Badges are issued to return all keys and ID Badges to their supervisor prior to termination of employment with the Township. All keys and ID Badges must be returned on or before the employees' last day of employment. Employees will be held responsible for the expense to change the locks on rooms or buildings for keys not being returned. ID Badges will be deactivated by IT on termination of employment.

LOST OR STOLEN KEYS

All individuals who are issued a key or ID Badge shall take appropriate measures to protect and safeguard all keys and ID Badges issued to them. In the event that a key or ID Badge is lost or stolen, the employee should immediately inform, in writing, their direct supervisor, the Township Administrator, and police (if necessary).

The request to replace lost or stolen keys or ID Badges shall be accompanied by a written explanation describing the facts surrounding the loss, particularly the location of the loss, what identifying marks were on the keys, and what doors the keys open. Each individual will be responsible for the costs associated with a new key and/or locks (if necessary) and may be subject to disciplinary action.

TEMPORARY KEY CODES

Under special circumstances, a temporary key code may be issued to an outside contractor, community group, or volunteer. If a need arises for a temporary key code, the Department Director working with the individual(s) requiring a temporary code shall file a written request with the Township Administrator. This request should detail the names of the individuals who will need access, the dates they will need access, and the reason for their access. If approved by the Administrator, the Director of Information Technology (IT) shall assign a temporary key code. This code shall be deactivated immediately at the end of the project, program, or need is completed.

RECORDS AND COMPLIANCE

Any employee that will be issued a key shall complete the key authorization form prior to receiving their key. These forms shall be kept with the employee's personnel file. The Office Manager for Township Administration will also keep an active list of all issued keys that will, at a minimum, include the employee's name and locations able to be unlocked by the issued key.

The Township Director of IT will also keep a list of all active key codes, including temporary codes and ID Badges. Sharing ID Badges, keys, or key codes without Department Director permission is an offense subject to progressive discipline.

COLERAIN
TOWNSHIP ~ OHIO

3.6 COLERAIN TOWNSHIP SOCIAL MEDIA POLICY

INTRODUCTION

Social media is a valuable tool that allows Colerain Township and Colerain Township personnel to enhance communication with residents, businesses, and the community at large. Social media provides an additional outlet for community education, community information, public safety notifications, and other pertinent information.

This Township recognizes that social media also plays a role in the personal lives of Township employees. Social media is a powerful communication tool that can have a significant impact on organizational and professional reputations. Because social media can blur the lines between personal voice and institutional voice, the township has created the following policy on how best to enhance and protect personal and professional reputations when participating in social media for those who choose to use it. The personal use of social media can have a direct effect on official Township business and operations and this policy shall apply to all employees.

PURPOSE

The purpose of this policy is to encourage the use of social media to advance the Township's goals of increased citizen engagement, increased transparency, and increased level of information dissemination.

This policy also serves the purpose of outlining appropriate employee and department social media etiquette, in order to protect the Township's public image and to ensure that all employees are responsible and accountable for their personal and public use of social media. The contents of this policy will directly apply to all Colerain Township employees and facets of this policy will apply to individuals or businesses who engage directly with the Township on any of its social media platforms.

This policy outlines several uniform guidelines by which social media tools will be utilized to inform the public of Township activities. It also provides guidance on employee use of social media, records retention, and management of public comments. This policy is intended to serve as a minimum standard for employees and departments. Departments can enact more specific or restrictive procedures and employees of that department must adhere to the additional, more restrictive guidelines. Any policies/procedures for Emergency or Crisis Communications will supersede this policy, when appropriate.

This policy is not intended to interfere with or restrict an employee or citizens' right to engage in activities protected by the First Amendment of the U.S. Constitution.

SOCIAL MEDIA PLATFORMS

The purpose of Colerain Township's use of various forms of social media is to share family friendly posts of a public interest in Colerain Township with our many residents, businesses, and visitors.

Social media includes any website that allows one to expand their business and/or social contacts by making connections or communications through web-based applications. The term "Social Media" includes, but is not limited to:

- Social Networking Sites (Facebook, Linked In)
- Micro-blogging sites (Twitter etc)
- Blogs (including Township and personal blogs, as well as adding comments on such)
- Video and photo sharing websites (Flickr, YouTube, Snapchat and others)
- Forums and Discussion Boards (Google Groups, Yahoo! Groups, Reddit and others)
- Online Encyclopedias (Wikipedia, Sidewiki, etc.)

Social media is not intended to be the Township's primary means of communication with residents, businesses, and others. The Township uses public meetings notices, the Colerain Township website, newsletters, and other means to effectively share information with a variety of audiences.

All Colerain Township social media pages must be created by the Township and be identified with Township approved branding materials. If a department wishes to create a new social media page for their department, they must obtain approval from the Township Administrator or their designee. Once approved, the Administrator will work with the department to outline any necessary procedures for posting to the account. Once the account has been created, all login information, including username and passwords, must be submitted to the IT Director. In the event that a page is linked to a personal account, then the IT Director will not need a copy of the login information. Under these circumstances, employees shall transfer account rights to another Township employee prior to termination of employment.

The Township will not maintain a social media presence on any site or platform that limits access based on race, ethnicity, religion, sexual orientation, physical ability, or other protected status.

EMPLOYEE USE

The term "employees" as used in this policy includes persons employed by the Colerain Township Board of Trustees, persons who have been appointed by the Board of Trustees to various Township boards and committees, persons while they are doing contract work for or are temporarily employed by the Board of Trustees, members of any committee appointed by the Trustees, and generally anyone who is covered by the township general liability policy while performing a function for Colerain Township.

Colerain Township employees are permitted to utilize free speech and to express themselves as a private citizen on social media platforms. Employees should refrain from working on any personal social media platform or blog during work hours, excluding breaks. Given that employees are representatives of the Township, they should exercise caution with their use of social media as postings are widely accessible, not easily retractable, and likely to be around for a long time, if not permanently. Personnel should be aware that privacy settings on social media sites change, and therefore employees should never assume that content posted on social media is protected or private. It is recommended that

employees only post pictures and comments that they would be comfortable sharing with the general public.

Employees not acting in their official capacity shall not represent or give the impression that they are acting in their official capacity. Employees must never use their township email account or password in conjunction with a personal social networking or social media site. Employees should also take appropriate measures to ensure that it is known that their own personal views are not views of the Township. To reduce the potential for confusion, when appropriate, employees should state something similar to the following: “The views expressed are mine alone and do not necessarily reflect the views of my employer, Colerain Township.”

If an employee wishes to post or respond to a post in an official capacity from their personal account, the employee should include their name, position title, and directly identify themselves as a Township employee. The employee should always show respect and only post about their area of expertise or work assignment.

Employees may be subject to discipline resulting from their use of personal social media when the use of social media can be directly tied to a negative impact on the Townships image or operations and that impact outweighs the employees’ First Amendment rights or interests. Depending on the nature and severity of the violation, this could include termination of employment. Examples of circumstances that might result in disciplinary action include and not limited to:

- Release of confidential or proprietary information, this includes violating records retention policies, confidentiality policies, or the Health Insurance Portability and Accountability Act (HIPPA)
- Posts that impede the performance of any Township department
- Unauthorized use of the Township logo, branding materials, department titles, or any other marks or images
- Any “hiding” or use of algorithms that auto hide comments

If an employee is aware of or has engaged in any type of behavior that would violate this policy, they should immediately notify their supervisor, who will notify the appropriate parties for follow-up action. If an employee has any questions regarding the contents of this policy, social media use, privacy, or potential content they should seek guidance from their direct supervisor.

RESPONSIBILITY FOR TOWNSHIP ACCOUNTS

It is the responsibility of each Department Director to ensure compliance with this policy and to develop internal procedures for use of department specific social media accounts. The number of posts, frequency of posts, and content contained in posts is at the discretion of the department Director. Departments can also decide their own approach to addressing public comments, questions, and/or requests. In general, individual complaints, concerns, or service requests will not be addressed via social media. No Township employee’s personal information or email addresses shall be posted on these sites.

At a minimum, departments that have their own social media site shall designate at least one individual who will be the account administrator. In order to ensure there is a uniform voice, all potential posts should be screened and approved by the account administrator prior to posting. This individual shall also

be responsible for reviewing and responding to comments or feedback (if necessary) and should be well versed in operations of the department. This individual shall also be responsible for what is posted on the site and should ensure that all content is consistent with the department's mission, vision, and values.

In general, employees posting on an official Township social media account should remember that social media can be conversational. Employees should speak to our readers in the same manner that they would address a resident in a face-to-face setting. Try to avoid using jargon or formal language. Posts should never be combative and bear in mind that social media is not always the appropriate form of communication.

The Township will utilize social media to promote transparency and honesty in communications. However, employees shall not post on any items that are currently in litigation or likely to be in litigation in the future. Information to be posted on Township social media sites should be fact based. Chat functions on any of the Township's social media platforms shall not be used. The Township reserves the right to turn off the comment functionality on any Township social media account at any time and/or at the discretion of the Department Director responsible for maintaining the site. The Township can also discontinue the use of the platform at any time without explanation and/or warning.

It is the responsibility of the IT Director to administer security and monitoring measures that support this Policy.

RECORDS RETENTION

Public employees engaging in social media activities should be careful of the content of their communications and corresponding records retention requirements. The Township's use of social media platforms will comply with all provisions of Ohio law as all official accounts are considered extensions of the Township's information networks.

Please note that all posts from members of the public including comment, images/photos, usernames, and any other information will be reviewed by Township staff.

Please note that the public comments expressed on social media accounts do not necessarily reflect the opinions of Colerain Township Trustees. Colerain Township is not responsible for any comments made by non-Colerain Township personnel and posted on Township social media.

If a comment or post or post is ever deleted, staff shall save a screen capture as a jpeg of the content and follow proper procedures for archiving. Comments shall not be deleted, removed, or edited based solely upon the views expressed.

For questions regarding the operation and moderation of any Township social media site, please contact Colerain Township at (513) 385-7500.

COLERAIN
TOWNSHIP ~ OHIO

3.7 COLERAIN TOWNSHIP STREET LIGHTING POLICY

PURPOSE

Street lighting is considered to be a benefit to Colerain Township residents that provides for safety and security. Currently, there are areas of the Township that do not have street lights. The specific purpose of this policy is to outline the process by which an area of the Township may apply for and secure street lighting.

Colerain Township is committed to providing lighting along public ways as needed for the public safety and welfare of its citizens. However, the Township is prohibited from paying for lighting for the special benefit of residents of a specific street or neighborhood. In order to receive street lighting, residents will need to follow the Petition Process outlined in this policy that conforms with Ohio Revised Code Chapter 515.

PETITION PROCESS

Overhead streetlight requests for lights at the entrance of a Multi-Family development and a Township public road will be reviewed on a case by case basis.

Colerain Township will not accept a lighting district petition for a street / subdivision until such time as the street is dedicated and accepted by Colerain Township and Hamilton County. Colerain Township residents or property owners who want to light their dedicated and accepted street must first have the owners of more than fifty (50%) percent of the front footage of lots on the street sign a Petition for Street Lighting. Blank versions of these petitions are available at the Township Administration Building.

In order to be considered for the formation of a street lighting district, three documents must be attached to the petition, as follows:

1. A list of all property owners in the district, their mailing addresses, and the Hamilton County Auditor's permanent parcel number of the lot owned. This information is essential for sending the notices required by statute. Incorrect or inaccurate data can negate the results of the hearing and the process will have to start over again.
2. A copy of the Hamilton County Auditor's plat with the parcels or lots to be included in the district shaded. The failure to accurately prepare this document could lead to a lighting district other than desired. Please note that a subdivision plat, a plat survey or other drawing are not acceptable as substitutes for the Auditor's plat. The Auditor's plat can be obtained in the office of the Hamilton County Auditor.
3. Unless a copy is on file at the Township Administrative Offices, a copy of the Deed of Acceptance by the Commissioners of Hamilton County of any street or roadway along which the lights are proposed. Such a document may be obtained from the developer or the Hamilton County Recorder. No lighting district can be established by the Township Trustees along streets that

have not been accepted by the County Commissioners. Please note that the dedication of the streets in the subdivision plat does not amount to acceptance of the streets by the County Commissioners.

The petition with the above-mentioned documents should be filed with the Township. It will be checked for accuracy by the Director of Planning and Zoning and Township Law Director. If it is approved, the Fiscal Officer will set a date for public hearing within thirty (30) days. The Fiscal Officer also signs a notice of acceptance.

The Township will give notice to signers of the Petition of the time and date of hearing. The same notice will be served upon each lot owner in the proposed lighting district fifteen (15) days before the date of the hearing. Notice of hearing will also be published in a local newspaper at least two weeks before the hearing.

At the hearing, property owners in the proposed lighting district will be provided with an opportunity to speak. If the Board of Colerain Township Trustees decide in favor of the lighting district, they shall pass a resolution specifying the number of lights necessary for the district, the candle power of the lights, and the location of the points where the lights will be installed and the kind of supports for them.

If the total estimated cost of the lighting improvements is $15,000 or less the contract for installing the lights may be let without competitive bidding. When competitive bidding is required, the Trustees shall post a notice of the resolution setting out the number, candle power, location and support for the lights in three conspicuous public places in the district. Bids can be received not less than thirty days (30) from the posting of the notices.

Generally, the only bid that will be made will come from Duke Energy. When a/the bid is accepted by the Trustees, the Township shall enter into a contract with the successful bidder, generally for a term of three (3) years, but in no event longer than ten (10) years.

At that point the Trustees shall assess each lot owner in the lighting district an equal amount, the total of which shall equal the contract bid. The County Auditor will then assess each lot on the semi-annual tax bill.

In instances where lighting districts are petitioned for streets that already have an intersection light and/or a cul-de-sac light maintained at Township expense, the proposed lighting district must include the cul-de-sac light. It may include the intersection light but need not do so. If petitioners wish to have lighting styles different than the standard lighting provided by the Township at intersections then they will need to include the intersection light in the lighting district as well, since the Township will not provide lights other than standard overhead fixtures.

At the end of the term of a lighting district contract, the Trustees will award a new contract unless the owners of lots and lands containing in excess of fifty per cent of the front feet abutting on the streets of the lighting district sign a petition for the discontinuation of the district. Such a petition must be filed with the Township Fiscal Officer not less than thirty (30) days prior to the expiration of the lighting contract. In the event that a petition for discontinuance is presented to the Trustees, any resolution approving of the discontinuance shall provide that any salvage costs charged by Duke or another provider for discontinuance of service will be paid in full by the property owners of the discontinued lighting district prior to the expiration.

COLERAIN
TOWNSHIP ~ OHIO

3.8 COLERAIN TOWNSHIP
TRAFFIC CALMING DEVICE POLICY

PURPOSE

Colerain Township understands that various neighborhoods and residents may desire a traffic calming/control device to be located in their neighborhood for the safety and well-being of the neighborhood. This policy outlines the general guidelines for submitting a request and how Colerain Township will evaluate the request.

In general, Colerain Township does not install speed humps/bumps on a Township Road. This comports with the professional opinion of the County Engineer. The basis for this is that Township roads operate as the primary passageway through a residential subdivision that primarily serves the abutting property owners and the individual neighborhoods. Therefore, the traffic volumes along these streets should not be substantive enough to warrant this type of device. The installation of speed humps/bumps along a facility with a journalized speed limit of 25 mph is generally not recommended, because the speed is not significantly reduced due to the fact that speed hump/bump are designed for speeds between 15 mph and 25 mph. The journalized speed limit for a township road is set in accordance with the policies of the Ohio Department of Transportation (ODOT) and the speed study is reviewed and approved by ODOT prior to the posting of the speed limit.

FORMAL REQUEST

Residents who desire the installation of traffic control devices, such as chicanes, may request the Township to initiate a feasibility study by submitting a written request to the Township Administrator. The request should include the street name, a description of the need for a traffic control device, and contact information for follow-up or clarification. Requests filed via email shall be considered written requests.

INTERNAL REVIEW

Upon receipt of a written request, the Administrator will work with the Public Services Department and Police Department to determine if a study is necessary and the general area for study. The study area shall include all properties that would reasonably be affected by the installation of the traffic calming device.

In most circumstances, it is likely that the Police Department will place a traffic monitoring device in the area to record the speed of motorists that use the street. The Police Department and Public Services Department will determine if any additional monitoring is necessary for the study and internal review. This initial feasibility study and review will document the traffic counts, speed studies, and could include analysis on accidents that occurred in the past five years. Typically, a traffic calming device will not be

considered for installation unless 85% of all traffic exceeds the posted speed limit by ten (10) miles per hour.

At the conclusion of the internal review, the Township will provide the individual requesting the traffic control device a copy of the feasibility study for the designated area.

INSTALLATION

In order to install a traffic control device, the street shall be:

1. Classified as a street maintained by Colerain Township as the Township will not install devices on a Federal, State, County, or Privately maintained roadway.
2. Residential in nature with a posted speed limit of twenty-five (25) mph or less.
3. Determined to have a minimum average daily traffic (ADT) of 500 vehicles per day and a maximum ADT of 2,500 vehicles per day.
4. Determined to have a vertical profile (grade) of less than ten percent (10%).

It is worth noting that local streets with ADT exceeding 2,500 vehicles per day will not be considered for these devices. These devices will not be permitted for arterial and collector streets as identified by the Public Services Department.

Prior to any installation, the Township will solicit input from emergency services, utilities (private and public), and other key agencies. The Township Administrator may determine that the installation of traffic calming devices on the street is not feasible due to the disruption of emergency response equipment and other essential services. To emphasize an earlier point, the Township will not install a speed hump/bump under any circumstance.

Residents will be notified of the new traffic patterns and the installation of the new traffic control devices. This notification may take place via online platforms, such as the Township newsletter, Township website, or Township social media pages. The Township will utilize its best efforts to notify residents through other means.

REMOVAL

Existing speed humps may be removed if a petition with signatures from 60% of the affected properties is obtained, or where traffic circulation and safety concerns justify their removal as determined by the Township Administrator.

COLERAIN
TOWNSHIP ~ OHIO

3.9 COLERAIN TOWNSHIP VOLUNTEERING POLICY

INTRODUCTION

Colerain Township welcomes and embraces all volunteers and potential volunteers. The Township hopes that any volunteer experience will be mutually satisfying. Volunteers choose to make a difference in the community and thereby affect many parts of the Township, including the future of the Township. The Township thanks all of its volunteers for their time and efforts.

PURPOSE

This policy outlines the rules and guidelines necessary for the Township to utilize volunteers. The policies contained in this document apply to all volunteers, and do not constitute, either implicitly or explicitly, a contractual or personnel agreement. Changes to this policy may be made by the Board of Township Trustees at any time. Any items not specifically covered in this policy will be addressed by Township Administration. It should be noted that the Township also reserves the right to utilize, or not utilize, the services of volunteers.

HOW TO BECOME A VOLUNTEER

When the Township determines that a new event, project, or assignment would benefit from the utilization of volunteers, a “Call for Volunteers” will be posted on the Township website and communicated through other communication channels. If a department has a need for volunteers, that need should be communicated to the Township Administrator for approval. Each request for volunteers will be evaluated on an individual basis.

Unsolicited volunteer applications will also be accepted by Human Resources. On receipt of an unsolicited application, Human Resources will forward the application to the Director of the Department that best matches the interests of the applicant. The Department Director will then evaluate any potential opportunities for volunteering and make a formal request of Administration.

The attached Volunteer Application will be completed by all potential volunteers. While completing the application, it is important to make the Township aware of any medical conditions that may affect the ability to volunteer. The Township will not allow anyone to volunteer in a capacity that presents a high level of risk to themselves or the general public. The personal information contained in the application is subject to applicable public records laws.

No one can report to a volunteer assignment until a volunteer application is completed, signed, and any necessary background checks have been satisfactorily completed.

BACKGROUND CHECKS

All volunteers will be subject to a formal screening process. The degree of screening will depend upon the type of volunteer opportunity. It is possible that the Township may request references, fingerprinting, or other information to conduct a proper background check (ex. Criminal, Bureau of Motor Vehicles, references, etc.).

Volunteers who work with or have supervisory or disciplinary responsibility over "vulnerable populations" (children, the elderly, individuals that are mentally or physically challenged) will be required to be fingerprinted as part of their background check. The purpose of these screens and background checks are to ensure the safety of program participants, Township staff, and other volunteers. Depending on the outcome of a background check, the Township may elect to not utilize a particular individual as a volunteer. Volunteers are subject to an annual background check. It is the responsibility of the volunteer to cover all costs associated with any type of background check.

VOLUNTEER RESPONSIBILITIES

Volunteers will be instructed on their duties and responsibilities prior to engaging in any assignment. When applicable, the expected duties will be posted with the "Call for Volunteers." If a volunteer has not received a description of their duties and assignments or needs clarification, the individual should consult the program administrator.

Volunteers may not perform professional services for which certification is required unless the volunteer possesses the appropriate certificate or license and has received approval from the department. In the event that a volunteer does not meet the minimum requirements for an assignment, the volunteer should immediately inform the program administrator or Department Director and request a new assignment or duty.

If volunteer knows that they will be unavailable due to a planned absence, the volunteer should inform the program administrator or Department Director as early as feasibly possible so that alternative arrangements may be made.

CONFIDENTIALITY

On occasion, a volunteer may witness an incident, be entrusted with information, or have access to records or files deemed confidential in nature. It is the expectation of the Township that any volunteer who gains access to confidential information or witnesses an incident will respect and protect the trust and privacy rights of all individuals affected.

In order to clarify, confidentiality means that all information entrusted to the volunteer (whether directly or indirectly) is not divulged to any other individual. If a volunteer has question as to whether or not an item is confidential, then that individual should seek clarification from the person responsible for administering the volunteer program. Until proper clarification is received, the volunteer should err on the side of caution and keep the matter confidential. Violation of confidentiality is a serious breach of trust, and in some cases, of law. Disclosure of confidential information may result in termination of volunteer status, civil action, or criminal prosecution.

WORKPLACE POLICIES

All volunteers should conduct themselves in a professional manner and follow the policies contained in the Colerain Township Human Resources Policy Manual and all Federal and State laws.

Volunteers are expected to follow the same safe working practices as employees. Questions concerning safety problems, unsafe conditions or safety violations should be directed immediately to the program administrator or Department Director. The volunteer is responsible for knowing and following established safety policies and procedures for the volunteer assignment.

In addition, all volunteers shall act with integrity, honesty, and demonstrate high ethics. Volunteers are also expected to dress appropriately for their role and display excellent customer service. All volunteers can be viewed by the general public as a “face” of the Township. It is therefore important that volunteers conduct themselves in a warm and friendly manner and provide prompt service.

It is important to note that the Township has a zero-tolerance policy for workplace violence and that the Township promotes equal treatment of all persons regardless of race, religion, color, ethnicity, national origin, sex, age, marital status, disability status, or any other basis prohibited by law. The Township will not tolerate racial, ethnic, religious, disability, or sexual oriented behaviors, jokes, comments or other forms of harassment.

The Township believes that volunteers are essential and provide a tremendous benefit to many of our programs and services. The Township hopes that each individual will be creative, conscientious, self-motivated, responsible and have fun in their volunteer capacity.

3.10 COLERAIN TOWNSHIP DATA UTILIZATION POLICY

PURPOSE

Colerain Township understands and values transparency and data sharing. The Township realizes that making data accessible to residents, businesses, and visitors can help to assist with operations and provide a better picture of the daily work conducted by Township staff. Open data helps to create a more transparent, effective, and accountable organization.

The Township is fully committed to data transparency and the proactive public disclosure of local government data and practices. It is in the best interest of the Township for Departments to make their data available online using open data standards found within this policy. The widespread availability of key operational and performance datasets streamlines intra-governmental and inter-governmental communication and interoperability, promotes efficient solutions for government, advances innovative strategies for social progress, and creates economic opportunities. The overall goal of this policy is to embed, deepen, and spread the use of strategic data within Colerain Township.

