REVISED: Special Organizational Meeting of the Board of Trustees - January 2, 2020

January 2, 2020

1. **Opening of Meeting**
2. **Election of President**
3. **Election of Vice-President**
4. **Organizational Items**
    a. FIRST READING - Resolution to Establish Rules of Procedure for Trustee Meeting
    b. Motion to Adopt 2020 Strategic Plan and Budget Book
    c. Motion to Approve 2020 Regular Meeting Dates for the Board of Trustees
    d. Motion to Approve the Continuation of Employment and Payment of Part-time Employees at the Current Rates
    e. Motion Appointing Members of Tax Incentive Review Committee
    f. Motion to Appoint Representative to Solid Waste Management District Policy Committee
    g. Motion to Appoint Members of the Board of Directors of the Colerain Township - City of Cheviot Joint Economic Development District I
    h. Motion to