DATA STANDARDS

Each department, to the extent practicable will make key operational and performance datasets available online. These datasets will be displayed on a single web-based portal that is maintained by Township Administration. To the extent possible, data will also be communicated through periodic data stories, community meetings, and during public meetings.

Colerain Township may publish any subset of data at the discretion of each Department Director. In general, Department Directors will report on, analyze, and communicate data in a manner that helps to continually improve the organization. The use of data will be considered as part of the strategic plan and employee evaluations, where possible. In general, the Department Directors, Township Administrator, and Assistant Township Administrator will be considered the Data Governance Team for Colerain Township. It is expected that Department Directors will encourage the use of data throughout their departments and provide adequate data training to staff.

Public data made available on the Township data portal is provided as a public service for informational purposes. While the Township will make its best efforts to ensure that all public data is accurate, the Township will make no warranty, representation or guaranty of any type as to the content, accuracy, timeliness, completeness or fitness for any particular purpose or use of any public data provided on such portal. Colerain Township is not liable for any errors, omissions or inaccuracies in the public data, any decision made or action taken or not taken by anyone using or relying upon such public data, or any virus or other damage to any computer that might occur during or as a result of accessing such portal or the public data provided therein.

Colerain Township reserves the right to discontinue availability of content on the data portal at any time and for any reason.

EVIDENCED-BASED DECISION MAKING

Colerain Township encourages the use of rigorous evaluation methods for practices, programs, or policies in order to allow for evidence-based decision making. The use of Key Performance Indicators (KPIs) helps to aid Township staff, Elected Officials, and the general public in gaging the effectiveness of a particular program, practice, or policy.

Programs should generally be evaluated on their quantitative and qualitative data. If data does not exist that will aid in the evaluation of a new program, policy, or practice, then staff should consider identifying and implementing a new KPI to aid in the evaluation. While it may be cumbersome, the development, maintenance, and utilization of data in evidence-based decision making will help to justify the effectiveness of a program.

DATA ENHANCEMENTS

All datasets will be reviewed at least every two years. Metadata (which is data about data) will help to inform staff on the effectiveness of various datasets and provide input to allow for adjustments, additions, or eliminations of datasets. Staff will continually evaluate all datasets with an eye for continuous improvement.

Staff is encouraged to occasionally perform internal audits of various datasets to verify that all external and internal data is accurate. If data is found to be incorrect, the dataset should be corrected or removed as soon as feasibly possible. If the data was used within the past year to inform a strategic decision or been featured in external communication, then staff will inform all appropriate parties of the data changes.

Feedback on all existing data sets is encouraged. If a member of the public or internal staff recognizes data that they suspect to be incorrect, the individual is encouraged to reach out to the Administration Department to provide feedback. Staff also welcomes feedback on the effectiveness or usefulness of various datasets. This external feedback will aid in the review of datasets that are collected and published.

SECURITY

The Township Information Technology (IT) Director will be responsible for managing the risk of data breach, loss, or unauthorized manipulation. In this capacity, the IT Director will serve as the Chief Information Security Officer. The IT Director will work with outside contractors and software application providers to ensure that they have proper security measures in place to limit the risk of a data breach.

EXEMPTIONS AND PRIVACY CONSIDERATIONS

Sensitive, protected, or other information that is generally exempted from public records will be held internally. Protected might include any data subject to privacy laws, or to copyright, patent, trademark

or trade secret protection, or to a confidentiality agreement, or that are otherwise protected by law or contract. In addition, proprietary applications, computer code, software, operating systems or similar materials are also generally excluded. Other datasets that are generally excluded include employment records, internal employee-related directories or lists, facilities and security data, information technology, or any data which, if disclosed on the data portal would raise privacy, confidentiality or security concerns or jeopardize or have the potential to jeopardize public health, safety or welfare.

Colerain will also enact various measures and provisions to protect confidential data that is required to be shared as part of a vendor contract. In order to effectively maintain the privacy and protection of individuals, Township staff will utilize secured data transfer protocols including password protected transfers of data sources. In addition to the above, if there is a risk of liability the Township will use a data sharing agreement for additional legal protection.

3.11 COLERAIN TOWNSHIP
EMPLOYEE RECOGNITION POLICY
Ceremonial Gifts and Service Awards

PURPOSE

A comprehensive, strategic employee recognition program has a transformative power to lift employees – inspiring them to do their best work – which enables leaders to recognize members of their team, peers to recognize one another, as well as cross-team recognition for those who perform above and beyond expectations. Employee recognition is one of the most important factors in driving workplace engagement, productivity, and employee retention. For this purpose, this policy establishes best practices for Colerain Township employees to be recognized for exceptional performance, dedication and other contributions that provide a positive impact to the Township's workplace environment and in our local community.

GUIDING PRINCIPLES

The basic guidelines for recognizing employees with an award and/or ceremonial gift include, but are not limited to, the following considerations. An award and/or ceremonial gift should be:

- Meaningful, unique, and creative to the employees.
- Promoting the culture and core values of the Township.
- Sentimental and ceremonial in nature and have little intrinsic, marketable, or substantial value, per the Ohio Ethics Code R.C.102.03(D) and (E) as well as R.C.2921.43(A).
    - Individuals who are elected, appointed, or employed by a public agency are subject to R.C. 102.03(D) and (E), which states:
        - (D) No public official or employee shall use or authorize the use of the authority or influence of office or employment to secure anything of value or the promise or offer of anything of value that is of such a character as to manifest a substantial and improper influence upon the public official or employee with respect to that person's duties.
        - (E) No public official or employee shall solicit or accept anything of value that is of such a character as to manifest a substantial and improper influence upon the public official or employee with respect to that person's duties.
    - Individuals who are elected, appointed, or employed by a public agency are also subject to R.C. 2921.43(A), which states:
        - No public servant shall knowingly solicit or accept, and no person shall give a public servant: Any compensation, other than as allowed by divisions (G), (H), and (I) of section 102.03 of the Revised Code or other provisions of law, to perform the public servant's official duties, to perform any other act or service in the public servant's public capacity, for the general performance of the duties

of the public servant's public office or public employment, or as a supplement to the public servant's public compensation.

- In reference to Ohio Ethics Code R.C.102.03(D) and (E) as well as R.C.2921.43(A), the Ohio Ethic Commission, published *Advisory Opinion #2019-01* on December 6, 2019, that states:

> *"An unsolicited, ceremonial gift given to a public official or employee that has little intrinsic, marketable, or utilitarian value and is intended for presentation, such as a personalized plaque, picture, framed certificate, trophy, or similar item is generally not a thing of a substantial value. While this type of a ceremonial gift can be desirable to a public official or employee for its sentimental value, it is not a valuable thing or benefit that is of such a character as to have a substantial and improper influence on the official or employee in the performance of his or her public duties. Therefore, a public official is not prohibited from accepting these types of ceremonial gifts."*

- Items that do not apply to customary work expenses such as travel, attendance, conferences, and professional organization memberships.
- Distributed through fair practices to maintain equity and delivered in a timely fashion.
- Commensurate with the reason it is being given.
- Monitored continually for relevance, impact and effectiveness.

PERFORMANCE-BASED RECOGNITIONS

The Colerain Township staff members support the following performances to be rewarded through plaques, awards and/or certificates of appreciation, without the need for approval from the Board of Trustees:

- Fire & EMS Department Awards, as outlined in **Section 7.3**
- Police Department Awards are presented at the annual Police Officer's Gala for acts of valor and for going above and beyond the call of duty.
- Length of Service Awards
  - Presented to dedicated team members who have served the Township, beginning at ten (10) years, and awarded at five (5) year increments.
- Employees of the Quarter Awards
  - In recognition of outstanding work on projects and initiatives and fulfilling requirements at a high-quality level.
- Values in Action Awards
  - Customer Service: Awarded to the team member who continuously displays timeliness when responding to customers (both external and internal), respectfulness, resourcefulness, solves problems with confidence and effectively addresses complaints.
  - Hard Work: In recognition of a team member's dedication to duty and commitment to excellence through results driven productivity that improves the success of the Township's service.

- Innovation: Awarded to the team member who manages, or champions change, to develop innovative solutions that successfully enables positive change in processes that improves the Township's efficiency including technological advances, talent acquisition/retention, innovation and/or systems improvements.
- Connectedness: Recognizes a demonstrated benefit from an accomplishment, act of service, or a morale-building action that improves and promotes a positive relationship between Township officials and the community we serve both internally and externally.
- Integrity: Presented to the team member who is transparent, values candor, receives and accepts personal feedback, admits error or the need for personal change, accepts responsibility, and takes corrective action in all situations.
- Pride: Awarded to the team member that shows desire to pursue high standards with enthusiasm and accomplishes high goals by going a step beyond expectations.

ALL OTHER RECOGNITIONS

For a recommendation for an employee to receive an award and/or gift outside of the scope of this policy, Township staff will evaluate the recommendation and present it to the Board of Trustees for approval. Approved awards and gifts will then be distributed to the applicable employee(s) in a public setting.

3.12 COLERAIN TOWNSHIP
GENERATIVE ARTIFICIAL INTELLIGENCE SOFTWARE POLICY

PURPOSE

This policy outlines guidelines for the use of Generative Artificial Intelligence (AI) software within Colerain Township to ensure transparency, accountability, and the protection of personal information. Please note, this policy is not intended to cover all potential uses of AI as technology changes and emerges over time. As such, employees that utilize AI in the workplace should be aware of any changes in law that may affect their use of AI.

POLICY

1. Decision-Making Prohibition: Generative AI tools within Colerain Township shall not be used to make decisions that significantly affect individuals or groups. These tools may be used for research, drafting documents, or generating content, but final decisions must be made by human staff members. Generative AI outputs might be factually inaccurate, and Colerain Township might be exposed to liability if employees rely on those outputs without properly reviewing them. Because of this, it is important to recognize that generative AI may produce decisions that are biased, discriminatory, or otherwise inconsistent with our policies, or that are otherwise in violation of applicable law. All outputs from a Generative AI platform shall be reviewed for accuracy and for bias before the information is included in a final product or is used as an aid in a decision-making process.

2. Disclosure of AI-Generated Documents: Whenever documents or content generated by AI are used, modified, or finalized by human staff members, the use of AI must be disclosed. This disclosure includes specifying which parts of the document were initially drafted by AI and detailing the subsequent human edits or modifications.

3. Protection of Personal Information: The use or entry of personal information into Generative AI tools is strictly prohibited unless explicit consent is obtained from the individuals concerned or it is necessary for a legally justified purpose. Personal information includes but is not limited to names, addresses, identification numbers, financial data, health records, and any other data that could directly or indirectly identify an individual.

4. Data Security and Compliance: All data used by Generative AI tools must be stored securely and in compliance with applicable laws and regulations regarding data protection and privacy.

5. Monitoring and Compliance: Compliance with this policy shall be monitored by the Township's Information Technology Director. Regular audits and reviews of AI usage and applications shall be conducted to ensure adherence to these guidelines.

6. Training and Awareness: All employees who use or manage Generative AI tools shall receive adequate training on the ethical use of AI, data privacy, and the requirements of this policy. Awareness campaigns

and ongoing education about AI technologies and their implications shall be conducted to ensure informed and responsible use.

7. Accountability: Accountability for compliance with this policy rests with all employees who utilize Generative AI tools, as well as with Department Directors and supervisors who oversee AI projects within their respective areas.

8. Enforcement: Violations of this policy may result in disciplinary action, up to and including termination of employment, depending on the severity and repetition of the offense. Suspected violations should be promptly reported to the employee's immediate supervisor.

CONCLUSION

By adhering to this Generative AI policy, Colerain Township reaffirms its commitment to ethical AI practices, transparency in decision-making, and the protection of individual privacy rights. This policy aims to foster trust and accountability in the use of AI technologies for the benefit of our community and stakeholders.

3.13 COLERAIN TOWNSHIP
ACTIVE TRANSPORTATION POLICY

PURPOSE

The purpose of this policy is to enhance and promote active transportation options, such as walking, cycling, and the use of mobility devices, within Colerian Township by providing safe, accessible, and sustainable transportation choices. Active transportation contributes to a cleaner environment, reduces traffic congestion, and fosters a healthier community.

STRATEGIES

This policy adopts the following strategies for Colerain Township:

1. Promotion of Active Transportation by increasing public awareness and education on the benefits of active transportation and how it improves public health, reduces pollution, and strengthens community ties. The Township will partner with schools, local businesses, and community organizations to encourage active transportation through programs, incentives, and events.
2. Development of Safe and Accessible Infrastructure through the design, maintenance, and installation of pedestrian infrastructure that prioritizes safety, connectivity, and accessibility. This can ensure that active transportation routes are well-lit, clearly marked, and equipped with necessary amenities, such as crosswalks, benches, and rest areas.

FUNDING

Many of the roadways where active transportation would be best utilized are County or State maintained roads. Therefore, the Township will explore federal, state, and local funding opportunities to finance active transportation projects.

COLERAIN TOWNSHIP

4.0 – PUBLIC SERVICES DEPARTMENT POLICIES

4.1 COLERAIN TOWNSHIP
GENERAL FACILITY RENTAL AND SPECIAL EVENTS POLICY

PURPOSE

Colerain Township owns and operates a number of different buildings, public parks, and outdoor spaces that may have space which can be rented by the public for various purposes. Each property is a unique public asset owned by the Board of Township Trustees. While some areas, such as Township parks, are typically public space available on a first-come, first-serve basis, individuals do have the ability to rent and reserve various facilities for exclusive, or formal, use (limiting public use for any formal event). The following policy outlines the parameters by which facilities can be rented and the expectations for any renter (referred to as "User"). Each User will have to enter into an agreement with the Township prior reservation of any public space or Township property.

DEFINITIONS

Informal Uses

Informal Uses of Park Property shall mean activities that are a traditional way of visiting a park (and do not require an Event Permit). Typical informal activities:

- Have a smaller number of people (generally under 50 people).
- Occur for a limited time (generally less than 2 hours).
- Only utilize minimal items (a blanket, book, football, etc.) and not a formal set-up process.
- Can use any location in the park that is not already in use by someone else, on a first-come first-serve basis.
- Is not disruptive to other park visitors.

Formal Uses

Formal Uses of Park Property shall mean activities that are an untraditional way of visiting a park and requires either an Event Permit or Rental Agreement depending on the use of the park. Examples include concerts, car shows, runs/rides/walks, fundraisers, sports league contests, festivals, or any type of "special event". Typical formal activities that require an Event Permit:

- Disrupt informal visitors by displacing or preventing them from using public spaces.
- Include amplified sound or a public announcement system.
- Requires equipment brought to the park (tent, staging, portable restrooms, etc.).
- Are publicly advertised and may require registration / payment to participate whether from a vendor and/or visitor standpoint.
- Involve a large number of people (generally over 50).

Typical formal activities that require a Rental Agreement:

- Disrupt informal visitors by displacing or preventing them from using public spaces.

- Include an organized gathering of individuals from the same organization (such as a day care, church, family, sports team, etc.). Examples of this type of gathering include, but are not limited to, field trips, birthday parties, sporting contests, social activities, etc.
- Involve a large number of people (generally over 50).

Exemption for Partnered Events

The Township has a history of collaborating with non-profit organizations to host community events that contribute to the social fabric of our area. These events, known as "partnered" events, typically involve formal use of Township property (such as parks and facilities) and have a direct impact on public spaces and patrons, beyond the regular activities associated with general public use. While these events are not primarily organized by the Township, they may offer mutual benefits, and the Township retains the authority to determine whether the partnership should continue.

In these instances, the non-profit organization is primarily responsible for event content, agenda, logistics, and associated costs. The Township and the non-profit organization may agree to modify or terminate the partnership, provided at least sixty (60)-days' notice is given.

Due to the long-standing nature of these collaborations, partnered events are exempt from the requirement to apply for Rental Agreements or Event Permits as outlined below.

POLICY

Colerain Township properties are public assets owned by the Board of Township Trustees. As such, the Board of Trustees allows for the rental of various aspects of each park for a fee. Individuals or organizations who wish to rent these spaces on a one-time or recurring basis shall enter into an agreement with the Board of Trustees for use of the space. No public space will be reserved until a Rental Agreement or Event Permit is fully executed.

Rental Agreements

Rental agreements must be coordinated through the Department of Public Services and requires advance payment according to the Fee Schedule. Fees are established by the Colerain Township Board of Trustees and are subject to change at the discretion of the Board of Trustees. A copy of the fee schedule can be obtained by contacting the Public Services Department. The Township maintains a separate fee schedule for event use, frequency (single day event, full season, etc.), and reservation type (field, shelter, etc.). Users are subject to additional fees for failure to abide by the tenants of the Rental Agreement, for additional hours of use, or failure to properly maintain or damage to parks and park facilities. The Township also has a separate rate schedule for Township residents and non-residents.

Event Permits

Due to the magnitude and impact that formal activities have on a public park in relation to parking, restroom facilities, availability of electric and water, etc., event organizers are required to file a COMPLETED Event Permit with Colerain Township at least ninety (90)-days in advance of the proposed event date and include a $100 non-refundable processing fee. This fee will not be returned for any reason, even if the application is denied. Incomplete applications will result in the event being denied and no refund will be provided. An application will be considered incomplete if the criteria for each section of the application is left either unanswered or if the answer does not provide an adequate

response. For example, the application may require a detailed “Emergency Plan” to be submitted. Stating that “9-1-1 will be called” is not an adequate submission as this is not a “detailed” plan.

Estimated fees will be provided after a complete Event Permit application is submitted and reviewed by staff. Estimated fees will be determined based on the impact the event places on public services including Police, Emergency Services, Public Service, and/or Facilities Maintenance staff coverage that may be required for your event. Assigning the need for these services is at the sole discretion of the Township staff and can range from $500 to $60,000 per day if the application is approved.

Fees and event approval are determined by the following, amongst other considerations, in regard to:

- General Event Type: Whether the event is public, private, commercial, promotional, informational, etc.
- Event Focus: Whether it is a music event, charitable run/walk, athletic competition, fitness focused, cultural, food/beverage centric, etc.
- Timing: Targeted dates and flexibility of applicant’s date choices compared to the availability and operational standards (i.e. parks close at dusk, facility closes at 7pm, etc.).
- Facility Impact: Amount of space needed to accommodate the event and anticipated amount of wear the event will have on the property infrastructure and amenities.
- Township Services Impact: Amount of Township services necessary to support the event.
- Public Impact: How the event will disrupt or enhance usage of the public park.
- Length of Time: Amount of time that is needed from load-in/set-up to load-out/clean-up.
- Connection to Vision: Correlation to the Township’s vision regarding the operations of the parks and the community it serves.

If approved, the Event Permit holder will be notified with the awarding of the approved application and what the expense will be after a formal review of the application. If additional Township services are required, additional fees for each service will be added. The Township reserves the right to solely determine the needs that will be required for any application including the number of portable toilets, trash receptacles, staffing requirements, etc. ***The acceptance of an application does not mean that your Event Permit has been approved. A formal contract will be signed and payment must be provided in full to secure the Event Permit.***

The full Rental Fee shall be paid upon execution of the Rental Agreement and/or Event Permit. The Board of Trustees shall have the authority to waive or modify any fees associated with the use of Township facilities.

Cancellations

There are several reasons by which the use of a Township facility may be cancelled, as outlined below.

1. If Hamilton County issues a Level 3 Snow Emergency, the Rental Agreement will be canceled.
2. If the User does not arrive at the facility within one hour of the start of the designated Rental Period, for rentals with specified rental hours, the Township will deem the Rental Agreement canceled by the User.
3. Colerain Township reserves the right to cancel User’s event before or during the event should the Township determine that the User or his/her guests, invitees, or agents is/are in violation of any provision of the Rental Agreement or is/are in violation of the law. Colerain Township

further reserves the right to cancel User's event before or during the event in instances where the Township determines, in its sole discretion, that the event, or the number of participants therein, is dangerous, disruptive, offensive, or damaging to the general welfare or reputation of Colerain Township.

i. In cases where the event is canceled before the event, Colerain Township shall refund the Rental Fee, and Colerain Township shall have no further obligation to the User.
ii. In cases where the event is canceled during the event, no refund will be given.

PROCESS

To apply for a Rental Agreement or an Event Permit, contact the Department of Public Services. All approved agreements are subject to specific application procedures and fees as deemed by Township staff.

COLERAIN
TOWNSHIP ~ OHIO

4.2 COLERAIN TOWNSHIP
PARK AND FACILITY RULES POLICY

PURPOSE

Colerain Township parks and facilities are enjoyed by residents of the Township as well as residents of surrounding areas. There are park and facility rules and regulations in place to protect and preserve the resources and property and promote the safe enjoyment of the public property by all visitors. These rules must be followed at all times while using Colerain Township parks and facilities.

PARK RULES AND REGULATIONS

1. Hours of Operation: All Colerain Township Parks shall be open from dawn to dusk or at such other times as the Colerain Township Board of Trustees, or their designated representative, authorizes. Public facilities will have operating hours that may vary from park hours which will be posted publicly.

2. Parks and/or facilities, or any part thereof, may be closed to the public during regular hours due to construction or whenever a threat to public health or safety exists resulting from any natural cause, explosion, accident or any other cause, for such duration as he deems necessary to ensure the safety and well-being of the public.

3. No person shall possess, obtain, dispense, or use any controlled substance as defined by Section 3719.01 of the Ohio Revised Code.

4. Alcoholic beverages are not permitted on Township property. The only exception where alcoholic beverages can be consumed is in shelters and then only when such shelters are rented pursuant to the Designated Shelter Rental Program or at other times as the Colerain Township Board of Trustees, or their designated representative, authorizes.

5. No glass containers are permitted on or within Township property.

6. Speed limit in all Township parks is 10 mph.

7. No motor vehicles or motor-assisted vehicles, except for park maintenance or public safety vehicles, shall be operated in any park area or Township property that is not specifically designated or designed for vehicular use. Driving, operating, or parking any motor vehicle, minibike, motorcycle, or other motorized vehicle on unpaved areas is strictly prohibited.

8. Vehicle parking shall be restricted to park and facility visitors only and shall be prohibited during hours when the facilities are closed. Vehicles parked in violation of this rule are subject to towing at the owner's expense. Parking is allowed only in designated parking areas.

9. Skateboards, roller blades, skates, bicycles or other wheeled recreational devices, with or without a motor, are permitted on paths so long as they do not disrupt pedestrian traffic. Wheeled recreational devices are prohibited in areas not specifically designated for their use.

10. Horses and other livestock, including petting zoos, are prohibited on Township property unless prior authorization has been obtained by the Colerain Township Board of Trustees or their designated representative.

11. Pets must remain on a leash (maximum six feet in length), kept under physical control at all times, and not be a nuisance or a danger to other visitors. Pet owners are required to remove their pet's fecal deposits and place their waste in a suitable receptacle. No pets are permitted in play equipment areas or on sport fields/courts.

12. There shall be no open fires or flames, except fires set for the purpose of cooking in containers specifically designed for cooking. However, fires specifically approved by the Colerain Township Fire Department for other purposes are permitted.

13. Camping is prohibited unless prior written permission is given by the Colerain Township Public Services Department. No person shall establish or maintain any camp or other temporary lodging place within Township property.

14. Tents, canopies, and/or inflatable amusements are prohibited without prior approval for usage from the Colerain Township Public Services Department.

15. No person shall conduct any activity for which a permit is required unless such permit has been issued.

16. No individual or organization shall conduct, sponsor, or promote any public meeting, concert, theater performance, athletic event, or other public activity on Township property without prior written authorization from the Board or its designated agent. This includes gatherings or assemblies of 50 or more people.

17. Shelters are available for a rental fee. All other picnic areas and picnic tables are available on a first-come, first-served basis unless otherwise determined by the Colerain Township Board of Trustees or their designated representative.

18. All sport activity areas, when not otherwise reserved for scheduled sport play, shall be available on a first-come, first-served basis.

19. Athletic fields may be closed by the Colerain Township Public Services Department when weather conditions present a risk of injury to the participants, or damage to the field or other facilities, in the sole discretion of the Public Services Department.

20. There shall be no dumping or littering on Township property.

21. Only food trucks with a permit from Colerain Township may conduct any type of sales on Colerain Township property.

22. No person shall engage in begging, hawking, peddling, or soliciting items or donations on Township property. Funds must not be solicited or admission charged for any activity or use of

the public facility without prior approval from Colerain Township.

23. The display, distribution, or placement of signs, advertisements, circulars, notices, statements, or similar materials is prohibited, except on public bulletin boards where applicable, unless express written permission has been granted by the Colerain Township Public Services Department.

24. The carrying and discharge of firearms, air rifles, pistols, slingshots, paintball guns, archery equipment, or any other projectile-launching devices is prohibited within the parks. Hunting is prohibited within the parks.

25. Discharging of fireworks in parks is prohibited, except by a licensed professional exhibitor, pursuant to an advanced agreement with the Township.

26. No person shall damage, deface, disturb, or befoul any land, structure, equipment or fixture of Township property. The cutting or chopping of trees, limbs, and vegetation, the collection of natural materials, and the disturbance of wildlife and their habitats are strictly prohibited unless express written permission has been granted by the Colerain Township Public Services Department.

27. All decorations must be removed at the conclusion of the rental or event. Decorations or deliveries of supplies are not permitted before the reserved date.

28. No person shall make unreasonable noise, or profane, obscene or offensively coarse utterances, gestures or displays, or communicate any unwarranted and grossly abusive language or actions that annoys, inconveniences, or alarms visitors on Township property.

29. Amplified noise is prohibited in Colerain Township Parks, and DJs are not allowed. Per Colerain Township Board of Trustees Resolution Number 9-03, noise should not be plainly audible from a distance of eighty (80) feet from the source.

30. Metal detecting is prohibited on Township property unless prior written permission has been obtained from the Colerain Township Public Services Department.

31. No person shall gamble or play any game of chance for stakes on or within Township property. Nor shall any person conduct any scheme of chance for profit on Township property except with the written permission of the Board of Trustees.

32. Colerain Township currently has two boat ramps that are available for public use during regular park hours. The boat ramps are closed when the park is closed and storage of boats or boat equipment is not permitted. Swimming in creeks, rivers, and streams is prohibited.

33. In accordance with O.R.C. 51132, the use or operation of any radio-controlled or remotely-controlled aircraft, including drones, other manned or unmanned aerial vehicles, or similar aerial devices, is prohibited in any park or facility without specific written permission from the Colerain Township Police Department.

34. No person shall remain on Township property who does not abide by the rules & regulations adopted by the Colerain Township Board of Trustees for the preservation of good order and the

protection of Township property; and no person shall remain on Township property who does not abide by the direction of a duly authorized Colerain Township Police Officer or agent of the Board in the lawful performance of their duties. Any person directed by a police officer or agent of the Board to leave Township property shall do so promptly and peaceably.

35. Colerain Township has adopted separate policies that govern the use of specific facilities and features within the parks. Copies are available upon request.
36. The Colerain Township Board of Trustees reserves the right to modify these rules and regulations as necessary. The Township further reserves the right to modify specific restrictions during Township-sponsored events as needed.

ACCESSIBILITY

Colerain Township maintains a policy of providing opportunities for all visitors to enjoy Township parks, facilities and programs. Through concentrated efforts to upgrade existing sites and develop new areas, the Public Services Department's goal is to have the majority of facilities accessible to users. The Public Services Department will make reasonable effort, with at least one-week advance notice, to provide reasonable accommodations so that people with disabilities can access Township facilities and may participate in events and programs.

COLERAIN
TOWNSHIP ~ OHIO

4.3 COLERAIN TOWNSHIP
HIDDEN OBJECTS GAME POLICY

PURPOSE

Hidden object games are permitted in various Township parks provided they adhere to the guidelines found in this policy.

GUIDELINES

1. Geocaches must be registered on www.geocaching.com.
2. Hidden objects must be placed along official, authorized trails and must be placed within 25 feet of the trail.
3. Hidden objects cannot be placed in ecologically sensitive areas.
4. Hidden objects cannot be placed in locations that would require digging or climbing, or that could cause harm to a person.
5. Geocaches must be in sealable container with the official Geocaching.com identification number. Other game objects must have the name of the game clearly marked on it as well as any official recognition from the game host or sponsor.
6. Hidden objects should be monitored by the owner and any problems with it resolved within 30 days of notification.
7. Hidden objects should be maintained as family-friendly.
8. Hidden objects should not contain food, scented items, firearms, drugs, alcohol or any adult items.

Any hidden objects that do not adhere to these guidelines may be removed at the discretion of the Department Director and will be disposed of in the proper manner without notice.

EVENTS

Hidden object game events need to be submitted for approval to the Assistant Director of Public Services using the Special Event Permit application. A complete description of the event and locations of the temporary hidden objects need to be included in the request. All event hidden objects will be considered temporary and must be removed at the end of the event.

COLERAIN
TOWNSHIP ~ OHIO

4.4 COLERAIN TOWNSHIP
PAVEMENT CUT RESTORATION POLICY

PURPOSE

Ensuring all work in the public Right of Way, all pavement cuts and restorations are done in the same manner and with the same quality of materials is important to a functioning and well-constructed roadway.

REQUIREMENTS

The Township will always, at a minimum, restore the pavement per Colerain Township Public Services Department developed standard operating procedures.

UTILITY WORK

Outside utility companies wishing to complete work in the public right of way on a Township maintained street will be required to obtain a permit from Colerain Township Public Services Department. In general, fees are not assessed to utility companies for such permits. Microtrenching will be encouraged for all outside contractors. Utility companies must cut into the surface of the roadway, they are required to restore the roadway to the same or better condition. Proper drainage shall be maintained throughout the project at all times. All roadways and driveways shall be made passable by end of each workday.

RIGHT OF WAY PERMITS

Residents and businesses who wish to do work in the public right of way on Township maintained streets must obtain a permit from the Public Services Department and pay all associated fees prior to beginning work. Fees are established by the Colerain Township Board of Trustees and are subject to change at the discretion of the Board of Trustees. A copy of the fee schedule can be obtained by contacting the Public Services Department.

COLERAIN
TOWNSHIP ~ OHIO

4.5 COLERAIN TOWNSHIP SIGN POLICY

PURPOSE

Colerain Township understands the importance of providing visible signage for traveling motorists and pedestrians. It is the intent of the Township to ensure that all signs are maintained in a manner to provide maximum visibility.

SIGN VISIBILITY

In general, the Township will trim all tree branches and vegetation that directly obstructs the view of signs found in the right of way on Township maintained streets. If a tree is found to consistently obstruct a sign, the Public Services Department will consider removal of the tree that is within the right of way.

Adjacent property owners are expected to maintain the portion of right-of-way that directly abuts their property in order to ensure that signage is visible. This may include and is not limited to mowing and trimming of branches.

SPECIAL REQUESTS FOR SIGNAGE

It is the policy of Colerain Township to deny any request for special signage. The Manual on Uniform Traffic Control Devices establishes the criteria for sign placement and types of signs that Colerain should maintain and place.

Special sign requests, such as no parking, handicap parking, deaf child at play, children at play, no parking during snow emergencies, and other signs are not installed by Colerain Township. Installing these signs would potentially create a false sense of security and a situation that could not be enforced by the Township. The Township is not equipped to create these types of signs. The Township will remove any of these signs once noticed by Public Services staff.

4.6 COLERAIN TOWNSHIP
DEAD ANIMAL REMOVAL POLICY

PURPOSE

The Colerain Township Service department is responsible for the removal of dead animals that are located within the Township right-of-way limits on all Township maintained roads.

GUIDELINES

Colerain Township will respond to any request for removal of a dead animal that is located in the right-of-way on a Township maintained street. It is the goal of the Township to remove these animals as quickly as possible during regular business hours. All staff are required to wear proper safety equipment (gloves, etc.) when handling dead animals.

On receipt of a request for removal of a dead animal, the Department will document the request and deploy the appropriate resources. Depending on the level of decomposition and size of the dead animal, the animal may be treated with a substance that will accelerate the rate of decomposition and reduce the odor.

Colerain Township will not enter private property to remove dead animals.

COLERAIN
TOWNSHIP ~ OHIO

4.7 COLERAIN TOWNSHIP
ROADSIDE MEMORIAL POLICY

PURPOSE

Residents will sometimes erect a temporary roadside memorial to honor or remember a person who have lost their lives due to a traffic incident. These are often installed within the right of way along Township, County, or State roads. The purpose of this policy is to establish guidelines for the placement, maintenance, and removal of roadside memorials to ensure public safety, preserve roadway aesthetics, and respect grieving family members.

MAINTENANCE

Colerain Township does not have any Township erected roadside memorials and will not maintain any memorials that are found within the right of way. The Township will not proactively seek out and remove existing roadside memorials, unless they obstruct or distract from the general line of sight, visibility of motorists or pedestrians, or obstruct road signs or other traffic controlled devices. If an individual installs a temporary roadside memorial, the Township will not disturb the memorial, unless there is a complaint. If there is a complaint, then the Township will attempt to contact the individual responsible for the memorial and have the memorial removed. Memorials should be kept to a minimal size, away from the edge of the roadway, they should be weather-resistant, non-reflective, contain no flashing lights nor should they produce sound.

COLERAIN
TOWNSHIP ~ OHIO

4.8 COLERAIN TOWNSHIP SNOWPLOW DAMAGE POLICY

PURPOSE

Colerain Township takes great care and pride in providing quality snow removal services on Township maintained roadways. While the Township ensures that all Public Services staff receive proper training and tools available to perform snow removal, there is a possibility that an individual employee may accidentally create some form of property damage, such as damage to a mailbox.

GUIDELINES

It is the responsibility of the individual driver who damages personal property to report the damage to the Supervisor Foreman or Assistant Director of Public Services. If the damage is reported by a resident, the Public Services Department will investigate the complaint to verify that the damage was a direct result of a Township employee.

The Public Services Department will require the employee responsible for the route on which the property is damaged to replace or repair the damaged item. For mailboxes, the department will initially provide a temporary mailbox replacement. Then, once the weather breaks, the employee responsible for the damage will install a replacement mailbox or perform any necessary repairs. This accountability helps to reduce the total number of snowplow related incidents and damages on an annual basis.

For snowplow related damage found on a county or state road, residents will be directed to contact those offices directly as their policies and procedures may vary. This policy applies only to roads plowed by employees of the Colerain Township Public Services Department.

COLERAIN
TOWNSHIP ~ OHIO

4.9 COLERAIN TOWNSHIP
TREE REMOVAL AND PLANTING POLICY

PURPOSE

Colerain Township knows that trees benefit its citizens in many ways, like providing beauty and shade that creates a healthy and attractive environment for residents. Trees in our community cool the air, reduce noise levels and glare, provide screening and many other benefits that contribute to a higher quality of life in the Township.

Science has proven the ability of trees to control stormwater, reduce energy use and costs, and improve air and water quality, thereby providing numerous public health and welfare benefits to the Township. Overall, trees are a unique and valuable physical and psychological counter-balance to the urban setting.

Public trees (along streets, in parks, and on township property) are valuable public infrastructure assets that deserve protection and proper management, and therefore should **only be removed when warranted.** The Township's urban forest should also be expanded so tree benefits are provided equally to all citizens and are maximized so our community is resilient and more sustainable.
Therefore, Colerain Township finds that the interests of the public health, safety, and welfare of its citizens require the Township to:

- establish standards limiting the destruction of and ensuring the survival of public trees in the Township, and,
- when appropriate and feasible, to replace trees to enhance the community and the quality of life of its citizens;

Toward those ends, and for the benefit of all of the citizens of Colerain Township, it is intended that this policy will, within the limits of staff and funding resources, prohibit the unnecessary removal of Township trees and provide for the reasonable replanting of trees to preserve and expand the many benefits of a healthy sustainable urban tree canopy cover.

This tree removal and planting policy was developed to:

a. Recognize the ecological, economic, and social values provided by trees and tree canopy in the Township;
b. Explain and expedite the inspection and approval process for valid tree removal requests; and
c. Provide consistent implementation of the Department's policy within its duties and authority.

CONDITIONS FOR TREE REMOVAL

The Public Services Department shall have the authority to remove trees in the public rights-of-way managed by the Township and on other Township property, or issue permits for others to remove trees, based on the following conditions:

- **Hazardous Trees.** Trees that are determined by Township staff and/or a Certified Arborist to be a hazard by virtue of conditions including, but not limited to, significant/frequent limb breakage, a majority of decayed, dead, or damaged foliage, branches, trunk or roots, and the distinct danger of a tree or tree part falling with a high potential to hit a target (person, structure, vehicle, utility, other valuable landscape feature) shall be removed.
- **Dead and Dying Trees.** Street and park trees that are dead or have been determined by the Public Services Department and/or a Certified Arborist to be in a state of severe decline, shall be removed.
- **Diseased/Insect Infected Trees.** Public trees that have a disease or are infested with an insect that is known or declared to be an imminent threat to other trees in the Township and the region shall be removed.
- **Emergency Removals.** Healthy trees may be removed if an emergency situation exists and tree removal is the only option to address the issue, such as in the case of a broken water or sewer line.
- **Unsafe Condition Removals.** If it is determined by the Public Service Department that a tree is causing a serious visibility hazard, creating a "trip" hazard to a sidewalk, blocking a traffic light or sign, or visibility of on-coming traffic, then it shall be removed. Removal is only warranted when proper pruning will not correct the issue for a reasonable length of time, as determined by the Public Services Director.
- **Other Removals.** Other situations where public tree removal is warranted may include the following. The tree removal may be performed by the Township, or their contractor, or by a homeowner, depending upon the situation.
    - **Hardscape Damage.** If sidewalk, curb, road, driveway, or other hardscape features cannot be repaired without severe root pruning/damage, then a healthy tree can be considered for removal by the Township.
    - **Structural Damage.** If a tree is causing structural damage, as evidenced and attested to by a qualified engineering professional, to a building, wall, or other structure, and the condition cannot be reasonably remedied without removal, then a healthy tree can be considered for removal by the Township.
    - **Township Projects.** If a tree is in conflict with and needs to be removed to accommodate the construction of a public improvement, or to achieve a goal of the Township, then it will be permitted.
    - **Invasive/Undesirable Species.** While the Township will not remove a healthy, structurally sound tree of any species, abutting owners may apply for a permit to remove known invasive and undesirable tree species, if the applicant also replants a tree of an approved species on the right-of-way.

Reasons that are not valid for removal. A Township tree may only be removed for one or more of the above stated criteria. The Township will not use its resources to remove a healthy tree due to blocking views, falling leaves or twigs, roots in utility pipes, or other non-safety related issues. The Township will also not remove any trees that are on private property.

TREE REMOVAL PROCESS

Any resident of Colerain Township may request a tree be removed by using the Application for Tree Removal. Public Services staff, or their agent, will inspect the tree to determine which, if any, of the removal criteria is met by the current condition of the tree. After the inspection the resident will be informed of the decision. Unless there is an imminent emergency, an approved tree removal will be performed by the Township, or their contractor, on a priority basis dependent upon the number and nature of other tree removal requests and Township resources. During the removal process, tree stumps will be cut low but will not be removed entirely unless special circumstances require it.

Any resident, or their tree service contractor, may have a tree or stump removed at their own expense if the previously described removal criteria are met. Allowances may be made to remove healthy trees in certain situations if the tree is replaced by the resident. An example of those situations is if the tree is an invasive or nuisance species such as a female ginkgo, Callery pear, Siberian elm, or other species on the Township's undesirable tree list.

When being removed under the permit process, tree removal work may only be performed in the public right-of-way by a Certified Arborist or a professional that follows ANSI A300 standards.

TREE PLANTING

The Township has the right to plant trees on Township rights-of-way, parks, and other Township property and as warranted, will give abutting property owners notice. Abutting property owners may request that the Township plant a tree, but only when sufficient funds are available for tree planting.

Property owners may plant a tree in the public right-of-way. The Township maintains a list of desirable species that can be planted on streets depending upon growing space size and characteristics.

The Colerain Township Public Service Department will be responsible for the planting and maintenance of all trees in Township parks.

DONATED TREES AND SHRUBS

Every effort is made to accept donated trees and shrubs and to plant them in approved green spaces. If an individual wishes to donate a substantive number of trees, the Township will attempt to locate a particular neighborhood that can directly benefit from a tree canopy. All donations will follow ORC, which may include approval and acceptance by the Board of Trustees of Colerain Township.

STANDARDS

This policy will follow the standards and best practices prescribed by the following:

- American National Standards Institute (ANSI) A300 Standards for tree care
- International Society of Arboriculture - Best Management Practices
- American Public Works Association - Urban Forestry Best Management Practices
- Desirable/Undesirable Tree Species list (maintained by the Public Services Department) and based on the Ohio Invasive Plant Council current recommendations
- Provisions of the Township Tree Resolution

COLERAIN
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4.10 COLERAIN TOWNSHIP
ROAD PAVEMENT ASSESSMENT DISTRICT POLICY

PURPOSE

Colerain Township continues to explore ways to further existing dollars that are available to support our road pavement program. Colerain Township strives to have an adopted multi-year capital plan that includes and outlines the roads that are to be paved in the coming calendar years. Annually, the Board of Trustees will establish and contract for the paving of several Township streets, dependent on available funds.

This policy creates a process that residents can use to voluntarily create a Road Pavement Assessment District, an alternative method of funding roads. As part of this assessment process, residents choose to voluntarily pay a portion of the costs to pave the road. These costs are then assessed to the homeowner's property taxes over a ten-year time period. This policy outlines the process by which a resident can petition the Township to form a Road Pavement Assessment District.

PROCESS

Colerain Township will not accept a petition to establish a Road Pavement Assessment District unless the street is dedicated, accepted, and maintained by Colerain Township. Colerain Township residents or property owners who desire to have their roads repaved and are willing to pay for fifty percent (50%) of the costs must have the owners of more than fifty percent (50%) of the front footage of lots on the street sign a Petition to Establish a Road Pavement Assessment District. Blank versions of these petitions are available at the Township Administration Building.

Residents will need to collect signatures on the petitions that exceeds fifty percent (50%) of the total road frontage for each parcel on the street that is to be repaved. The petitions should be filed with the Township. It will be checked for accuracy by Township staff, including the Township Law Director. If the petitions are accurate and exceed the fifty percent (50%) frontage requirement, then the Fiscal Officer will set a date for public hearing within forty-five (45) days of the certification of petitions. The Fiscal Officer also signs a notice of acceptance at this time.

The Township will give notice to signers of the Petition of the time and date of the public hearing or public hearings, depending on the requirements of the Ohio Revised Code. The same notice will be served upon each lot owner in the proposed Road Pavement Assessment District no fewer than fifteen (15) days before the date of the hearing. Notice of hearing will also be published in a local newspaper at least two weeks before the hearing.

At the hearing, property owners in the proposed Road Pavement Assessment District will be provided an opportunity to speak. If the Board of Colerain Township Trustees decides in favor of the Road Pavement Assessment District, they shall pass a resolution ordering the reconstruction of the roadway and establishing the assessment amounts for each property owner.

ASSESSMENT LEVEL

In order to calculate the assessment for each property owner, the Board of Trustees will use the below steps:

1. Calculate the total estimated cost to pave the road
2. Multiple the estimated cost by 50%
3. Divide the number by the number of lots that maintain frontage on the street
4. Divide that number by ten

The number provided at the end of the calculation will be assessed by the Trustees to each homeowner's property tax bill for ten consecutive years. The County Auditor will then assess for each lot on the semi-annual tax bill. The purpose of the above calculation is to split the cost evenly among all homeowners on the street in question and to ensure that the costs are defrayed over a ten-year period.

COLERAIN TOWNSHIP

5.0 – POLICE DEPARTMENT POLICIES

5.1 COLERAIN TOWNSHIP
LAW ENFORCEMENT AUTHORITY POLICY

PURPOSE

To provide sworn and civilian employees with the expected actions and attitudes therefore allowing the employees to act without hesitation in concert with the Police Department's values, mission, and goals.

POLICY

The police officers of the Colerain Police Department will act in accordance with policy, procedures, and the law in their service to the residents and visitors to Colerain Township. The officers will be bound by the agency's mission and values statement in their service to the community.

5.2 COLERAIN TOWNSHIP
BIASED BASED POLICING POLICY

PURPOSE

The Colerain Police Department will not permit the use of bias based profiling of the residents and visitors to the Township. Bias based profiling alienates citizens and fosters a distrust of law enforcement by the community and invites scrutiny of the Police Department.

POLICY

Members of the Colerain Police Department will not engage in bias based profiling when in contact with the residents or visitors to Colerain Township. Officers will focus on a person's conduct or other specific information that will lead the officer to believe he or she has reasonable suspicion that the person the officer is in contact with is, or is about to commit a crime or presenting a threat to the safety of themselves or others.

5.3 COLERAIN TOWNSHIP
AUTHORIZED WEAPONS POLICY

PURPOSE

To comply with Ohio Revised Code 2901.01 A (11) - Law Enforcement Officer, Ohio Revised Code 2923.12 B - Carrying Concealed Weapon, and Ohio Revised Code 2923.15 - Using Weapons While Intoxicated.

POLICY

Each member of the Colerain Police Department is provided and instructed in the directives related to “Authorized Weapons”, “Discharging of Firearms”, and “Response to Aggressive Behavior” before being authorized to carry a lethal and/or less than lethal weapons for use in their duties as police officers. The Chief of Police must approve all firearms for off-duty use prior to an officer carrying that weapon.

5.4 COLERAIN TOWNSHIP
DISCHARGING OF FIREARMS POLICY

PURPOSE

To comply with Ohio Revised Code Section 2901.01 and court case Tennessee vs. Garner, 471 US 1 (1985).

POLICY

The most serious act in which a police officer can engage in is the use of deadly force. The authority to carry and use firearms in the course of public service also carries with it the highest level of responsibility. Respect for human life requires that police officers exhaust all other reasonable means before resorting to the use of firearms, and then only when an officer reasonably believes that such use of firearms is necessary to protect the officer or another from the risk of serious physical harm or loss of life.

In considering the use of firearms, understand that you are responsible for your acts and that you may be required to justify your acts in a court of law. You are not required to retreat in lieu of the justifiable use of deadly physical force.

The safety of innocent people is of paramount importance. Where there is substantial risk to the safety or life of an innocent citizen, the safety of the citizen should take precedence over the apprehension of the suspect.

Police officers may not use deadly force merely to prevent escape in misdemeanor cases. The use of deadly force to prevent escape of felony suspects is constitutionally unreasonable, except where the escape presents an immediate risk of death or serious physical harm to another.

Where the suspect poses no immediate threat of death or serious physical harm to others the harm resulting from failing to apprehend them does not justify the use of deadly force to do so. If an officer uses unnecessary and/or excessive force, or acts wantonly and maliciously, they could be found guilty of assault, or even homicide if they kill the person they are attempting to arrest.

When a police officer perceives what they interpret to be a threat of loss of life or serious physical harm to themself or others at the hands of another, they have the authority to display a firearm, with finger outside the trigger guard, and have it ready for self-defense. The finger is only to be placed on the trigger when on target and ready to engage a threat.

An officer has a duty to intervene to stop, prevent, and report the use of excessive force by another officer when it is safe and reasonable to do so.

The Colerain Police Department also employs School Safety Officers and a Zoning Code Enforcement Officer. These officers are retired police officers in good standing and carry a firearm. These officers are

permitted to use their firearm to protect their life or the life of another when they interpret a threat of loss of life or serious physical harm at the hands of another.

Self-Defense: A police officer is authorized to use that force reasonably necessary to protect themselves or others from death or serious physical harm at the hands of another.

A. There must be an apprehension of real or immediate danger based on an overt and/or constructive act by another.

B. Warning Shots: Officers are not permitted to fire warning shots.

Felonies: When all other reasonable means at the officer's disposal have failed, the use of firearms is authorized, only under the following circumstances, as a last resort to apprehend a fleeing felon:

A. The officer has probable cause to believe the suspect has committed or is committing a felony, AND

B. The suspect will cause death or serious physical harm to the officer or another person if not immediately apprehended.

    1. If possible, the officer will give a verbal warning before using the firearm.

    2. By itself, notification by the Hamilton County Communications Center resulting from a general information broadcast or computer query that a subject is wanted will not provide authority for the police officer to use a firearm.

    3. All other felonies and misdemeanors: In all other felonies or misdemeanors, police personnel will not fire shots even if the perpetrator attempts or succeeds in his attempt to flee.

    4. Juveniles: A police officer will not discharge a firearm at a person known to be or suspected of being a juvenile (person less than 18 years of age) except under circumstances which come within the provisions of the self-defense policy.

    5. Shots fired at animals: An officer will use firearms on animals only as a last resort or for protection of himself or others (other than humane kills). Often, firing a shot at an animal will create a more dangerous situation than the animal itself. If possible, use one of the following alternative solutions:

        a. Contact the Hamilton County Dog Warden through the Hamilton County Communications Center. This entity is equipped to handle certain animals and may be able to offer guidance in other situations.

b. In some instances, Cincinnati Zoological Society personnel will respond upon request.

c. The use of chemical irritants is effective on many animals.

COLERAIN
TOWNSHIP ~ OHIO

5.5 COLERAIN TOWNSHIP
RESPONSE TO AGGRESSIVE BEHAVIOR POLICY

PURPOSE

To comply with Graham vs. Conner, 490 U.S. 386, 109 S. Ct. 1865 (1989) and court case Tennessee vs. Garner, 471 US 1 (1985).

DEFINITIONS

Force: The following situations require a Supervisor's Use of Force Investigation report: any strike, blow, kick, bite, stab, shot, tackle or slap with any object, including but not limited to any body part, OC spray, Taser, ASP, flashlight, firearm, use of police K9 to bite or attempt to bite, knife, clipboard, environmental weapon (brick, rock) etc.

Restraining Force: The force used to prevent movement and achieve full physical control of the subject. Specifically, it is the use of one's body weight and physical strength to restrict mobility with full body control as the goal. Holding a subject to the ground while applying handcuffs is an example of restraining force. Injuries resulting from restraining force or controlled takedowns are considered a use of force and are reported as response to aggressive behavior on the proper report.

Deadly Force: Type or level of force that creates a significant risk of death. Preservation of life is of the highest value. Police officers have the authority to use deadly force in defense of themselves or others when faced with immediate threats of serious physical harm, or to protect the community from fleeing, dangerous criminals.

Non-Deadly Force: Any type or level of force that does not create significant risk of death. Non-deadly force is used to gain and maintain control of subjects.

Serious Physical Harm: As defined in Ohio Revised Code Section 2901.01(A)(5) (a-e).

Supervisor: All officers who are the rank of sergeant and above are deemed to be supervisors. In the absence of a supervisor working a tour of duty, the designated officer-in-charge or the senior officer on duty will act as the supervisor.

Policy

When officers are justified in making a seizure, they are legally empowered to use whatever force is reasonably necessary to achieve their purpose. Employees may only use the force which is reasonably necessary to effect lawful objectives including: effecting a lawful arrest or overcoming resistance to a lawful arrest, preventing the escape of an offender, or protecting or defending others or themselves from physical harm.

The use of profanities towards another is generally prohibited unless the purpose is to "verbally stun" the subject in order to gain compliance. Should a subject not comply with lawful orders, the officer may

utilize “verbal stunning” in an effort to avoid using force. This practice should be limited as it can present a negative image for the officer and the Police Department.

Officers will apply de-escalation techniques whenever possible to avoid the use of force. Those techniques include but are not limited to; being aware of body language and facial expressions, avoiding invading personal space, “slowing” down encounters, considering backing-off, and communicating clearly but firmly. Officers are not required to place themselves or members of the public in danger of using these techniques but should look for opportunities to do so whenever feasible.

These policies and rules apply to all employees, including volunteers, representatives of support agencies and members of task forces operating in Colerain Township. Only sworn officers are permitted to use force in circumstances other than self-defense.

Employees have the responsibility to report any improper use of force, and if occurring in their presence, intervene immediately. Employees reporting unreasonable uses of force are protected from retaliation of any kind in accordance with “Whistle Blower” laws.

The preservation of human life is of the highest value in Colerain Township. Therefore, employees must have an objectively reasonable belief deadly force is necessary to protect life before the use of deadly force. Deadly force may be used only under the following circumstances: 1. To defend themselves from serious physical injury or death; or 2. To defend another person from serious physical injury or death; or 3. In accordance with U.S. and Ohio Supreme Court decisions, specifically, Tennessee v. Garner and Graham v. Connor.

The Supreme Court recognizes three distinct categories of seizures:

Arrests

The use of force is justified in order to make an arrest. Force may be used as reasonably necessary to achieve a legitimate law enforcement purpose. Examples are, but not limited to: compel compliance; to overcome resistance; to prevent escape; to subdue subject for purposes of arrest or to preempt a risk of injury to the officer(s), others or the subject being subdued or to achieve any other legitimate law enforcement purpose that mere presence and verbal commands fail to achieve.

An arrest is custodial and involving taking an individual into custody, placing him in handcuffs, searching him, and the area within his immediate control for evidence of any crime, weapons, or means of escape, transporting him to a law enforcement facility for processing for an appearance within the Court system.

The correct entry level of force is that level of force that the officer thinks will efficiently serve the purpose in a timely manner. If that level of force is unsuccessful in gaining control of a subject, the officer will continue to use force until successfully accomplishing the purpose, whether it is to affect an arrest, to prevent risk of injury to self or others, to prevent the subject from endangering himself or others, to compel compliance or any other legitimate law enforcement purpose. As the purpose is achieved, the force should diminish or end.

Investigative Detentions

Intermediate detentions have been described by the United States Supreme Court as an intermediate

response that provides officers a lawful alternative between either allowing a crime to occur or a criminal to escape or making an illegal arrest without probable cause. The court, in Terry v. Ohio, held that the Constitution grants law enforcement officers the authority to briefly detain a suspect, without probable cause, for the purpose of investigating suspicious circumstances. While such a detention is not an "arrest," it is a Fourth Amendment seizure and force may be used as necessary to accomplish it.

Given "reasonable suspicion" that criminal activity maybe occurring, or has occurred, police officers can intervene to stop the criminal activity or attempt to ascertain what is taking place. The rationale is that the inquiry should take a relatively short period of time to either elevate the reasonable suspicion to probable cause or alleviate the need to continue the contact.

De minimus seizures

If the offender resists, the officer may use such force as required under the circumstances to overcome the resistance, even to the extent of taking life, if that is necessary. They may not use deadly force merely to prevent escape in misdemeanor cases. The use of deadly force to prevent escape of felony suspects is constitutionally unreasonable except where the escape presents an immediate risk of death or serious physical harm to the officer or another. Where the suspect poses no immediate threat of death or serious physical harm to others, the harm resulting from failing to apprehend the suspect does not justify the use of deadly force to do so. If officers use unnecessary and excessive force, or act wantonly and maliciously, they may be subject to criminal prosecution.

Officers will respond to resistance or aggressive behavior in accordance with the objective reasonableness standard as outlined in Graham v. Connor. The actions of the subject, the environment in which the subject is encountered, and the totality of the circumstances shall determine the degree of force necessary.

Whenever employees use deadly force, force, restraining force with injury, or have knowledge of a use of force, they will immediately request Emergency Medical Services respond, and will initiate steps to render aid as quickly as reasonably possible. The employee will then notify a supervisor. The supervisor will respond to the scene and investigate. The supervisor will submit a report to the Chief of Police before the end of his tour of duty. Whenever possible, the person investigating the use of force must be of equal or higher rank than the employee using the force.

Chokeholds/neck restraints (or any application of pressure to the neck or any technique that restricts the intake of oxygen) are not authorized as a method of response to aggressive behavior or as a means of preventing evidence being swallowed.

Officers will immediately ensure appropriate first aid is rendered once the incident scene is stabilized following any police action resulting in a citizen being injured. Officers will summon the necessary medial aid when it becomes clear injuries have occurred and medical distress is apparent or any time the individual is unconscious. Officers will continue to monitor for distress or worsening condition due to use of force.

In the event that an officer has exhausted all available law enforcement methods of controlling a subject, AND the officer or another human life is in jeopardy of suffering serious physical harm or death, the officer may use whatever reasonable means necessary to stop the aggressive behavior of the subject.

5.6 COLERAIN TOWNSHIP
SEARCH WARRANTS POLICY

PURPOSE

The life of all Ohio search warrants is 72 hours from the time of issuance by the judge. Included in the strict 72-hour time limit are Saturdays, Sundays, and legal holidays. The search warrant is good for only one search.

The U.S. Supreme Court ruled that it is a violation of the Fourth Amendment for police to bring members of the media or other third parties into a home during the execution of a warrant when the presence of the third parties in the home was not in aid of the execution of the warrant.

The Ohio First District Court of Appeals has ruled officers may no longer make warrantless entries into a wanted person's home for a misdemeanor minus other exigent circumstances, even if the officer has personal knowledge the offender is inside or following the fresh pursuit of misdemeanor offenders. A search warrant must be obtained prior to entry into the residence. The decision does not affect warrantless entries for wanted felons or following the fresh pursuit of felony suspects.

POLICY

Obtain supervisory review and approval of search warrants before contacting the court. For advice in drafting the search warrant, contact members of the Criminal Investigation Section. If requiring additional legal information, the Hamilton County Communications Center (HCCC) has a list of home phone numbers of on-call members of the Municipal Court Prosecutor's Office.

Unless specifically requested by the judge, do not take confidential informants to the judge's home when applying for a search warrant.

Affiant officers and their supervisors will direct and control others that aid in the service of search warrants. Final responsibility for proper service of search warrants remains with the affiant officer and supervisor in charge.

Officers will notify their immediate supervisor before aiding in the service of a search warrant obtained by another law enforcement agency. The supervisor will respond to ensure the search warrant meets department standards.

Officers will notify their immediate supervisor before allowing a third party into the home during the execution of a warrant and permission will only be granted if the third parties presence will aid in the execution of the warrant.

The Chief of Police or their designee must approve all search warrants prior to execution. All search warrants involving entry into a structure will require an Operations Plan that must be approved by the

Chief of Police or their designee. A Lieutenant and/or Chief must be present for the execution of any search warrant requiring entry into a structure.

COLERAIN
TOWNSHIP ~ OHIO

5.7 COLERAIN TOWNSHIP
CONTRACTUAL AGREEMENTS POLICY

PURPOSE

To provide guidelines in the development of contractual law enforcement services provided by the police department and to ensure the rights of officers who participate in the position outlined in any contract is not infringed due to that performing in that capacity.

POLICY

The Colerain Police Department may enter into a contractual agreement with an outside agency for purposes of providing law enforcement services only with the expressed permission and consent of the Chief of Police and the approval of the Colerain Township Board of Trustees. This does not include extra duty assignments unless those assignments require the outside agency to cover the cost of benefits of the officer such as health care, retirement, Medicare, and Worker's Compensation expenses.

Anytime the police department enters into an agreement to provide law enforcement services, a written agreement shall be signed by both parties. The agreement shall include at least the following elements.

1. A statement of the specific services to be provided.
2. Specific language dealing with financial agreements between the Colerain Police Department and the entity receiving the services.
3. Specification of the records to be maintained concerning the performance of services by the Colerain Police Department.
4. Language dealing with the duration, modification, and termination of the contract.
5. Specific language dealing with legal contingencies.
6. Stipulation that the provider agency maintains control over its personnel.
7. Specific arrangements for the use of equipment and facilities.
8. A procedure for review and revision, if needed, of the agreement.

The employment rights, promotional opportunities, training opportunities, and fringe benefits of an employee assigned to a position created under a contractual agreement shall not be limited based on the employee's participation in the contractual agreement.

5.8 COLERAIN TOWNSHIP
POLICE DEPARTMENT DIRECTION POLICY

PURPOSE

The purpose of this policy is to provide an official guide outlining the way to address many of the routine functions and operation of the Colerain Police Department.

POLICY

This Colerain Police Department Procedure Manual, as well as other Police Department procedures, rules, regulations, policies and directives, are used to maintain compliance for accreditation by CALEA (Commission on Accreditation for Law Enforcement Agencies, INC.).

The nature of police service is such that it is impossible to develop a procedure, plan, or other binding directive for every situation that might arise. Therefore, the Chief of Police along with all members of the Police Department supervisory staff have the duty of thoroughly reviewing the activities of subordinates, as they assume the ultimate responsibility for defects and shortcomings in law enforcement.

5.9 COLERAIN TOWNSHIP
CRIME ANALYSIS POLICY

PURPOSE

Crime analysis represents a system utilizing regularly collected information on reported crimes and criminals to prevent and suppress crime and apprehend criminals. The information gathered will be used to support management and operations. Line officers can benefit from the information in the development of daily operational and tactical plans, while management can utilize the data for strategic planning, resource allocation, and other associated areas.

POLICY

The Chief of Police will issue monthly reports on crime and calls for service.

The gathering of criminal intelligence is done primarily to collect, process and disseminate information related to specific crimes and criminal activities.

Members of the Police Department will collect intelligence information for the furtherance of law enforcement efforts. Intelligence gathering for political and/or other purposes unrelated to crime will not be permitted.

5.10 COLERAIN TOWNSHIP
RESERVE OFFICERS AND AUXILIARY STAFF POLICY

PURPOSE AND POLICY

The purpose of this policy is to provide guidelines and direction for the selection, training, and assignment of Reserve Police Officers and Auxiliary staff members of the Colerain Police Department.

The Colerain Police Department recognizes the importance of carefully selected and properly trained employees/volunteers to assist in the completion of the mission under normal and emergency conditions. The reserve officer staff can assist in the carrying out of the Department's statutory and constitutional responsibilities. The reserve police officer duties include, but are not limited to, general duties of a police officer, the service of warrants and investigation and proper reporting of crimes and traffic crashes.

The auxiliary/volunteer members' duties include assisting with clerical functions and other duties as detailed in the Colerain Police "clerk" job description. Auxiliary officers are not sworn officers.

The Chief of Police and the Board of Trustees are the appointing authority of sworn reserve officers and may rescind that appointment or limit the extent of that appointment with or without cause.

Auxiliary members are appointed by the Chief of Police and may be dismissed from assisting or participating in Police Department functions at any time at the discretion of the Chief of Police.

DEFINITIONS

1. Reserve Police Officer: A State of Ohio Peace Officer Training Academy (OPOTA) certified individual who has met all selection criteria and has received an appointment as a "sworn" police officer from the Colerain Township Board of Trustees and the Chief of Police. The Reserve Police Officer possesses all of the statutory powers of arrest and enforcement as any police officer in the State of Ohio. The Reserve Police Officer receives no compensation.

2. Auxiliary: An individual who volunteers to assist the Colerain Police Department in special events or circumstances as directed by the Chief of Police. An auxiliary member is not an appointed or sworn position and auxiliary officers have no enforcement authority beyond that of any ordinary citizen and is accountable for all orders, directives and requirements issued by the Chief of Police or supervisory staff. Both reserve and auxiliary members are considered "employees" of the Colerain Police Department for the purposes of accountability and responsibility only. The members are required to support the mission and values of the Department. Reserve officers will be evaluated based on the same requirements as all other Colerain Police Department employees, as a rule, auxiliary staff will not receive evaluations.

5.11 COLERAIN TOWNSHIP
LINE OF DUTY DEATH POLICY

PURPOSE

The purpose of this policy is to provide direction for the Colerain Police Department to provide appropriate emotional care for the seriously injured, ill, or deceased employee's family. If the incident is the line-of-duty death of a police officer, funeral arraignments are to be decided by the family of the officer with their wishes taking precedence over those of the agency. Although this policy is intended to address the line-of-duty death or injury of police officers, many provisions, may be applicable to any agency employee regardless of whether or not the death is duty related.

POLICY

It shall be the responsibility of the Colerain Police Department to provide liaison assistance to the primary family of an officer who dies in the line-of-duty or who is hospitalized for an indefinite period of time or requires repeated and/or intermittent hospitalization because of a line-of-duty injury or systemic illness. This assistance shall include, but is not limited to, the clarification and comprehensive study of survivor benefits and emotional support during this traumatic period for the surviving family. It is the responsibility of the subject officer's supervisor to notify the Chief of Police of the incident as soon as possible. Immediately upon notification of the incident, the Chief of Police shall appoint an Officer in Charge (OIC), typically the officer's division commander, to coordinate all departmental functions regarding the incident.

5.12 COLERAIN TOWNSHIP
OFF DUTY DETAILS POLICY

POLICY

The Department prohibits off-duty detail employment that presents a potential conflict of interest, or reflects an abuse of official position that could give rise to illegal or unethical practices.

Personnel are expected to perform all lawful and reasonable duties and tasks related to their detail assignment. Any disputed duties or tasks must be brought to the attention of a supervisor as soon as practical for resolution. Substantiated complaints of unsatisfactory performance may result in disciplinary action and/or off-duty detail suspension as deemed necessary by the Chief of Police.

5.13 COLERAIN TOWNSHIP
POLICE OUTSIDE EMPLOYMENT POLICY

PURPOSE

To supplement the existing Township outside employment policy with Police specific guidance.

DEFINITIONS

1. Outside Employment: Any employment, whether or not in exchange for a fee or other service. Outside employment does not include military duty or volunteer charity work unless the volunteer charity work is an extension of police services.

2. Extension of Police Service Outside Employment: The off-duty use of enforcement powers as provided to Police Department employees by Colerain Township. In the case of extension of police service employment, the employer hires not the individual, but the uniform, badge, gun, and authority of the employee. This activity must remain closely regulated. The same rules, regulations, policies, procedures, and directives applicable to employees in an on-duty status apply to employees while engaged off-duty in the extension of police service.

3. Non-police Related Outside Employment: Any employment not requiring the use of law enforcement powers or equipment by an off-duty employee.

POLICY

The Department prohibits employment that presents a potential conflict of interest, or reflects an abuse of official position that could give rise to illegal or unethical practices.

If an employee desires to perform police-related services for a charitable or religious institution, permission must still be obtained and payment for services provided must be tendered, based on the hourly amount currently in effect. If the employee wishes to donate the earned proceeds back to the charitable or religious organization, that is solely the decision of the affected employee. Employees desiring to follow this course of action must consider the tax consequences involved.

Personnel are expected to perform all lawful and reasonable duties and tasks related to their detail assignment. Any disputed duties or tasks must be brought to the attention of a supervisor as soon as practical for resolution. Substantiated complaints of unsatisfactory performance may result in disciplinary action and/or off-duty detail suspension as deemed necessary by the Chief of Police.

Employees may not:

1. Work an outside employment as an extension of police services where they handle currency or deposit bags. Employees are limited to escorting a responsible business employee.

2. Investigate or collect accounts, including repossession of automobiles and collection of debts.
3. Work for or own their own business involving pre-employment investigations for private industry.
4. Engage in any type of work related to bail bonding.
5. Work as a chauffeur for a limousine company.
6. Assist in any manner, the case preparation for the defense in any criminal action or proceeding.
7. Have, work at, or have an interest in, a liquor permit premise where the primary business is selling alcoholic beverages by the glass.
    a. Exceptions are church festivals and American Legion functions where the sole reason for employment is security.
8. Engage in any outside employment not approved by the Chief of Police.

5.14 COLERAIN TOWNSHIP
FIELD TRAINING POLICY

PURPOSE

The purpose of this policy is to provide for a formal and uniform on-the-job training period; provide experience, guidance, and supervision so the probationary police officer (PPO) may develop a high standard of judgment, conduct, appearance, job skills, and interpersonal relationship skills; aid in the evaluation of probationary personnel; and serve as an aid in evaluating the Department's training program.

POLICY

All newly hired police officer's must obtain Ohio Peace Officer certification prior to beginning the Field Training Officer (FTO) Program. All officers must successfully complete the FTO program prior to assignment to solo patrol.

5.15 COLERAIN TOWNSHIP
EVALUATION PERFORMANCE TRACKING POLICY

PURPOSE

The purpose of this policy is to provide a method for documentation of positive employee work performance, training, and corrective action to assist with the development and evaluation of personnel.

POLICY

An Evaluation Performance Tracking (EPT) system will be maintained for all employees. EPT's will be maintained through a secure online tracking system.

Supervisors and employees may utilize the EPT tracking system to document positive actions on behalf of any employee. Any employee may add negative information, but Supervisors must review and approve all entries before they become part of an employee's file. Only Supervisors may enter information concerning plans of action to enhance performance and supporting documentation related to employee evaluation.

Supervisors are expected to enter information on each employee as often as possible, especially positive comments on work performance. Each supervisor will be reviewed on their level of activity on the system and this will be documented on their quarterly and yearly evaluations.

PERFORMANCE IMPROVEMENT

It is policy to use Performance Improvement Planning as a means for correcting employee conduct, behavior, or productivity problems when disciplinary action is deemed not appropriate.

1. Restrictions for Use: All of the following four restrictions must apply to use this procedure; otherwise, the policy governing use of the Just-Cause Discipline Procedure applies.
    a. The nature of the infraction cannot be an act of employee gross misconduct;
    b. There is good reason to believe, based on factfinding, that the cause of the infraction was not due to an act of direct or constructive insubordination;
    c. The employee has an employment history free of serious or frequent disciplinary actions, chronic and/or disruptive behavioral problems
    d. The employee is willing to make a formal commitment to improving future performance, cooperates in the development of a written improvement plan, and is willing to accept the consequences for failing to improve (e.g., retraining, reassignment of duties, transfer, discipline or termination)

2. The employee shall be told that failing to fully cooperate in an improvement plan will affect the Penalty Assessment phase of the Just-Cause Discipline Procedure, should disciplinary action be taken.
    a. Failing to discipline would set an undesirable precedence or subject the Police Department to an unreasonable risk for vicarious liability.

5.16 COLERAIN TOWNSHIP
IMPOUND LOT CONTROL POLICY

PURPOSE

The purpose of this policy is to provide a system of vehicle management and storage for custodial or evidentiary vehicles coming under the responsibility and control of the Colerain Township Police Department. Guidelines will be established for the system required, encompassing accountability, security, handling, disposition and disposal, and integrity relative to such vehicles.

POLICY

All property considered to be evidence or recovered by members of the Colerain Police Department will adhere to the standards set forth by the Colerain Township Police Department. It is the policy of this Department that all evidence and property recovered, confiscated, seized, found, or turned into this agency, will be properly packaged, handled, processed, recorded, and stored in a safe and secure manner. All procedures utilized in said management of custodial or evidentiary controlled property will be established and adhered to with the purpose of assuring the accountability, security, and integrity of such system, and shall be in compliance with all applicable statutes and/or court issued orders.

5.17 COLERAIN TOWNSHIP
PROPERTY ROOM POLICY

PURPOSE

The purpose of this policy is to provide a system of property management for custodial or evidentiary properties coming under the responsibility and control of the Colerain Police Department. Guidelines will be established for the system required, the encompassing of accountability, security, handling, disposition and disposal, and integrity relative to such properties.

POLICY

All property considered being evidence or recovered by members of the Colerain Police Department will adhere to the standards set forth by the Colerain Police Department. It is the policy of this Department that all evidence and property recovered, confiscated, seized, found, or turned into this agency, will be properly packaged, handled, processed, recorded, and stored in a safe and secure manner. All procedures utilized in said management of custodial or evidentiary controlled property will be established and adhered to with the purpose of assuring the accountability, security, and integrity of such system, and shall be in compliance with all applicable statutes and/or court issued orders.

5.18 COLERAIN TOWNSHIP
EMERGENCY OPERATION OF VEHICLE POLICY

PURPOSE
To comply with ORC 2921.331, 4511.01(d), 4511.03, 4511.24, 4511.45, and 4513.21.

POLICY
In the emergency operation of police vehicles, Officers must weigh the seriousness of the situation (injury, offense, etc.) against the hazards to the health and welfare of other citizens generated by high speeds or maneuvers, such as roadblocks. Officers must always consider external factors that may have a bearing on the emergency operation of police vehicles. This includes the time of day, road and traffic conditions, weather, speeds involved, nature of the incident, and the condition of the police vehicle.

Officers must terminate their involvement in motor vehicle pursuits whenever the risks to their safety and others outweigh the consequences of the suspect's escape. In all instances where a police officer decides to operate a police vehicle in an emergency mode, that officer will be responsible for operating the vehicle in a safe manner. Officers involved in accidents or causing accidents due to negligence or unsafe operating conditions will be disciplined up to and including termination.

Officers are not exempt from civil suits even though they are responding as an emergency vehicle.

5.19 COLERAIN TOWNSHIP
MILITARY AWOL ARRESTS POLICY

POLICY

No reward claims will be made by individual Colerain Police Officers for the apprehension of military absentees. Monies received as a result of reward claims will be sent to the Township Clerk who will deposit the money into the general fund.

5.20 COLERAIN TOWNSHIP
DOMESTIC VIOLENCE POLICY

PURPOSE

The purpose of this policy is to comply with all appropriate state and federal laws regarding domestic violence.

DEFINITIONS

1. Fetus: Under the Domestic Violence Law a fetus is not a child. EXAMPLE: While investigating a Domestic Violence (DV) incident the woman advises that she is pregnant and the man who hit her is the father and no other facts constitute DV, charge with the appropriate assault charge.

2. Putative (supposed): EXAMPLE: While investigating a DV incident the women has a 2-week old baby and informs you that the man that assaulted her is the father of the baby. They do not or have not resided together. Charge with Assault and Domestic Violence. The DV is a valid charge under the Putative Rule. The Assault is placed in the event that blood test results indicate the Putative Father is not the father. The DV will be dropped because the blood tests eliminate relationship.

3. Child Custody: The mother of her child has SOLE CUSTODY if:
    a. The couple is not married.
    b. There is not a court order to the contrary.
    c. The child was born on or after 1-1-1998.
        i. If the child was born before 1-1-1998 both parents are deemed to have equal rights to the child. Officers shall use discretion, good faith, and consider the best interest of the child when confronted with this situation.

4. Mandatory Arrest: Mandatory Arrest is an immediate arrest based on probable cause the offense of domestic violence occurred, and supported by some evidence indicating the suspect committed the offense.

5. Probable Cause: Probable cause exists when facts and circumstances within the officer's knowledge and of which he has reasonably trustworthy information are sufficient to warrant a person of reasonable caution to believe the offense has been or is being committed, and the accused is or has committed the offense. Completion of the Victim's Statement section of the Victim Assistance/Citizen Referral by the victim is probable cause according to Ohio Revised Code (ORC) 2935.03(B).

POLICY

Domestic violence is a violent crime. The involvement of family members does not lessen the use of arrest and prosecution as an effective deterrent.

The Department policy regarding domestic violence is mandatory arrest of the offender when probable cause exists. The formal arrest/court process is the most appropriate method of resolution.

Officers should charge all appropriate cases with domestic violence, felonious assault, or aggravated assault in incidents arising out of a domestic violence offense, and make a mandatory arrest. If a felonious assault or aggravated assault is committed in a domestic violence offense, charge the suspect with the appropriate felony charge. Do not, in addition, charge the suspect with a misdemeanor domestic violence.

5.21 COLERAIN TOWNSHIP
BODY WORN CAMERA POLICY

PURPOSE

A body worn camera is an “on the body” video and audio recording system assigned to an officer as an additional means of documenting specific incidents in the field.

Body-worn cameras are an effective law enforcement tool that can reduce violent confrontations and complaints against officers. Body-worn cameras provide additional documentation of police-public encounters and may be an important tool for collecting evidence and maintaining public trust.

This policy is intended to provide officers with instructions on when and how to use body-worn cameras. The Department has adopted the use of body-worn cameras to accomplish several objectives, including:

1. Body-worn cameras provide visual evidence of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony.

2. Audio and video recordings enhance the Department’s ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.

3. Body-worn cameras may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

The Department recognizes that video images cannot always show the full story nor do video images capture an entire scene. The use of body-worn cameras does not reduce the requirement to provide thorough written documentation of an incident. People reviewing recordings must also be cautious before conclusions are reached about what the recordings show.

INFORMATION

Body-worn camera equipment and all data, images, video and metadata captured, recorded, or otherwise produced by the equipment is the property of the Department and must be stored in accordance with these policies and procedures. The personal use of all information recorded by body-worn cameras shall only be pursuant to the prior written approval of the Chief of Police. Use of body-worn cameras for any purpose other than in accordance with this policy is prohibited. No officer or employee will make a copy of any body camera recording, transmit any portion of that recording or utilize any body camera recording for personal use unless specifically authorized by the Chief of Police. No portion of any recording is to be uploaded to any social media site or any internet site for any

reason. No portion of any recording will be emailed to any person. This does not include legitimate usage/transmission for limited criminal justice purposes only.

All data, images, video and metadata captured by body-worn cameras are subject to state statutes regarding retention of records.

Officers should notify all people that they are being recorded, but only when officer safety and time allow.

The Colerain Township Police Department will readily cooperate with any request for release of information or to view information maintained by the Department in accordance with State law.

POLICY

It is the policy of the Colerain Township Police Department to utilize Department issued body cameras to capture citizen/police contacts in order to protect police officers and the public, provide clear evidence of contacts and violations of law and ensure accountability of the Police Department to the community.

Officers will utilize only Department issued cameras. No personal recording devices are to be worn or used by any employee.

5.22 COLERAIN TOWNSHIP
PROBLEM SOLVING PROCESS POLICY

PURPOSE
To define a Police Department process of identifying and addressing problems and community service requests in an effort to improve the quality of life, safety and security of citizens.

DEFINITIONS
Community Problem Oriented Policing (CPOP) – To identify and analyze community problems and develop effective responses by utilizing the SARA Problem Solving Method. The facilitation of this process is possible through the police and the community working together in a partnership.

SARA – the process of scanning, analysis, response and assessment of a problem.

Scanning – identifying the problem.

Analysis – learning about the causes, scope, and effects of the problem. Develop a quantitative measuring device to be utilized in the assessment.

Response - the encompassed actions taken to alleviate the problem.

Assessment – determination if the response worked using either a quantitative (measurement) or qualitative (degree of success) device.

Situational Crime Prevention – looking for solutions based on reviewing the information and determining what reduces or removes the opportunity to commit crime and disorder.

Incident – a single service request, for an individual or community concern.

Problem – two or more incidents that are similar in nature, which cause or are capable of causing harm, and the community expects or wants the problem resolved.

POLICY
The SARA problem solving methodology is the primary process for addressing community problems.

Information:
Crime has three factors that are common in all occurrences. These factors are victims, offenders, and locations. When any one or more of these factors are reduced or removed, crime is decreased or eliminated. Situational crime prevention occurs when the community, police, and other entities exercise some form of control over their environment. This promotes a partnership of shared responsibility for community problem solving.

Community participation is critical to successful implementation of CPOP. Township employees will work with community members to identify and resolve neighborhood problems.

Township employees and community members will activate the problem-solving process when pattern of incidents is identified.

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TOWNSHIP ~ OHIO

5.23 COLERAIN TOWNSHIP MISSING PERSONS POLICY

DEFINITIONS

The Hamilton County Mental Health Board (HCMHB) defines categories of risk for patients in care facilities as follows:

1. Category I - High Risk - The individual has exhibited specific evidence of dangerousness such as a suicide plan, has made a threat against a specific person, etc. There is clear evidence of dangerousness, e.g., observed indiscriminate assaultive behavior or a complete inability to care for self. The person is a minor or a legal hold. All Category I missing persons are critical missing persons.

2. Category II - Moderate Risk - The evidence of dangerousness is inconclusive. History may indicate a potential for aggression if provoked. May have a history of Absent Without Leave (AWOL) with no violent episodes.

3. Category III - No evidence the patient is dangerous to self or others and can care for self. Frequent AWOL abuser, self-return is anticipated.

POLICY

Whenever department personnel become aware that a person is being reported as missing, that information will immediately be acted upon. This includes forwarding the information to the Hamilton County Communications Center to have a field unit respond for a report. In the event a person walks into the station to make a missing person report, that information will be acted upon without hesitation.

All employees will be diligent in their efforts to bring a successful resolution to any incident of a person being reported as missing. This includes call takers, first responders, supervisors, and investigators.

If there is any doubt about the need to make a missing person report, make the report.

5.24 COLERAIN TOWNSHIP
FIELD INTERVIEW REPORTS POLICY

PURPOSE

There are three levels of police/citizen contact.

The first level is a consensual encounter. A police officer may approach any person in a public place and request to talk to them. So long as the person is free to leave whenever they want, no Fourth Amendment seizure has occurred and no reasonable suspicion or probable cause is required.

The next level is the "Terry" type encounter. Here the officer has reasonable suspicion to believe the citizen is committing or has committed a crime. Based on this reasonable suspicion, the officer may forcibly stop and detain the citizen for a brief investigatory period. Once the reasonable suspicion is determined to be unfounded, the citizen must be released.

The third level of police/citizen contact is the arrest. The arrest occurs when the citizen is no longer free to leave and the officer has the intent to arrest. The arrest must be supported by probable cause to believe the citizen is committing or has committed a criminal offense.

Information or descriptions resulting from anonymous tips is not sufficient probable cause to stop and search individuals. Officers must carefully develop reasonable suspicion in cases involving anonymous tips. Officer's observations while on the scene, securing more complete information from the anonymous caller and other circumstances that would tend to support the information received are all ways that officers can use to articulate reasonable suspicion allowing a Terry Stop.

Field Interrogation Reports (FIR) are generally completed during the first and second levels of police/citizen contacts. Officers must remember citizens cannot be forced to provide the information required to complete the FIR card. Failure to answer the questions asked by the officer or to properly identify oneself cannot provide the justification for detaining a person past the period necessary to complete the brief "Terry" type investigation.

Every "Terry" type stop does not automatically authorize a frisk. If a frisk is conducted, the officer must be able to articulate specific facts that led them to believe the individual could be armed and dangerous.

POLICY

The Colerain Police Department does not condone or promote the use of any illegal profiling system in its enforcement program. Criminal elements exist in every segment of our society. An officer whose enforcement stops are based on race or ethnicity is engaged in a practice, which undermines legitimate law enforcement, and may face claims in Federal courts of civil rights violations. To focus on a single segment of society is to limit enforcement efforts.

Awareness is the key to success in criminal interdiction. Observations must be evaluated in the aggregate, not isolation. An officer must use all senses while avoiding the development of tunnel vision. An important factor to remember when conducting an enforcement stop is to take the time to do it right. Do not rush through the stop or an important indicator of illegal activity may be missed.

5.25 COLERAIN TOWNSHIP
CIVILIAN OBSERVERS POLICY

PURPOSE

The purpose of this policy is to develop an open relationship of integrity and trust with the citizens of the community by providing individuals an opportunity to observe the daily patrol operations of the Police Department.

POLICY

Civilian participation in Police Department programs is subject to certain provisions.

Civilian Police Department employees may ride at any time without prior scheduling provided space is available.

All others must have written permission from either the Chief of Police or any supervisor.

Civilians will not become actively involved in police incidents while accompanying a police officer. Their activity should be restricted to that of an observer.

5.26 COLERAIN TOWNSHIP MEDIA RELATIONS POLICY

PURPOSE

The Colerain Police Department must have the support of the community to be successful. Establishing and maintaining an effective relationship with the news media is crucial to accomplishing this goal. This policy establishes guidelines regarding media relations and the release of information to the public through the news media.

POLICY

No employee shall release any information that would jeopardize an active investigation, prejudice an accused person's right to a fair trial, or violate the law. It shall be the policy of the department to cooperate with the news media and to maintain an atmosphere of open communication. A positive working relationship with the media is mutually beneficial. To accomplish this, information shall be released to the news media in an impartial, accurate and timely fashion. It shall be the responsibility of each employee to abide by this philosophy of cooperation.

5.27 COLERAIN TOWNSHIP
CRIMINAL INVESTIGATION POLICY

POLICY

Colerain Police personnel conducting criminal investigations will strive to utilize all applicable and established methods and techniques in their efforts to obtain information and evidence sufficient to result in the disposition of criminal offense complaints and the arrest and conviction of criminal offenders where identified.

Criminal investigations will be fairly and impartially investigated, and conducted in the most discreet manner possible being mindful of the dangers of reputation damage to any person under investigation.

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5.28 COLERAIN TOWNSHIP
HATE CRIMES POLICY

PURPOSE

The purpose of this policy is to demonstrate the commitment Colerain Township has in valuing human life and dignity by taking a proactive role in promoting peace and harmony within the community and ensuring that the rights of all individuals are protected, and to comply with the Ohio Revised Code, and State Sentencing guidelines.

DEFINITION

A Hate Crime is a committed, threatened, or attempted criminal act by any person(s) against a person or property of another individual or group that may in any way constitute an expression of racial, religious, ethnic/national origin, sexual orientation, or other forms of bias. Motivated by prejudices, hate crimes may include but are not limited to: threatening communications, physical assaults, vandalism, cross burnings, destruction of religious symbols, and firebombing.

POLICY

Single criminal acts such as aggravated menacing, menacing, criminal damaging, criminal mischief, or telecommunications harassment may initially appear as less serious when viewed in the larger context of all crime. However, what might begin as a minor offense may escalate into a more serious crime, particularly if the crime was motivated by bias. Such criminal acts may generate fear and concern among victims and the broader public, and have the potential to escalate, possibly causing counter-violence. Therefore, if an incident appears to be one of racial, religious, ethnic/national origin, sexual orientation, or other forms of bias, it should be investigated as such.

Verification can be made during the investigation. Reports should be reviewed for patterns of incidents occurring at either the same location or directed at a particular individual or group. The motivation behind the act determines whether an incident is bias related. Listed below are several reminders to consider in determining if probable cause exists to believe that an incident was motivated entirely or in part by animosity toward the victim because of his/her race, religion, ethnic/national origin or sexual orientation:

1. Were words, symbols, or acts that are or may be offensive to an identifiable group used by the perpetrator or are they present as evidence?
2. Are the victim and the suspected perpetrator members of different racial, religious or ethnic groups?
3. Does a meaningful portion of the community perceive and respond to the situation as a bias-related incident?

4. Is there an ongoing neighborhood problem that may have initiated or contributed to the act (e.g., could the act be retribution or some conflict between neighbors or with area juveniles)?
5. Does the perpetrator have a true understanding of the impact of the crime/incident on the victim or other group members? Are the perpetrators juveniles?
6. Does the crime/incident indicate possible involvement by an organized hate group?

All Hate Crimes will be treated seriously and the investigations of these crimes will be given priority. The proper investigation of racial, religious, ethnic/national origin, sexual orientation, or other bias crime incidents, is the responsibility of all Colerain Police Officers. The Department will use every necessary resource to rapidly and decisively identify the perpetrators, arrest them and bring them before the court.

The actions taken by the Police Department in dealing with incidents of racial, religious, ethnic/national origin, sexual orientation, or other acts of bias, are visible signs of its concern and commitment to the community. Special emphasis will be placed on victim assistance and community cooperation in order to reduce victim/community trauma or fear.

Officers must demonstrate sensitivity toward the feelings, needs and concerns that may be present in the community as a result of incidents of this nature.

5.29 COLERAIN TOWNSHIP
INJURY OR DEATH FROM POLICE ACTION POLICY

PURPOSE

To ensure competent, transparent, and responsible investigation into the use of force by Colerain Police personnel that result in, or has the potential to result in, death or serious physical injury.

DEFINITIONS

Serious Physical Injury:

1. Any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of intractable or prolonged pain.

2. Any physical harm that carries a substantial risk of death.

3. Any physical harm that involves permanent incapacity, whether partial or total.

4. Any physical harm that causes permanent or temporary serious disfigurement.

Deadly Force:

Any force that carries a substantial risk that it will proximately result in death of any person.

POLICY

Any use of force that results in death or serious physical harm, or use of deadly force (whether or not the force took effect) shall be investigated both criminally and administratively by use of this policy.

Any employee whose action(s) or use of force is in official capacity results in death or serious physical injury will be removed from operations assignments, pending the criminal and administrative review.

5.30 COLERAIN TOWNSHIP
CRIMINAL PURSUIT FUND POLICY

PURPOSE

The Criminal Pursuit Fund exists to help officers make necessary purchases in the pursuit of criminal activity, typically related to drug activity.

POLICY

Only the Chief of Police or his designee may approve criminal pursuit fund disbursements. The Chief of Police is responsible for the security, accountability, disbursement, and use of criminal pursuit funds.

Department personnel will not use criminal pursuit funds for office supplies and other routine expenditures. Department personnel may use criminal pursuit funds to:

1. Make the necessary expenditures to maintain anonymity of officers involved in covert operations.
2. Facilitate criminal investigations in other jurisdictions.
3. Purchase information, contraband, articles, or other items, which will aid in criminal investigations.

5.31 COLERAIN TOWNSHIP
TRAFFIC ENFORCEMENT POLICY

PURPOSE

The purpose of traffic enforcement is to gain voluntary compliance of the traffic laws by the community. The goal of the Police Department's traffic enforcement efforts includes the reduction of violations through preventive and active enforcement, education and engineering.

POLICY

The Department aims to afford the public a fair measure of enforcement consistent with the objectives of efficient traffic regulation, accident investigation, and relieving traffic congestion.

In addition, the intent of traffic enforcement is to employ discretion as directed in borderline cases when there is a reasonable possibility of human error in judgment on the part of either the police officer or the public, there is a logical possibility of malfunction of mechanical equipment without knowledge or intent on the part of the driver, or the content of the particular law, which was violated, is not common knowledge.

5.32 COLERAIN TOWNSHIP
PLAN FOR MAJOR DISASTERS POLICY

PURPOSE

The purpose of this policy is to provide a guide for Department personnel in response to critical incidents:

1. Natural Disasters (tornadoes, floods, blizzards, etc.);
2. Transportation Accidents (airplane crash, train derailment/collision, motor vehicle accident, boating accidents, etc.);
3. Criminal Activities (terrorist activities, bombings, explosions, barricaded gunman, hostage taking incident, high risk search warrant execution, civil unrest, etc.);
4. Fires/Hazardous Materials (hazardous chemical spills or explosions, industrial fires/accidents, high rise and multiple dwelling fires, nuclear, biological, chemical (NBC) response, etc.).

POLICY

The Colerain Police Department shall follow the Colerain Township's Emergency Operations Plan (EOP) during a critical incident. The EOP will be accessible to all command personnel and update according to the provisions set forth in the EOP. It is the operating philosophy of the Colerain Police Department to work in cooperation with other emergency management personnel to bring about the resolution to the critical incident and to utilize the Incident Command System as outlined in the National Incident Management System. The Chief of Police or his designee shall be responsible for planning this agency's response to unusual occurrences and critical incidents, and for the coordination and administration of applicable disaster / emergency plans.

A critical incident is an extraordinary event that places lives and property in danger, requiring the commitment and/or coordination of numerous resources to bring about a successful resolution.

Three levels of incidents:

1. Level I - Potential Emergency Condition – An incident which can be controlled by the first response agencies and does not require evacuation other than the involved structure or onsite outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property (assumed, usually not declared).

2. Level II – Limited Emergency Condition – An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

3. Level III – Full Emergency Condition – An incident involving a severe hazard or large area which poses an extreme threat to life and property, and depending on the type of incident, will

probably require a large-scale evacuation; or any incident requiring the expertise and/or resources of county, state, federal, or private agencies and organizations.

There are four critical incident phases:

1. Crisis Response Phase (Goal is to limit the growth of the incident and ensure citizen/officer safety by stabilizing the scene.)
2. Scene Management Phase (Goal is to implement a proactive management effort to gain control of the scene and effectively manage resources.)
3. Executive Management Phase (Goal is “incident resolution” through establishing a decision making team, Incident Command System, to bring about a safe and successful conclusion to the incident.)
4. Termination Phase (Goal is smooth transition back to normal operations once the incident is “resolved and order restored”.)

5.33 COLERAIN TOWNSHIP
HAZARDOUS MATERIALS POLICY

PURPOSE

The purpose of this policy is to guide Department personnel in the event of hazardous material incidents and nuclear, biological, chemical agent incidents and to provide for the integration of emergency medical services personnel, Fire Department personnel, Local, State and Federal agencies with Department personnel.

POLICY

Incidents involving hazardous material incidents and threats to disseminate biological agents have occurred throughout the United States. The first priority at the scene of a hazardous material or biological threat incident is to prevent/limit exposure to the public and to officers.

Many bacteria, fungi, viruses, rickettsial agents and toxins are possible biological warfare agents. Despite the very different characteristics of these organisms, viruses and toxins, biological agents used as weapons share some common characteristics. They can be dispersed in aerosols of particle size one to five micrometers (microns), which may remain suspended (in certain weather conditions) for hours and if inhaled will penetrate deep into the lungs of victims. Particles larger than five microns tend to be filtered out in the upper airway. The aerosols may be delivered by simple technology, including industrial sprayers with nozzles modified to generate the smaller particle size. Other possible routes of exposure for biological agents include oral, by intentional contamination of food and water, and percutaneous (skin contact). In general, these other routes of exposure are considered less important than the respiratory route. Diseases produced by the offensive use of biological agents could be lethal and/or disabling.

Hazardous Materials incidents encompass a wide variety of potential situations including fires, spills, transportation accidents, explosions and similar events. Hazards involved may include toxicity, flammability, radiological hazards, corrosives, explosives, health hazards, chemical reactions and combinations of factors.

Fire Department personnel have the primary role and authority in all HAZMAT and Nuclear, Biological and Chemical (NBC) incidents. Upon arrival, Fire Department personnel will establish operational zones (red, yellow and green) and determine the need for outside agency involvement other than law enforcement.

Operational zones during NBC Incidents are defined as follows:

1. Green zone:
    a. Indicates areas of the community not contaminated by NBC materials.

b. Normal activities will continue within this zone, although operations may be modified as the situation escalates and various criteria are implemented.

2. Yellow zone:
    a. Indicates area immediately surrounding contaminated area and deemed likely to become contaminated.
    b. Police Department personnel will not enter this zone until cleared by a Fire Department monitoring team.
    c. Closely monitor personnel safety operations with caution being exercised during all activities.

3. Red zone:
    a. Indicates areas where NBC contamination is known to be occurring.
    b. Police Department personnel will not enter this zone until cleared by a Fire Department monitoring team.

5.34 COLERAIN TOWNSHIP INTERNAL AFFAIRS POLICY

PURPOSE

To develop and communicate a process in which the Colerain Township Police Department will maintain professional conduct, as well as officer and department integrity.

POLICY

The Police Department will respond appropriately to allegations of misfeasance, malfeasance, and nonfeasance by employees, and to respond to complaints about the agency's response to the needs of the community.

5.35 COLERAIN TOWNSHIP
CITIZEN COMPLAINT POLICY

PURPOSE

A citizen complaint is an allegation of any action or inaction by Department personnel that an individual considers contrary to law, proper procedure, good order, or in some manner prejudicial to the individual, the Police Department or to the community.

Complaints involving only the individual's contention of innocence of a charge placed by a police member are not citizen complaints requiring investigation. Such citizens should be advised to seek judicial redress through established court procedures.

POLICY

A Department employee seeing or having knowledge of a police action involving misconduct, will immediately initiate a citizen complaint on behalf of the alleging party.

Preferably police supervisors will accept citizen complaints. If a supervisor is unavailable, the receiving employee will follow this procedure and notify a supervisor as soon as possible.

Any member or supervisor involved in a situation resulting in an official complaint will not be present during any interview with the complainants or witnesses.

Any supervisor identified as a party to an official complaint will not act as the complaint investigator.

5.36 COLERAIN TOWNSHIP
PRISONER TRANSPORTATION AND HANDLING POLICY

PURPOSE

The Colerain Police Department transports prisoners as part of the regular patrol activities. There are basic requirements to ensure the safety and security for prisoners, transporting officers, and the general public.

POLICY

Arresting officers will immediately transport to University Hospital any prisoner 18 years of age or older who is suspected of putting in their mouth, swallowing, or attempting to swallow evidence or contraband. Those under the age of 18 will be transported to Children's Hospital. In all such cases a supervisor will be notified.

Arresting officers must maintain control of prisoners until relieved by a supervisor, Hamilton County Sheriff Corrections officer, or other law enforcement agency. Immediately notify a supervisor when prisoners have visible or claimed injuries, or when any Hamilton County detention facility refuses admission.

Arresting officers are responsible for minor and adult dependents of physically arrested persons. Physically or mentally impaired adults are examples of adult dependents. Arrested persons can advise with whom they want their dependents placed.

1. Call the Hamilton County Department of Human Services when unable to place dependents with responsible adults. For minors, call (513)241-KIDS.
2. For dependents 18 and over, call (513)421-LIFE.

General principles of tort law impose a duty of care on the transporting officer to protect the prisoner from injury. Officers transporting prisoners will not become involved in any other activity unless there is a clear and grave risk to a third party and the risk to the prisoner is minimal. Officers should always be aware of intentional diversions that may be used to free a prisoner.

5.37 COLERAIN TOWNSHIP DECEASED PERSON POLICY

PURPOSE

The purpose of this policy is to provide for the proper and efficient investigation of persons found dead, to ease the handling, to ease the information transfer between the Police Department and the Hamilton County Coroner's Office and processing of deceased persons and their personal effects, and to ensure proper handling of evidence in cases involving deceased persons.

POLICY

Officers should always determine if the person is actually dead. It is better to make the mistake of sending someone to the hospital that is already dead than for a person to die as a result of a wrong assumption of death.

Colerain Police personnel will use all available means to safeguard the dignity of the deceased person by either covering the body or blocking it from public view. Under no circumstances is a deceased person to remain in public view without authorization of the Chief of Police or their designee.

The Hamilton County Coroner's Office will be responsible for the transportation of all body removals except decomposed bodies and identified but unclaimed bodies. Decomposed bodies will continue to be transported by a prisoner detail. Department personnel will contact the Hamilton County Coroner's Office to request removal of decomposed bodies.

Police personnel will retain responsibility for the investigation and required reports. Cases investigated by the Colerain Police Department's Criminal Investigative Unit (CIU) may require special handling. CIU personnel may give specific directives on transporting and handling the body to preserve evidence or expedite the investigation.

Any time property is transported to the morgue with the body, taken to the Coroner's Office, or held by police, the investigating officer will document all items in the Deceased Person Report.

5.38 COLERAIN TOWNSHIP
CANCELLATION OF CITATION POLICY

PURPOSE

The purpose of this policy is to maintain integrity, professional excellence and community trust through the proper enforcement of state and local laws and to establish a procedure for the timely correction of citations and warrants issued in error.

POLICY

When the Department becomes aware of a potential citation/warrant written in error, an immediate and thorough investigation will be made to ensure that charges against the wrongfully accused are dismissed and the correct violator is identified and charged with the offense.

Ohio Traffic Rules require submission of all written traffic citations to the court for proper disposition.

Submitted traffic citations, parking infractions, and notices to appear, issued in error to the Administrative Assistant for official disposition in court occur under the following circumstances:

1. When the issuing officer made an obvious error in judgment or committed a violation of Department policy.
2. Issued a citation for a violation of a nonexistent sign, an inoperative traffic signal, unintentionally wrote a citation using an operator's license or identification of a person not the violator are examples when a dismissal request is justified.

Normally, a minor clerical mistake; e.g., color of vehicle, street condition, omitting the make of the vehicle, etc., does not justify a request for dismissal.

When it is necessary to make a correction, do not scratch out the mistake. Strike a single line through the mistake to enable the defendants copy to be compared when it is received in the system.

It is imperative that the warrant number(s) are checked accurately and that these warrants match the physical description of the subject along with statistical information (i.e.; date of birth, social security number, control number, etc.). Even one number being transposed on either the warrant or personal statistical data can mean the difference between a person being wrongly accused and the correct violator being identified and charged with an offense.

COLERAIN
TOWNSHIP ~ OHIO

5.39 COLERAIN TOWNSHIP
SPECIAL EVENT STREET CLOSURE POLICY

PURPOSE

Colerain Township recognizes that there are circumstances and community events that may require a street to be closed to through-traffic for a temporary period of time.

STREET CLOSURES

Any individual or group that wishes to have a street temporarily closed for a special event or parade must first contact the Colerain Police Department. The Police Department will then forward the request to both the Fire Department and Public Services Department for consideration. In order for a street to be considered for temporary closure, the request must demonstrate that:

- The temporary closure of the street is generally supported by the residents of the street;
- The temporary closure of the street does not pose an imminent threat to public safety; and
- Appropriate access can be granted for public safety personnel and vehicles in order to ensure a quick response to life safety concerns.

If the above criteria are met and the closure of the street is determined to be in the best interests of the Township, then the request for street closure will be granted. The Colerain Township Police Department will coordinate the closure of the street and all associated external communication. The Township will install temporary signage and barricades where appropriate in order to close the street for the duration of the special event.

If a temporary closure of a street poses little to no impact or disruption, then the request for temporary closure will be forwarded to the Board of Trustees for a final decision. In general, closure of small streets, including cul-de-sac streets is preferred. This policy only applies to Township roads/streets. Individuals should also be aware that any street closures that require enforcement by the Police Department will be subject to detail costs associated with having an officer onsite for enforcement.

COLERAIN TOWNSHIP

6.0 – FIRE AND EMS DEPARTMENT POLICIES

6.1 COLERAIN TOWNSHIP
FIRE DEPARTMENT CODE OF ETHICS POLICY

PURPOSE

The purpose of the Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) Code of Ethics is to establish broad behavioral guidelines, under which all employees are expected to conduct themselves. The Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and the waning of public support for what has historically been a highly respected fire and emergency medical services agency. The Code of Ethics also declares and defines the moral obligations of all employees of Colerain Fire & EMS.

DEFINITIONS

Ethics is a general term for what is often described as the "science (study) of morality". It also encompasses:

1. Philosophy, ethical behavior is that which is "good" or "right".
2. A set of moral principles or values.
3. The study of fundamental principles that define values and determines moral duty and obligation.
4. System of moral principles, rules and standards of conduct.
5. Study of right and wrong, good and bad, moral judgment, etc.

POLICY

Upon hire, each employee will be briefed on the Code of Ethics, provided with a copy of it, and required to acknowledge that they have read it and will abide by it. Employees are required to review the Code of Ethics annually.

6.2 COLERAIN TOWNSHIP
CUSTOMER SERVICE POLICY

PURPOSE

The purpose of this policy is to establish guidelines for the Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS), under which all employees are expected to meet or exceed customers' (i.e., internal and external customers) expectations of satisfaction in every contact that may exist between any Colerain Fire & EMS employee and/or the Colerain Fire & EMS delivery system.

DEFINITIONS

Colerain Fire & EMS defines the customer as any person who receives our services and anyone with who any Department employee has contact. Examples of this definition include:

1. The actual service recipient.
2. Anyone who knows or is closely related to the service recipient (e.g., family, friends, neighbors, etc.).
3. The people we encounter, directly and indirectly during our workday (e.g., employees of organizations we routinely do business with, people who visit our workplace, people who see us during our workday, and citizens and visitors who see us in public view).
4. The employees of our organization including support staff (our customer services begin with how we treat each other).

POLICY

These customers are an integral part of our workday. Employees will treat them in a positive way and include them in our plan to execute excellent customer service. Every interaction with our customers is an opportunity to solve their problem and leave a positive, lasting impression.

The organizational benefits of providing exceptional customer service, with added value, are numerous:

1. It saves lives and property.
2. Builds positive relationships and trust within our workforce.
3. Builds positive relationships and trust in the community Secures and maintains adequate resources and benefits.
4. Positive job satisfaction.
5. Places the Department in the best position to compete.
6. It's fun to be nice and do nice things.
7. It eliminates bad press, liability, and extra paperwork.
8. It's the right thing to do.

COLERAIN
TOWNSHIP ~ OHIO

6.3 COLERAIN TOWNSHIP RECOGNITION PROGRAM POLICY

PURPOSE

During the course of the year, employees of the Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) often perform in a manner that deserves special recognition. The purpose of this program is to establish a manner for Colerain Fire & EMS personnel, Township employees and citizens to be recognized for exceptional performance, contributions to the department and other positive acts in our local community.

POLICY

These approved awards may be presented during a Board of Trustees meeting and/or an annual fire department or public safety employee recognition event:

1. Valor Award
2. Life Saving Award
3. Outstanding Unit or Company Citation
4. Meritorious Service Award
5. Firefighter of the Year Award
6. Professional Credential Achievement Award

The following are additional awards that may be presented at any time during the year:

1. Certificate of Appreciation
2. Certificate of Training
3. Letter of Appreciation

AWARD CRITERIA

1. Valor Award
    a. This award shall be presented by the Fire Chief to an employee(s) who have, under especially hazardous conditions, performed an extraordinary act at extreme personal risk while attempting a rescue. The intent of this is to award the truly outstanding performances under times of duress and shall be considered for emergencies only.

2. Life Saving Award
    a. To be awarded to an individual for the saving of a human life. Intended for an individual directly responsible for the saving of another human life and shall be issued to employees of the Department for the saving of a life through various actions such as the application of pre-hospital emergency medical care or other public safety measures. This award may be presented in conjunction with other Department awards of recognition. This may also be

presented to individuals external to the Department.

3. Outstanding Company or Unit Citation
    a. This award may be presented to employees of the Department who participated in an action that contributed to the overall professionalism of the Colerain Fire & EMS. This award may apply to any Department company, unit or division within the Department.
    b. In cases where personnel receive multiple commendations of the same type, a numeral shall be displayed on the commendation ribbon to indicate each award after the initial. Duplicate commendation ribbons shall not be displayed on the uniform.

4. Meritorious Service Award
    a. This shall be awarded to employees of the Department whose actions and/or contributions have distinguished them from the standard performance expected of the position. This award may apply to any individual, unit or division of the Department.

5. Emergency Medical Service Provider of the Year
    a. The Emergency Medical Service Provider of the Year will be awarded to the Colerain Fire & EMS Emergency Medical Technician – Basic or Paramedic regardless of rank, who has made exceptional contributions through commitment, professionalism, education, and/or dedication to the advancement of the emergency medical services provided by the Department.

6. Firefighter of the Year
    a. The Firefighter of the Year will be awarded to the Colerain Fire & EMS firefighter regardless of rank, who has made exceptional contributions through commitment, professionalism, education and/or dedication to the advancement of the emergency or non-emergency services provided by the Department.

7. Years of Service Awards
    a. The following commendation ribbons shall be given for Years of Active Service to the Department:
        i. 20 Years
        ii. 25 Years
        iii. 30 Years
        iv. 35 Years
        v. 40 Years
        vi. 45 Years
        vii. 50 Years
    b. 25 Years of Service and every 5 years of Active Service thereafter: -Commendation Ribbon (as noted above) -Appreciation Plaque

8. Professional Credential Achievement Award
    a. These awards shall include the National Fire Academy's Executive Fire Officer Program or Ohio Fire Chief's Ohio Fire Executive Program ribbon for successful completion. The Chief

Fire Officer or Fire Officer Designation ribbon as awarded by the Center for Public Safety Excellence.

9. Certificate of Appreciation
    a. This certificate shall be awarded to Department employees who do an excellent job and merit recognition from a Chief Officer or Division Officer. This may also be presented to individuals external to the Department.

10. Certificate of Training
    a. This certificate shall be presented to Department employees or external attendees, who successfully complete training courses or seminars presented by the Department, or a department or division within the Department.

11. Letter of Appreciation
    a. Any officer of the Department may send a letter of appreciation to any employee of the Department for his or her contributions or support in various events approved by the Department. This may also be presented to individuals external to the Department.

DISPLAY OF AWARDS ON UNIFORMS

1. Commendation ribbons shall be displayed only on the Colerain Fire & EMS dress uniform.

2. Ribbons & Medals: For Commendations where both ribbons and medals are awarded (i.e., Firefighter of the Year), only the ribbon shall be displayed on the uniform.

3. Ribbons will be worn on the right breast (left side when facing the uniform) and arranged starting at the top left (closest to the arm seam), moving right across the top row towards the lapel, then down to second and subsequent rows in the following order of importance.
    a. For multiple ribbons, a ribbon “slide holder” will be issued to maintain a neat display of ribbon bars on the uniform.

4. Ribbons shall be worn in rows of no more than three (3) wide, with partial rows (1 or 2 ribbons) centered above the lower row of three.

5. The uppermost row of ribbons shall be affixed to the uniform on the right breast, centered between the lapel and arm seam, and located on the same vertical plane (even with) the top of the uniform badge.

6. In cases where personnel receive multiple commendations of the same type, a numeral shall be displayed on the commendation ribbon to indicate each award after the initial. Duplicate commendation ribbons shall not be displayed on the uniform.

6.4 COLERAIN TOWNSHIP
PROTECTIVE BODY ARMOR POLICY

PURPOSE

The Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) is committed to reducing or eliminating occupational risks and hazards whenever operating at incident scenes where violence has occurred or the potential exists for violence. The purpose of this policy is to provide an overview one the use, care and maintenance of protective body armor used by Colerain Fire & EMS personnel.

DEFINITIONS

1. Protective Body Armor: An item of personal protective equipment (PPE) that provides protection for the torso against specific ballistic or penetrating weapon threats.

2. Supervisory Authority
    a. For the purposes of this policy a supervisor may be defined as follows:
        i. The Incident Commander (IC) directing any incident;
        ii. Any supervisor in the Incident Command System (ICS) chain of command directing or supervising the activities of personnel assigned to him or her;
        iii. The company officer in charge of any apparatus or crew;
        iv. The senior member of any crew or functional unit when no clear lines of rank or authority exist (e.g., the senior member of a two-person medic or ambulance unit crew).

POLICY

1. In accordance with the National Fire Protection Association (NFPA) 1500, Standard on Fire Department Occupational Safety, Health, and Wellness Program, Colerain Fire & EMS shall provide each employee with protective clothing and or protective equipment that is designed to provide protection from the hazards to which the employee is likely to be exposed and is suitable for the tasks that the employee is expected to perform. Protective body armor has been proven to provide an effective means to protect the wearer from blunt force trauma, sharp objects as well as gunshot wounds. Body armor, shall be utilized only by employees who are trained and qualified to use such equipment.

2. Personnel shall wear only Colerain Fire & EMS approved and provided protective body armor.

3. It is the policy of Colerain Fire & EMS that employees don and wear protective body armor when required by this policy or whenever an employee or supervising employee believes it may be

prudent or appropriate to do so. It is not the intent of the Department to have employees utilize body armor on a routine basis, but rather to have body armor available to personnel for situations that may be violent, potentially violent or otherwise a risk to safety that the use of body armor could reduce or eliminate.

   a. Personnel shall not remove their protective body armor until such time that the supervising employee determines the scene is safe and secure based on communications with law enforcement and or that such protection is no longer necessary. If operating conditions warrant, supervisors may increase or decrease the required level of PPE but the responsibility to protect their personnel from injury remains with the supervisor having authority.
   b. When treating and transporting a victim (i.e., perpetrator or recipient) involved in a violent incident to a receiving medical facility or air transport landing zone, personnel shall continue to wear the protective body armor until the victim is transferred to the care of the receiving medical facility's staff inside the Emergency Department or the air transport aircraft has departed the landing zone location.

4. The care, use and maintenance of protective body armor shall be in accordance with the manufacturer's recommendations.

5. All protective body armor issued by Colerain Fire & EMS shall meet or exceed the National Institute of Justice (NIJ) Standard-0101.06, the Ballistic Resistance of Body Armor.

6. At the beginning of each shift each employee shall correctly size their assigned protective body armor following the manufacturer's recommendations and as outlined in this policy.
   a. Personnel shall place their sized body armor either with or in close proximity to their structural PPE at their assigned apparatus or unit riding position (i.e., jump seat or medic unit compartment) for immediate donning.

7. The protective body armor provided shall not be used beyond the manufacturer's 20-year shelf life.

8. As with any type of PPE, personnel shall not utilize the provided protective body armor if they have not been trained in its use and limitations.

9. Personnel shall not wear improperly sized, ill-fitting, or damaged protective body armor.

10. Personnel without body armor are strictly prohibited from exposing themselves to situations where its use is required, and are required to remain in secure areas at incident scenes, including in staging areas and or in vehicles.

11. All questions on the care, use and maintenance of protective body armor shall be referred to the manufacturer's recommendations.

6.5 COLERAIN TOWNSHIP COMMUNICATIONS POLICY

PURPOSE

Good communications are a vital necessity for the efficient operation of a Fire Department. Adequate communications equipment and radio procedures will assist us in saving lives and property.

POLICY

It shall be the policy of the Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) to maintain a portable and mobile based radio system for regional emergency and non-emergency communications between emergency service providers (e.g., fire, emergency medical, police units, ect.) and the Hamilton County Communications Center (HCCC).

6.6 COLERAIN TOWNSHIP
ELEVATOR RESCUE POLICY

PURPOSE

The purpose of this policy is to establish parameters for a Standard Operating Guideline (SOG) to provide Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) personnel information on the tactics and operations involved with responding to elevators that have stalled or mechanically failed.

This developed SOG will apply to all Colerain Fire & EMS personnel.

POLICY

The Fire Department may be called to provide rescue to passengers trapped inside elevator cars. The reason for an elevator becoming stuck or inoperable is usually one of the following:

1. Electrical power failure
2. Malfunction of a mechanical component
3. Activation of safety devices

Although the cause of an inoperable elevator car may vary, generally passengers are in no immediate danger and there is no reason to endanger the lives of rescuers or the trapped passengers. When possible, it is often best to wait for an elevator service company who can correct the problem and release the passengers in a short time with undue risk to personnel.

Emergency situations involving elevators could include passengers stuck in an elevator:

1. Who are experiencing a medical emergency.
2. During a smoke or fire condition.
3. Who are injured from an elevator car “free fall” in the shaft.

If the problem is suspected to be a power outage and power can be restored, or will be restored in a short period of time, it is best NOT to attempt to remove trapped passengers by rescue operations. Power restoration will typically allow elevators to return to normal, safe operation.

If conditions require passengers be removed from the car before the arrival of elevator service personnel, removal should be performed with extreme caution. Because safety is the prime consideration, Colerain Fire & EMS personnel must be trained in elevator rescue procedures and must be familiar with the operation of the particular elevator system. It is the responsibility of each company to stay familiar with elevators in their first-due areas and maintain an awareness of their operation.

COLERAIN
TOWNSHIP ~ OHIO

6.7 COLERAIN TOWNSHIP
EMERGENCY INCIDENT REHABILITATION POLICY

PURPOSE

The purpose of this policy is to provide a framework for the establishment and operation of a Rehabilitation (Rehab) Group to support the physiological needs of firefighters and other responders engaged in emergency operations, extended duration incidents, and training exercises.

This policy will lead to the establishment of a guideline that identifies situations where the establishment of a Rehab Group is appropriate. It will provide information on the operation of a Rehab Group, the tasks and procedures that are to be followed by those managing and those using a Rehab Group, and the equipment and staffing needs of these operations.

The Rehab Group provides firefighters and other emergency responders with fluids and food, shelter from the elements, and a medical evaluation and treatment to assure that the responder is ready to return to work in a safe and managed manner.

POLICY

Firefighting and tasks associated with firefighting are among the most physiologically taxing activities that can be performed by humans. During the course of their work, firefighters are exposed to physiological stresses in the form of strenuous physical work. This work is most often performed within the confines of heavy structural firefighting personal protective clothing which further stresses the firefighter. The work is time-sensitive and often is performed under the psychological stressors of danger to the firefighter and others, the desire to do a good job, and the desire on the part of the firefighter to make an individual contribution to the work effort.

Proper implementation of this policy will ensure that personnel who may be suffering the effects of metabolic heat buildup, dehydration, loss of situational awareness, physical exertion or extreme weather (hot or cold) receive evaluation and rehabilitation during emergency and nonemergency operations.

Most heat and cold emergencies and injuries are entirely preventable. Rehab assists the Incident Commander with monitoring the health of firefighters and controlling the work and rest cycle to prevent environmental injuries.

The Rehab Group may be staffed by fire company personnel, emergency medical responders or responders specifically tasked with this function.

6.8 COLERAIN TOWNSHIP
MASS CASUALTY INCIDENT PLAN POLICY

PURPOSE

The purpose of this Mass Casualty Incident Management Plan is to provide structure and guidance to public safety personnel of Hamilton County, Ohio when responding to incidents where the number of injured persons exceeds day to day operating capabilities requiring additional resources and/or distribution of patients to multiple hospitals. The ultimate goal in any incident is to provide the highest level of care, for the most amount of people, in the shortest amount of time. Incident organization is based on the National Incident Management System (NIMS) and the Simple Triage and Rapid Treatment (START) method of triage.

POLICY

The National Incident Management System (NIMS) is designed to be a flexible management system designed to fit the specific needs of any incident. The NIMS organizational structure builds from the top down and expands as needed depending on the size of the incident and the resources available with responsibility and performance placed initially with the Incident Commander. The Incident Commander has responsibility for the coordination of all public and private resources committed to the incident. In addition, the IC or their designee is responsible for notifying appropriate authorities, requesting resources and developing incident objectives and strategies.

Depending on the size and duration of the incident, the IC may directly supervise EMS operations or may delegate this responsibility to another resource. The IC may delegate specific tasks, functions, or geographic area to maintain an effective span of control.

Colerain Township will follow all best practices as identified by the NIMS system.

6.9 COLERAIN TOWNSHIP
POST FIRE DECONTAMINATION POLICY

PURPOSE

This policy shall establish the parameters for a Standard Operating Guideline (SOG) to provide Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) personnel with a systematic procedure for decontamination of personal protective equipment (PPE), firefighting equipment and themselves after fire details.

POLICY

This policy is to be followed by all Colerain Fire & EMS personnel to ensure that proper decontamination is completed to reduce the risk of exposure to products of combustion after a fire and other contaminants. All department personnel shall take all measures necessary to protect themselves and others from the products of combustion or other contaminants. The Battalion Chief and/or Acting Battalion Chief shall ensure all Officers and Acting Company Officers direct personnel to follow these decontamination procedures as soon as possible to prevent exposure. This policy will support an SOG that will be enforced for all the following situations when crews operate in the hot or hazard zone:

1. Structure Fires
2. Training Fires (Live fire training, flashover)
3. Hazmat Runs
4. Vehicle Fires*
5. Dumpster Fires*
6. Vegetation and Wildland Fires*
7. Technical Rescue Emergency*
8. Vehicle Extrication*
9. Other runs where it is determined decontamination is needed

* The Battalion Chief or Company Officer will determine if post fire decontamination is needed for these runs based upon the exposure to the products of combustions or other contaminants.

All personnel who enter the hot zone with the potential of coming in contact with the products of combustion will wear a Self-Contained Breathing Apparatus (SCBA). This includes the following:

1. Structure Fires
2. Electrical Fires
3. Appliance Fires
4. Vehicle Fires
5. Dumpster Fires
6. Open Burns (if possible exposure to the products of combustion could occur during extinguishment of the fire)

7. Vehicle Extrication (if manning a hose line)
8. Training Fires (Live fire training, flashover)

Any time personnel are exposed to long periods of sun they should use sun block on uncovered skin.

6.10 COLERAIN TOWNSHIP
TACTICAL QRT POLICY

PURPOSE

TACMED: Tactical Medic. Colerain Township Department of Fire and Emergency Medical Services (EMS) paramedic, trained to provide life safety response in a critical incident, hazardous environment. Paramedics serving as a TACMED do so, in partnership with security team consisting of a group of sworn law enforcement officers or police officers.

QRT: Quick Response Team. Colerain Township Department of Fire and Emergency Medical Services (EMS) paramedic, trained to provide proactive life safety response in a variety of settings and environments. Paramedics serving as a QRT member do so, in partnership with a sworn police officer partner from the Colerain Police Department.

Supervisor: All officers who are the rank of sergeant, employed by the Colerain Police Department or Lieutenant and employed by the Colerain Township Department of Fire and EMS or any ranking officers with a rank above and deemed to be supervisors. In the absence of a supervisor working a tour of duty, the designated officer-in-charge or the senior officer on duty will act as the supervisor.

POLICY

Firefighters and paramedics have no legal authority to use force against another human being. Firefighter/medics do have the legal right to defend themselves or a police officer against an immediate threat of harm.

The Colerain Township Department of Fire and EMS does not authorize the use or carrying of firearms in its service to the community.

Chokeholds/neck restraints are not authorized as a method of response to aggressive behavior. In the event that a firefighter/medic, in the defense of him/herself or a police officer, has exhausted all available methods of controlling a subject, AND the firefighter/medic and/or police officer is in jeopardy of suffering serious physical harm or death, the firefighter/medic may use whatever reasonable means to stop the aggressive behavior of the subject.

6.11 COLERAIN TOWNSHIP
THERMAL IMAGING EQUIPMENT POLICY

PURPOSE

The purpose of this policy is to facilitate the most effective method for deploying thermal imaging equipment in a way that provides the most protection for our personnel and citizens. This guideline is also intended to provide a reference document to be used for the training of Colerain Fire & EMS personnel in the uses, deployment, limitations, operation, care, and maintenance of this equipment. This is not intended to be a comprehensive training document on the use and care of the thermal imaging equipment, each department employee must read the manuals provided by the manufacturer and become familiar with them prior to utilizing the equipment.

POLICY

This policy should be followed by all personnel of the Fire Department. Thermal imagers, also known as Thermal Imaging Cameras (TIC) shall be utilized in every structure fire and any other situation as identified where it will enhance the safety of fire department personnel and the citizens we serve. The camera is a tool to make our jobs safer and complete searches more effectively. However, they are not to supersede department firefighting SOGs. They should be used in such a manner as to enhance those guidelines.

Use of a TIC during emergency operations will provide the means for locating victims and fire in a more expeditious manner. This will greatly enhance the safety of personnel by limiting time spent in a hazardous area searching for victims and the seat of fire. It must be remembered that a TIC is a tool to be utilized by firefighters and will be used to augment sound strategy, tactics and time tested interior structural firefighting and rescue procedures.

It must be remembered that the TIC is not designed to be intrinsically safe. Personnel need to consider the possibility of potentially explosive atmospheres before placing the unit in service.

THERMAL IMAGING CAMERA USES

These cameras:

1. Provide safer navigation in a space where there is diminished visibility due to smoke;
2. Allows personnel to "see" in a diminished visibility environment, which is a very useful addition to traditional search and rescue techniques. Utilizing a TIC can substantially reduce the time necessary for completing a primary search;
3. Enables suppression crews to execute a faster, more effective interior attack. The shortest route to the fire, holes in the floor and obstacles in the structure can be determined and located efficiently;

4. Reduces fatigue of interior crews because efficiency in performing searches and suppression is increased;
5. Allows Rapid Assistance Teams to quickly and efficiently locate downed firefighters;
6. May be used to determine fluid level within a container, which may be useful during an incident involving a hazardous material;
7. May be used as a search tool to locate lost persons in open wilderness areas.

THERMAL IMAGING CAMERA LIMITATIONS

The TIC allows a two dimensional view of a smoke filled environment. Depth perception is limited. Firefighters operating the camera should remain low to the ground, scanning the entire area before them. When scanning an area with the TIC, begin at the ceiling and conclude at the floor area immediately in front of them. Walking with the TIC is discouraged as trip hazards may be overlooked.

Thermal energy does not travel directly through walls. A TIC does not allow an area to be viewed that is behind a wall. If fire is present inside a wall, the camera will only be able to see it if the fire has increased the temperature of the wall itself. Fire inside wooden clad walls will be picked up much faster than fire on the other side of a more significant barrier such as concrete. Normal overhaul procedures must be utilized in order to locate fire extension.

A human being will not provide sufficient thermal energy to penetrate most standard construction materials or solid items such as furniture. Therefore, it is reinforced that while conducting a search, rescuers must look under and around beds, sofas and other objects and in closets where victims may have hidden to escape fire.

Water, plastic and glass are all effective barriers for the TIC and may cause a reflective image. The team operating the camera must remember that the image present on the TICs' screen could be a mirror image of themselves or fire behind them being reflected off of glass, plastic or water. To test suspicious images, the company or team should wave their arms and determine whether they are seeing their own image.

Also, firefighters and occupants, who are wet from hose line operations, could be masked from the camera's view during a search because there is a momentary balance of thermal signatures.

The TIC must be used with the understanding that it is only a mechanical device and it can fail. Firefighters must plan for this possibility by carrying flashlights, maintaining contact with the wall, a hose line, employing a tag line or other routine methods for remaining oriented to location and the position of exits in a diminished visibility environment. Companies and teams should continue to employ standard firefighting practices.

Be aware that if the controls on the TIC are bumped the unit could become deactivated.

The image displayed by the TIC may decrease in quality as soot builds up on the lens and screen while operating on the fire ground. A soft cloth or a gloved hand should be used to clean the lens and screen periodically while operating the camera.

If the picture displayed on the screen suddenly becomes distorted or dark:

1. Check to insure the carrying strap is not in front of the lens;
2. Make sure the "thermal throttle" is not shut.

The TIC has not been determined to be intrinsically safe as an ignition source. This device is not to be used in a potentially explosive atmosphere.

6.12 COLERAIN TOWNSHIP
TRENCH EXCAVATION RESCUE POLICY

PURPOSE

This policy is the establishment of a guideline that shall provide Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) with a systematic response to Trench/Excavation Emergencies. The guideline will identify the standard operations that will normally be performed by engine, ladder, rescue and emergency medical companies. These basic functions shall provide the framework for incident operations for those companies.

The primary goal is to provide education and awareness regarding the extreme dangers associated with these responses in order to prevent injury to Colerain Fire & EMS personnel, other first-responders, civilians, and minimize further injury of those trapped.

POLICY

It shall be the policy of the Colerain Fire Department that no personnel shall be allowed into an unsafe trench or excavation site.

The established Standard Operating Guideline is to be followed by Colerain Fire & EMS personnel to ensure the fire, rescue and emergency medical companies, which they are assigned, are able to perform the various functions designated for that company or unit as well as maintain the level of flexibility to perform other functions as required.

Trench collapses generally occur due to unstable soil conditions combined with improper or inadequate shoring. The potential for additional collapse is considered a primary hazard to personnel. Removing soil or debris, adding weight near the edge of an open cut, vibration (such as vehicle movement), rain, or simply the passage of time, may cause additional collapse at any time during the rescue phase.

DEFINITIONS

1. Excavation: Any man-cut, cavity, or hole in the earth's surface formed by earth soil removal which is greater than 4' in depth.
2. Fissure: A narrow opening or crack of considerable length and depth in the earth.
3. Lip: Is the area 360 degrees around the opening of the trench and extending down 2 feet.
4. Spoil Pile: Earth removed from trench, usually piled near the trench edge.

OLD BUSINESS

Department:	Administration
Department Director:	Matt Wahlert
Strategic Plan Goal:	Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability Strategic Goal #2: Continue to Provide High Quality Safety Services Strategic Goal #3: Revitalization of the Community through Economic Development, Beautification, and Code Enforcement Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Discussion - SORTA/Metro

No action is requested of the Board.

Rationale:

Trustee Matt Wahlert has requested that the Board have an opportunity to discuss SORTA/Metro and impacts on Colerain Township. This item was tabled at the November 12, 2024 meeting.

CONSENT ITEMS

Department: Fire

Department Director: Allen Walls, Fire Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

New Hire - Part-time Firefighter/EMT - Department of Fire and EMS - Luke Fulmer - $17.46 per hour

Recommend approval of all consent items.

Rationale:

The position of Part-time Firefighter/EMT was posted, applications were received, and interviews were conducted. A conditional offer of employment was extended to the following individual:

- Luke Fulmer

The wage for this job is $17.46 per hour, and the applicant will work less than 30 hours per week. Contingent upon Board approval, Luke Fulmer would be eligible to begin work on December 22, 2024.

CONSENT ITEMS

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

New Hire - Police Officer - Police Department - Brandon Wilson - $41.47 per hour

Recommend approval of all consent items.

Rationale:

The position of Police Officer was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Brandon Wilson.

The wage for this job is $41.47 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on December 11, 2024.

CONSENT ITEMS

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

New Hire - Police Officer - Police Department - Sean McCarley - $41.47 per hour

Recommend approval of all consent items.

Rationale:

The position of Police Officer was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Sean McCarley.

The wage for this job is $41.47 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on December 11, 2024.

CONSENT ITEMS

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

New Hire - Police Officer - Police Department - Marcelline Pearson - $34.56 per hour

Recommend approval of all consent items.

Rationale:

The position of Police Officer was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Marcelline Pearson.

The wage for this job is $34.56 per hour for 40 hours per week. Contingent upon Board approval, she would be eligible to begin work after December 11, 2024.

CONSENT ITEMS

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

New Hire - Police Recruit - Police Department - Laura Short - $27.50 per hour

Recommend approval of all consent items.

Rationale:

The position of Police Officer was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Laura Short.

Laura comes to the Police Department as a new hire who is currently expected to attend Butler Tech Police Academy in early January 2025. Laura will start with the Police Department as a Police Recruit. She will hold this role of Police Recruit until completion of the required OPOTA courses and the final state test.

The wage for this job is $27.50 per hour for 40 hours per week. Contingent upon Board approval, she would be eligible to begin work after December 11, 2024.

Upon passing the state of Ohio OPOTA test, Laura will assume the role of a Police Officer. The 2025 wage for this job is $36.29 per hour for 40 hours per week.

CONSENT ITEMS

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

New Hire - Police Recruit - Police Department - Austin Chaney - $27.50 per hour

Recommend approval of all consent items.

Rationale:

The position of Police Officer was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Austin Chaney

Austin comes to the Police Department as a new hire who is currently expected to attend Butler Tech Police Academy in early January 2025. Austin will start with the Police Department as a Police Recruit. He will hold this role of Police Recruit until completion of the required OPOTA courses and the final state test.

The wage for this job is $27.50 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work after December 11, 2024.

Upon passing the state of Ohio OPOTA test, Austin will assume the role of a Police Officer. The 2025 wage for this job is $36.29 per hour for 40 hours per week.

CONSENT ITEMS

Department: Administration

Department Director: Tiphanie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #5: Continuously Improve the Operations of the Township

New Hire - Human Resources Specialist - Administration - Douglas Rieman - $28.85 per hour

Recommend approval of all consent items.

Rationale:

The position of Human Resources Specialist was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Douglas Rieman.

The salary for this job is $28.85 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on December 23, 2024.

CONSENT ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

Pay Adjustment - Police Lieutenant - Police Department - Dean Doerflein, Jamie Penley, Jon Middendorf - $56.62 per hour

Recommend approval of all consent items.

Rationale:

Lieutenants in the Colerain Police Department earn approximately 1.5% more than Sergeants in the Colerain Township Police Department. This wage differential highlights compression between the union and non-union staff that should be corrected to ensure that employees are properly compensated to encourage promotion and retention of staff. This new wage will place Lieutenants approximately 10% above the salaries of Sergeants.

In addition, staff has conducted a review of comparable positions in other organizations within Hamilton County and found these salaries to be in line with peer governments. This wage will be effective on 12/08/2024.

CONSENT ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

Pay Adjustment - Assistant Fire Chief - Fire & EMS Department - Will Mueller at $57.00 per hour & Shane Packer at $54.34 per hour

Recommend approval of all consent items.

Rationale:

Assistant Chiefs in the Colerian Fire Department earn approximately 5.7% more than Battalion Chiefs in the Colerain Township Fire Department. This wage differential highlights compression between the union and non-union staff that should be corrected to ensure that employees are properly compensated to encourage promotion and retention of staff. This wage adjustment will move Assistant Chief Packer to 10% above the wage of the Battalion Chief position. Will Mueller's adjustment keeps him in line with his current pay band based on his 8+ years of service as an Assistant Chief.

In addition, staff has conducted a review of comparable positions in other organizations within Hamilton County and found these salaries to be in line with peer governments. This wage will be effective on 12/08/2024.

CONSENT ITEMS

Department:	Administration
Department Director:	Jeff Weckbach, Township Administrator
Strategic Plan Goal:	Strategic Goal #1: Chart a Pathway to Long-Term Financial Stability Strategic Goal #6: Make Progress on Deferred Maintenance and Reposition Existing Assets

Contract - Hamilton County - Stormwater Grant for Amarillo - $219,819 award

Recommend approval of all consent items.

Rationale:

The attached grant will award $219,819 from Hamilton County for stormwater infrastructure improvements to Amarillo Court, which has been known to flood for quite some time.

The Township also applied for SCIP Grant dollars to cover an additional portion of the total project costs. Unfortunately, we were not successful in our grant application this year. The Township will re-apply for SCIP funds in 2025, with the anticipation of project commencement in 2026.

GRANT AGREEMENT
BY AND BETWEEN
THE BOARD OF COUNTY COMMISSIONERS, HAMILTON COUNTY, OHIO
AND
COLERAIN TOWNSHIP, OHIO

This Grant Agreement (this "Agreement") by and between the **BOARD OF COUNTY COMMISSIONERS, HAMILTON COUNTY, OHIO** (the "Board") and **COLERAIN TOWNSHIP, OHIO** ("Grantee") each a "Party," collectively, the "Parties", is entered into on November_____, 2024 ("Effective Date").

RECITALS

WHEREAS, on March 11, 2021, the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (the "Act") was enacted to combat the public health and economic impacts of the COVID-19 pandemic ("Pandemic") and, among other programs, established the Coronavirus State and Local Fiscal Recovery Fund, ALN 21.027 ("SLFRF") to provide support to state, local, and tribal governments; and

WHEREAS, Hamilton County, Ohio is a unit of government eligible for receipt of direct payment under SLFRF and has received $158.8 million from the United States Department of the Treasury (the "Treasury") to support the Board's response to and recovery from the Pandemic (the "SLFRF Funds"); and

WHEREAS, on April 1, 2022, the Treasury's Coronavirus State and Local Fiscal Recovery Funds Final Rule, 87 Fed. Reg. 4338 (2022) (codified at 31 C.F.R. Part 35), became effective and implemented the SLFRF under the Act (the "Final Rule"); and

WHEREAS, under the Final Rule necessary investments in projects that improve wastewater and stormwater infrastructure are an enumerated eligible use of SLFRF Funds; and

WHEREAS, the Board, pursuant to a duly adopted Resolution dated July 1, 2021, created the Hamilton County American Rescue Act Plan which has been amended (collectively, the "Plan"), that includes, among other priorities, funding for stormwater infrastructure projects; and

WHEREAS, the Board issued a "Stormwater Infrastructure Grant", a copy of which is attached hereto as Exhibit A, seeking applications from eligible public entities such as but not limited to municipalities, townships, or government agencies for stormwater projects that will help mitigate overland flooding and help strengthen stormwater collection systems against increasingly intense rain events (the "Grant"); and

WHEREAS, on August 30, 2024, Grantee submitted a Grant Application seeking funding for its Amarillo Court Stormwater Retention project (the "Project"); and

WHEREAS, the Board has selected Grantee to receive a Grant and as a pass-through entity, desires to enter into this Agreement with Grantee to transfer a portion of its SLFRF Funds for the sole purpose of funding the Project to respond to the Pandemic.

NOW, THEREFORE, incorporating the foregoing Recitals and in consideration of the mutual promises, covenants and agreements and subject to the terms and conditions set forth in this Agreement, the sufficiency of which is expressly acknowledged, the Parties agree as follows:

1. **Award of Grant Funds.** Board hereby grants SLFRF Funds to Grantee in an amount up to $219,819.00 (the "Grant Funds"), for the sole and express purpose of Grantee undertaking the Project as described in Grantee's Grant Application attached hereto as Exhibit B and incorporated by reference herein. Grantee may not use the Grant Funds for any purpose other than completion of the Project. If the Grant Funds are not expended in accordance with the terms, conditions and time period set forth in this Agreement, the amounts improperly expended shall be immediately returned to Board upon request. Grantee shall not pledge the Grant Funds as security for any loan or debt of any kind other than as described in this Agreement.

   By accepting the Grant Funds, Grantee warrants and represents that it meets and is in compliance with all requirements set forth in Exhibit A and that all information set forth on or submitted as a part of Exhibit B is true and accurate. If at any time, it is determined that Grantee is not in compliance with the requirements set forth on Exhibit A and/or the information set forth on or submitted as a part of Exhibit B is not true and accurate, all Grant Funds shall be immediately repaid to Board by Grantee. Grantee, and not Board, is solely responsible for determining and obtaining all consents and agreements that are legally required and necessary for Grantee to complete the Project.

2. **Exhibits.** The following Exhibits attached hereto are deemed to be a part of this Agreement as if fully set forth herein:

   2.1 Exhibit A – Hamilton County Stormwater Infrastructure Grant;
   2.2 Exhibit B – Grant Application;
   2.3 Exhibit C - Federal Award Identification;
   2.4 Exhibit D - U.S. Department of the Treasury Coronavirus Local Fiscal Recovery Fund Award Terms and Conditions (the "Award Terms and Conditions");
   2.5 Exhibit E – Form of Invoice; and
   2.6 Exhibit F –Assurance of Compliance with Title VI of the Civil Rights Act of 1964

   This Agreement and any Exhibit shall be interpreted and construed to harmonize all of the provisions herein and therein to the extent possible. However, in the event of an irreconcilable conflict between provisions of this Agreement and provisions of an Exhibit, the provision granting greater rights or remedies to Board, or imposing the greater duty, standard, responsibility, or obligation on Grantee shall govern.

3. **Subrecipient Designation.** Grantee understands and agrees that by entering into this Agreement, it is hereby considered a "Subrecipient" and, as such, will comply with all requirements of such designation as set forth in the Laws and Regulations. Grantee shall refer to Exhibit C for Federal Award Identification information.

4. **Payment of Grant Funds.** Grant Funds will be disbursed by the Board to Grantee solely on a reimbursement basis provided that Board receives from Grantee an acceptable invoice and supporting documentation for the Grant Funds requested as described in Paragraph 5, herein. Subject to Paragraph 4.4, disbursement of Grant Funds is limited to those actual costs and expenses described in Paragraph 4.1 which Grantee incurs for the Project after the Effective Date and pays on or before December 31, 2025 (collectively, "Eligible Expenses") up to the maximum amount of $219,819.00. Grantee agrees that the Grant Funds are restricted and may only be used for Eligible Expenses. Funding under this Agreement cannot supplant any other funding. Any Grant Funds disbursed to Grantee for ineligible costs or expenses shall be returned to Board, immediately upon request. Grantee shall only be reimbursed for the Eligible Expenses, and it is not guaranteed that Grantee will receive the maximum amount of permitted Eligible Expenses set forth in Paragraph 4.1, below.

4.1 Eligible Expense Budget.

Clearing and grubbing	$ 5,000.00
Pipe, catch basin, and manhole removal	$ 12,750.00
Excavation	$ 26,600.00
Concrete	$ 735.00
Riprap	$ 600.00
Conduit	$ 76,050.00
Manhole, Catch Basins	$ 42,850.00
Manhole reconstruction	$ 4,500.00
Backflow preventer	$ 6,000.00
Maintaining traffic	$ 2,500.00
Mobilization	$ 5,000.00
Topsoil, seeding, mulching	$ 12,250.00
Erosion Control	$ 5,000.00
Contingency	$ 19,984.00
TOTAL BUDGET	**$219,819.00**

4.2 Subgrants. Grantee is responsible for the proper performance of all Project activities. As such, Grantee shall not enter into a subgrant for the performance of any part of the Project activities under this Agreement without prior written approval of the Board Representative. If the Board Representative approves a subgrant for the performance of a portion of the Project activities, the Parties agree to execute an amendment to this Agreement. Upon execution of the amendment, Grantee shall, as a pass-through entity, enter into a Subgrant Agreement with the approved entity (the "Subgrantee") which meets the requirements set forth in this Agreement and the Laws and Regulations. A copy of the Subgrant Agreement shall be provided to the Board

Representative within ten (10) business days of its execution. Grantee is required to manage and monitor the Subgrantee to ensure compliance with the Law and Regulations.

4.3 Contractors and Suppliers. Consistent with the Eligible Expense Budget set forth in Paragraph 4.1, Grantee may purchase the necessary ancillary equipment, supplies or services needed to assist Grantee in carrying out the Project activities. As such, Grantee shall adopt and enact procurement procedures which are consistent with the Laws and Regulations. Grantee's documented procurement procedures must conform to the procurement standards identified in the Ohio Revised Code and the Uniform Guidance. Grantee shall maintain records sufficient to detail the history of procurement. Additionally, Grantee shall maintain oversight to ensure that its contractors and suppliers (collectively, the "Contractors") perform in accordance with the terms, conditions and specifications of their contracts or purchase orders. The Contractors shall be paid directly by Grantee and any reimbursement by Board to Grantee for such payments shall be governed by the terms of this Agreement.

4.4 Obligation and Expenditure Timing Requirements. Grantee acknowledges and agrees that Grantee may only use Grant Funds to cover Eligible Expenses which are incurred after the Effective Date and paid for on or before December 31, 2025. An Eligible Expense is considered "incurred" if the Grantee has entered into an obligation with respect to such Expense after the Effective Date. An "obligation" is defined as an order placed for property and services and entering into contracts, subawards, and similar transactions that require payment. Grantee will not be reimbursed for any Project costs or expenses which are incurred prior to the Effective Date.

5. Invoicing and Source Documentation.

5.1 Invoicing. Grantee will invoice Board on no more than a monthly basis for the reimbursement of Eligible Expenses. The invoice must include all source documentation (including source documentation of Contractors) evidencing payment of Eligible Expenses set forth on the invoice. All invoices shall be in substantially the same form as is attached hereto as Exhibit E and must contain a certification that all Eligible Expenses being invoiced to Board are eligible to be reimbursed by SLFRF Funds. The Board shall not reimburse Grantee for any mark-up of expenses or profit. Board will make all reasonable efforts to reimburse all portions of any invoice that is adequately supported by source documentation within thirty (30) days of receipt.

5.2 Source Documentation. Grantee shall submit and maintain source documentation which evidences the basis of the Eligible Expenses incurred and invoiced to Board, as well as the dates and amounts of all expenditures. Grantee shall require its Contractors to maintain the source documentation described herein. Examples of source documentation that Board will require to be maintained by Grantee and its Contractors are as follows:

.1 For labor costs, to the extent applicable, payroll source documentation including: i) employment letters and all authorizations for rates of pay, benefits,

and employee withholdings; and ii) and payroll reports from payroll processing companies.

.2 Documentation for both the time worked and tasks undertaken broken down in quarter hour increments.

.3 Materials and Supplies should be supported by: a) purchase orders or requisition; b) invoices from the Contractor; c) original invoices or sales receipts; and c) other evidence demonstrating payment was made.

.4 Detailed invoices evidencing payment to Contractors and should be supported by a written agreement and demonstration that federal and state procurement was followed.

.5 Any other documentation reasonably requested by the Board Representative.

6. **Term.** Unless terminated sooner pursuant to the provisions set forth in this Agreement, the term of this Agreement shall commence on the Effective Date and continue through December 31, 2025 (the "Term"), regardless of execution date.

7. **Disbursement Reconciliation and Close Out.** Within ninety (90) calendar days after the termination or expiration of this Agreement, Grantee shall submit to the Board Representative:

.1 a final invoice and source documentation for reimbursement of any remaining Eligible Expenses (the "Final Invoice") and

.2 all reports as requested by the Board Representative or otherwise required by the terms and conditions of this Agreement.

No further Eligible Expenses are to be invoiced following the Final Invoice. Grantee's failure to provide the Final Invoice and reports in a timely manner may result in the Board determining, in its sole discretion, that the remaining Eligible Expenses are ineligible for reimbursement under this Agreement.

8. **Board Representative.** Board's representative for this Agreement is Sarah Adams, Federal Grant Administrator ("Board Representative"), who shall serve as the primary contact during the term of this Agreement and shall have the authority to act on Board's behalf as described herein. Board Representative shall render decisions promptly and furnish information contemplated to be made or furnished by Board under this Agreement. Grantee shall consult with Board Representative as necessary to assure understanding of the Project and satisfactory completion thereof. Board Representative may be contacted at (513) 946-4339; Todd Portune Center for County Government; 138 East Court Street; Room 603; Cincinnati, Ohio 45202.

9. **Grantee Representative.** Grantee representative for this Agreement for administrative matters is Tawanna Molter ("Grantee Representative(s)"), who shall serve as the primary

contact during the term of this Agreement and shall have the authority to act on Grantee's behalf as described herein. Grantee's Representative shall render decisions promptly and furnish information contemplated to be made or furnished by Grantee under this Agreement. Board shall consult with Grantee, as necessary, to assure understanding of the Project and satisfactory completion thereof. Grantee Representative(s) may be contacted as follows: (513) 245-5846; 4160 Springdale Road, Cincinnati, Ohio 45251.

10. **Compliance With Laws And Regulations.** Grantee agrees that the Project shall be undertaken and the Grant Funds expended in full compliance with all applicable provisions of federal, state and local laws and all regulations thereunder, including, but not limited to, Section 603 of the Act, regulations adopted by the U.S. Department of Treasury pursuant to section 603(f) of the Act, the Final Rule, the Award Terms and Conditions, and any guidance issued by U.S. Department of Treasury regarding the foregoing (collectively, "Laws and Regulations"). Further, Grantee agrees to cooperate with all reasonable requests for information and documentation from the Board in order for the Board to comply with its obligations under the Laws and Regulations. Federal regulations applicable to this Agreement include, without limitation, the following:

10.1 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200 (the "Uniform Guidance"), other than such provisions as Treasury may determine are inapplicable to the Fund and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply.

10.2 Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the Award Term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.

10.3 Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the Award Term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.

10.4 OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.

10.5 Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.

10.6 New Restrictions on Lobbying, 31 C.F.R. Part 21.

10.7 Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.

10.8 Generally applicable federal environmental laws and regulations, including, but not limited to, the Clean Air and Federal Water Pollution Control Act.

10.9 Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance.

10.10 The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability.

10.11 Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance.

10.12 The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance.

10.13 Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

10.14 The Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.

10.15 Copeland Anti-Kickback Act (40 U.S.C. 3145) which prohibits a contractor or subcontractor from inducing a person employed in construction into giving up any part of the compensation to which he or she is otherwise entitled.

10.16 Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) which requires contractors and subcontractors to pay laborers and mechanics employed in the performance of the contract one and one-half times their basic rate of pay for all hours worked in excess of 40 hours in a workweek.

10.17 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) which prohibits the use of federal funds to influence or attempt to influence Congress or a federal agency to award or renew a federal contract, grant, or any other award.

11. Acknowledgement Of Funding Source.

11.1 Grantee agrees that any publications, writings or reports, including but not limited to, any press releases, news articles, promotional materials, media or events through which Grantee publicizes the Project (collectively, "Project Publications") must display the following language: "This Project [is being] [was] supported, in whole or in part, by federal award number 21.027 awarded to Hamilton County, Ohio by the U.S. Department of the Treasury."

11.2 Grantee shall notify the Board Representative at least three (3) business days prior to the issuance of any Project Publication. In the event the County wishes to participate in a joint Project Publication, such as a joint press release, Grantee shall coordinate and cooperate with the Board Representative to develop a mutually agreeable Project Publication. Any permitted Project Publication must recognize the role of the Board in providing the Grant Funds to Grantee.

12. Reports; Monitoring.

12.1 Quarterly Reports. Within thirty (30) days of the conclusion of each quarter, Grantee shall submit a report satisfactory to the Board Representative which includes the following information:

.1 A narrative summary of Project status and progress of Project construction milestones during the reporting period;
.2 Projected/actual construction start date (month/year);
.3 Projected/actual initiation of operations date (month/year);
.4 Location;
.5 National pollution discharge elimination system (NPDES) permit number (if applicable for projects aligned with the clean water state revolving fund);
.6 Median household income of service area;
.7 Lowest quintile income of service area;
.8 The amount expended by Grantee on the Project during the quarter;
.9 A detailed accounting of Eligible Expenses for which Grant Funds are sought during the quarter, including source documentation;
.10 The cumulative total amount of Grant Funds reimbursed on the Project since inception;
.11 The amount that has been obligated for spending on the Project but has not been invoiced for reimbursement; and
.12 A description of the following practices utilized on the Project, if any; project labor agreements, community benefit agreements, prevailing wage requirements and local hiring.

12.2 On demand Reports. Grantee agrees to provide additional information, reports and documentation as may be requested by the Board Representative from time to time in order for the Board to comply with its obligations under the Laws and Regulations.

12.3 Monitoring. Grantee acknowledges and agrees that the Board will monitor the performance of Grantee as necessary and in accordance with regulations on Subrecipient Monitoring and Management, 2 CFR 200.331 – 2 CFR 200.332, to ensure Grantee compliance with all of the requirements of this Agreement. Substandard performance as determined by the Board will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by Grantee within thirty (30) days after being notified by the Board, the Board may impose additional conditions on Grantee and its use of Grant Funds consistent with 2 CFR 200.208, suspend or terminate this Agreement, or initiate other remedies for noncompliance as appropriate and permitted under 2 CFR 200.339.

13. **Availability of Records, Retention of Records and Audit**

13.1 Records. Grantee shall maintain records which shall include, but not be limited to, accounting records; payroll records; written policies and procedures; bid documents; correspondence; contracts; contractor files (including proposals of successful and unsuccessful bidders; all reports, audits and other monitoring of contractors, etc.), change order files; purchase orders; receipts; invoices; documents; and other evidence (collectively, the "Records") directly or indirectly pertinent to use of Grant Funds for the performance of the Project under this Agreement. Grantee shall also comply with any additional records retention regulations that may be promulgated by the Treasury relating to the Act. Grantee shall afford access to all Records at its offices at all reasonable times during the Term and for five (5) years from the date of Project completion for inspection by the Board, the State of Ohio, the Treasury, the Government Accounting Office, Treasury's Office of Inspector General and their respective authorized representatives (collectively, "Project Auditors") in order to conduct audits and other investigations.

13.2 Use of Information. Except as otherwise provided for herein, Grantee agrees that it will not use any information, systems, or records made available to it by Board for any purpose other than to fulfill the contractual duties specified herein, without written permission from Board and as permitted under state and federal law.

13.3 Financial Records. Grantee agrees to keep all financial Records in a manner consistent with generally accepted accounting principles and applicable federal standards.

13.4 Response to Findings. Grantee shall be responsible for receiving, replying to and complying with any audit exception or finding issued against the Board or Grantee as a result of any audit or investigation into the use of Grant Funds, which may include but is not limited to, Grantee's repayment of any Grant Funds required to be repaid as a result of a finding issued by a Project Auditor.

14. **Single Audit**. Grantee acknowledges that by accepting the Grant Funds it may cause a single or program-specific audit to be conducted in accordance with 2 CFR Part 200, Subpart F and any other applicable federal requirements. If required, Grantee shall submit a copy of the completed audit report to the Board Representative within forty-five (45) days after receipt from the accounting firm performing such audit.

15. **Termination; Remedies.**

15.1 Termination for Convenience by Board. This Agreement may be terminated by Board upon notice, in writing, delivered upon Grantee no less than thirty (30) calendar days prior to the effective date of termination. Eligible Expenses incurred prior to termination shall be submitted and reimbursed in accordance with the terms of this Agreement.

15.2 Termination for Cause by Board. Each of Grantee's obligations under this Agreement shall be deemed material. If Grantee fails to perform any of its obligations under this Agreement, Board may, in addition to all other rights and remedies provided by law, equity or this Agreement, terminate this Agreement upon thirty (30) days advance written notice ("Notice Period") to Grantee, specifying Grantee's breach. Grantee shall correct or take substantial steps toward correcting the cause giving rise to the notice within the Notice Period. In the event that the Board, in its sole discretion, determines that Grantee corrected or took substantial steps toward correcting such cause, the cause of termination shall be deemed void, and this Agreement shall continue in effect. In the event Grantee does not correct or has not taken substantial steps toward correcting such cause to Board's satisfaction within the Notice Period, this Agreement shall be terminated.

Without limiting the generality of the foregoing, the occurrence of any one of the following events shall constitute a default of this Agreement for which Board may exercise its right of termination:

.1 Grantee has failed to fulfill in a timely and proper manner any of its obligations under this Agreement, including compliance with Laws and Regulations;
.2 Grantee has failed to submit any report required by this Agreement that is complete and accurate;
.3 Grantee has failed to use the Grant Funds in a proper manner and for the purposes stated in this Agreement;
.4 Board has reason to believe Grantee has ceased Project operations;
.5 Grantee is excluded, suspended, debarred or otherwise rendered ineligible to participate in programs that receive federal funding;
.6 Grantee ceases to exist or becomes legally incapable of performing its responsibilities under the Agreement; and/or
.7 Grantee has failed to comply with any timelines for the expenditure of Grant Funds as required by the Agreement.

15.3 Remedies. Following termination of this Agreement, Board may pursue any other legal or equitable remedies Board may have under this Agreement or applicable law.

15.4 Remedies Cumulative. No remedy provided to Board under this Agreement or otherwise by law or in equity is exclusive of any other available remedy. No delay or omission by Board in exercising any right or power accruing upon any default shall impair any such right or power or be construed as a waiver, and each such right or power may be exercised from time to time as often as may be deemed by Board to be expedient.

16. **Certifications And Assurances**. By executing this Agreement, Grantee certifies and assures the following:

16.1 Accounting systems used by Grantee are in accordance with generally accepted accounting standards; the Uniform Guidance and applicable appendices; and other applicable local, state and federal statutes, regulations, policies, directives, and guidelines. Grantee has established procedures to ensure good fiscal and management practices to deposit and account for the Grant Funds. Grantee shall make appropriate documentation relating to its Eligible Expenses available to the Board, the State of Ohio, the Treasury, the Government Accounting Office, Treasury's Office of Inspector General and their respective authorized representatives, for examination or copying, upon a reasonable request.

16.2 Grantee is and shall remain throughout the term of this Agreement insured by a surety or fidelity insurance to cover all individuals responsible for the security and control of the Grant Funds covered under this Agreement.

16.3 Grantee shall file with Board a Certification Regarding Lobbying and comply with the requirements set forth in 45 CFR Part 93. Further, by accepting the Grant Funds under this Agreement, Grantee agrees that none of the Grant Funds obligated by this Agreement shall be expended, directly or indirectly, to influence congressional action on any legislation or appropriation matters pending before Congress, other than to communicate with Congress as described in 18 U.S.C. § 1913.

16.4 Grantee shall file with County a Certification Regarding Drug-Free Workplace Requirements and comply with the requirements set forth in Sections 5151 to 5160 of the "Drug-Free Workplace Act of 1988," 41 U.S.C. §§ 8101-8106.

16.5 Grantee shall file with County a Certification Regarding Debarment, Suspension and Other Responsibility Matters and comply with the requirements regarding debarment and suspension in 2 CFR Part 180, Subpart C; 2 CFR Part 901, Subpart C; and 45 CFR Part 73b.

16.6 Grantee is informed that 18 U.S.C. §666, Theft or Bribery Concerning Programs Receiving Federal Funds, is applicable to Grant Funds received under this Agreement.

16.7 Grantee will comply with the following, which are herein incorporated by reference and made a part of this Agreement:

16.7.1 Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. §§2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, Title VI also

includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. §200 d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22. Grantee shall file with Board the Assurances of Compliance with Title VI of the Civil Rights Act of 1964, a copy of which is attached hereto as Exhibit F;

16.7.2 The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.) which prohibits discrimination in housing on the basis of race, color, religion, national origin, sec, familial status, or disability;

16.7.3 Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;

16.7.4 The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 CFR part 23, which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance; and

16.7.5 Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

17. **Governmental Penalties**. To the extent of Grantee responsibility, Grantee shall be liable for all penalties assessed by a governmental entity caused by Grantee's performance under this Agreement.

18. **Project Acknowledgement**. With respect to the Project, Grantee acknowledges and agrees with the following:

18.1 Grantee is encouraged to carry out the Project in ways that produce high-quality work, avert disruptive and costly delays and promote efficiency. Grantee is encouraged to use strong labor standards, including project labor agreements (PLAs) and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. It is recommended that Grantee prioritize in its procurement decisions employers who can demonstrate that their workforce meets high safety and training standards (e.g., professional certification, licensure, and/or robust in-house training), that hire local workers and/or workers from historically underserved communities, and who directly employ their workforce or have policies and practices in place to ensure contractors and subcontractors meet high labor standards. Grantee is further encouraged to prioritize employers (including contractors and subcontractors) without recent violations of federal and state labor and employment laws.

18.2 Among other requirements contained in the Uniform Guidance, Appendix II, all contracts made by Grantee in excess of $100,000 with respect to a capital expenditure that involve employment of mechanics or laborers must include a provision for compliance with certain provisions of the Contract Work Hours and Safety Standards Act, 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5).

18.3 The Project must be completed in a manner that is technically sound, meaning that it must meet design and construction methods and use materials that are approved, codified, recognized, full under standard or acceptable levels of practice, or otherwise are determined to be generally acceptable by the design and construction industry.

18.4 Grantee must have adequate funding in place to complete the Project. Grantee agrees that it will not commence development of the Project until the aggregate amount of funding necessary to ensure completion of the Project has been fully secured and made available for the Project. Grantee is responsible for all cost overruns on the Project.

18.5 Once the Project is completed, Grantee shall operate and maintain the Project in accordance with applicable law and regulations. Grantee agrees to provide all necessary repairs and replacements of and for the Project throughout the useful life of the Project. All costs for operation, maintenance and repair and replacement of the Project (as applicable) shall be the sole responsibility of the Grantee. Grantee agrees to provide sufficient funds for the proper management, operation, maintenance, repair or replacement of the Project to ensure the Project is sustainable over the useful life of the Project and the Board shall have no liability, financial or otherwise, with respect to the management, operation, maintenance, repair or replacement of the Project.

19. **Other Damages**. BOARD SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, WITHOUT LIMITATION, LOSS OF BUSINESS OR LOSS OF PROFITS, ARISING OUT OF OR IN CONNECTION WITH THE PERFORMANCE OR NON-PERFORMANCE UNDER THIS AGREEMENT.

20. **Debarment And Suspension**. GRANTEE WILL, UPON NOTIFICATION BY ANY FEDERAL, STATE, OR LOCAL GOVERNMENT AGENCY, IMMEDIATELY NOTIFY Board of any debarment or suspension of Grantee being imposed or contemplated by the federal, state, or local government agency. Grantee will immediately notify Board if it is currently under debarment or suspension by any federal, state, or local government agency.

21. **Liability**. Grantee agrees that it shall be solely responsible for its acts or omissions and the results thereof. Grantee agrees it will assume all risk and liability on the Project for itself, its agents, Contractors or its employees for any injury to persons or property

resulting in any manner from the acts or omissions of its employees, Contractors and agents.

22. **Ohio Public Records Act.** Both Parties understand that the other Party is subject to the Ohio Public Records Act pursuant to Ohio Code Section 149.43. In the event that either Party provides the other with any material or information, which the Party deems to be exempt from disclosure under the Ohio Public Records Act, the Party shall clearly identify and mark such material or information accordingly before submitting to the other Party. If either Party is requested by a third party to disclose such material or information which is identified and marked exempt under Ohio state law, that Party will notify the other Party of such fact. The other Party shall promptly notify the opposing Party, in writing, that either i) the opposing Party is permitted to release the documents, or ii) the Party intends to take immediate legal action to prevent its release to a third party. A failure by either Party to respond within five (5) calendar days shall be deemed permission to the other Party to release such document.

23. **Miscellaneous.**

23.1 Assignment. Neither this Agreement nor any rights, duties or obligations described herein shall be assigned by either Party hereto without the prior express written consent of the other Party.

23.2 Further Assurances. Grantee agrees that it will, from time to time, execute, acknowledge, and deliver, or cause to be executed, acknowledged and delivered, such further instruments as may be required for carrying out the intention or facilitating the performance of this Agreement, including any required or necessary amendments hereto in order to comply with the Laws and Regulations.

23.3 Survival of Terms. In addition to provisions that expressly provide for survival following expiration or termination of this Agreement, those provisions of the Agreement which by their very nature are incapable of being performed or enforced prior to expiration or termination of this Agreement or which suggest at least partial performance or enforcement following such expiration or termination, shall survive any such expiration or termination of this Agreement.

23.4 Notices. All notices permitted or required under this Agreement shall be deemed given if hand delivered, sent by certified mail, return receipt requested, or sent by overnight delivery services, to the addresses listed below or the subsequent address of which the Parties give each other notice:

To Grantee: Tawanna Molter
4160 Springdale Road
Cincinnati, OH 45251

To the Board: Board of County Commissioner, Hamilton County, Ohio
Attn: Jeff Aluotto, County Administrator

603 County Administration Building
138 East Court Street
Cincinnati, Ohio 45202

With a copy to: Holly Christmann
Assistant County Administrator
The Todd Portune Center for County Government
138 East Court Street
Cincinnati, Ohio 45202

23.5 Conflicts of Interest. Grantee understands and agrees it must maintain a conflict-of-interest policy consistent with 2 C.F.R. §200.318(c) and that such conflict of interest policy is applicable to each activity funded with Grant Funds. Grantee must disclose in writing to the Board any potential conflict of interest affecting the Grant Funds in accordance with 2 C.F.R. §200.112.

23.6 Severability; Headings; Dates. This Agreement shall be severable, so if any part of parts of this Agreement shall for any reason be held invalid or unenforceable by a court of competent jurisdiction, all remaining parts shall remain binding and in full force and effect, and such court is authorized to restate the invalid or unenforceable provision to reflect as nearly as possible the original intention of the Parties. All headings used in the Agreement are for convenience only and shall not be considered in construing its terms. All periods of time referenced herein are in calendar days unless expressly stated otherwise.

23.7 Third Party Beneficiaries. This Agreement is exclusively between the Board and Grantee and does not nor is intended to create any privity of contract with any other party not a party hereto. The Board is not obligated to disburse Grant Funds on any contract, or otherwise, between the Grantee and any other party, nor intends to assume, at any time, direct obligations for payment for work, goods or other performance under such contracts. The obligation to pay any amounts due under such contracts is solely the responsibility of Grantee. Nothing herein, express or implied, is intended to, or shall confer upon, any other person any right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement between the Board and Grantee.

23.8 Waiver. If either Party fails to enforce its respective rights under this Agreement or fails to insist upon the performance of the other Party's obligations hereunder, such failure shall not be construed as a permanent waiver of any rights or obligations under this Agreement.

23.9 Multiple Counterparts; Electronic Delivery/Signature. This Agreement may be executed in counterparts. It is not necessary that the signature on behalf of each Party appear on each counterpart copy, so long as each Party executes the Agreement. All counterparts of this Agreement collectively constitute a single agreement. Board is authorized to combine each Party's execution sheets into a

single document. Signatures to this Agreement transmitted by fax, by electronic mail in "portable document format" (".pdf"), or by any other properly authenticated electronic means meeting the requirements of Ohio Revised Code Chapter 1306 and intended to preserve the original graphic and pictorial appearance of the Agreement, shall have the same effect as physical delivery of the paper document bearing the original signature. Additionally, electronic or digital signatures shall be accepted as a valid and legally binding equivalent to a handwritten signature by a person with the intent to sign this Agreement.

23.10 Parties Relationship. Nothing herein shall be construed as creating a partnership or joint venture between the Board and Grantee. No person performing any work or activities associated with the Project shall be considered an officer, agent, servant, or employee of the Board, nor shall any such person be entitled to any benefits available or granted to employees of the Board. Grantee shall have exclusive control of and the exclusive right to control the details of the Project and all persons performing the same shall be solely responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors and consultants, if any.

23.11 Amendment. Any change to the provisions of this Agreement must be made in a written amendment executed by both of the Parties.

23.12 Entire Agreement. This Agreement, including Exhibits A through F incorporated into it by reference, constitutes the entire agreement and understanding of the Parties with respect to its subject matter. Any prior written or verbal agreement, understanding or representation between the Parties or any of their respective officers, agents, or employees is superseded and no such prior agreement, understanding or representation shall be deemed to affect or modify any of the terms or conditions of this Agreement.

23.13 Drafting of this Agreement. This Agreement shall be deemed to be drafted by both Parties hereto, and no one Party shall benefit from any claimed ambiguity in this Agreement based on a theory that the other Party drafted this Agreement.

23.14 Availability of Funds. It is expressly understood by the Parties that none of the rights, duties, and obligations described in this Agreement shall be binding on either Party until all statutory provisions under Ohio Revised Code, including but not limited to Section 5705.41, have been complied with and until such time as all necessary funds are made available and forthcoming from the appropriate state and/or federal agencies. If funds are not appropriated and made available for the Project, Board may terminate the Agreement. Board will notify the Grantee at the earliest possible time of lack of funding for this Agreement. No penalty shall accrue to Board in the event this provision is exercised, and Board shall not be obligated or liable for any future payments due or for any damages as a result of termination under this Paragraph.

23.15 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to its rules as to conflicts of laws. Grantee consents to submit to the exclusive jurisdiction of the state and federal courts located in Hamilton County, Ohio for any action, suit or proceeding arising out of or relating to this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates indicated below.

COLERAIN TOWNSHIP, OHIO

By: _____
Print Name: Jeff Weckbach
Its: Administrator
Date: 11/25/24

BOARD OF COUNTY COMMISSIONERS, HAMILTON COUNTY, OHIO

By: _____
Print Name: _____
Its: _____
Date: _____

Approved as to Form:

DocuSigned by:
Kerry B. Dowling 10/22/2024
81740D7E4F9745D...
Assistant Prosecuting Attorney
Hamilton County, Ohio

CONSENT ITEMS

Department: Police

Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

Donation Acceptance - Police Department - Cincinnati Moose Lodge No. 2 - $2,128.68

Recommend approval of all consent items.

Rationale:

Colerain Township Police Department is grateful for a $2,128.68 donation from Cincinnati Moose Lodge No. 2.

CONSENT ITEMS

Department: Fire

Department Director: Allen Walls, Fire Chief

Strategic Plan Goal: Strategic Goal #2: Continue to Provide High Quality Safety Services

Donation Acceptance - Department of Fire and EMS - Cincinnati Moose Lodge #2 - $2,128.68

Recommend approval of all consent items.

Rationale:

Colerain Township Department of Fire and EMS is grateful for a $2,128.68 donation from Cincinnati Moose Lodge #2.

Cincinnati Lodge No 2
Arrow Account
7778 Colerain Avenue Suite G
Cincinnati, OH 45239

203
13-55/420

DATE 11/27/24

PAY TO THE ORDER OF Colerain Township Fire Department $ 2,067.44

Two Thousand Sixty Seven and 44/100 DOLLARS

Security features included Details on back

North Side Bank
AND TRUST COMPANY
www.northsidebankandtrust.com

MEMO 4th Quarter 2024 Donation

[redacted]

MP

[redacted]

CINCINNATI LODGE NO. 2 11-03
GAMING ACCOUNT
PH. 513-385-2870
P. O. BOX 53215
CINCINNATI, OH 45253-0215

1550

13-55/420

DATE 11/27/24

PAY TO THE ORDER OF Colerain Township Fire Department $ 61.24

Sixty one and 24/100 DOLLARS

Security Features Details on Back.

North Side Bank
AND TRUST COMPANY
Community Banking With A Personal Touch

FOR 4th Quarter 2024

[redacted]

MP

[redacted]

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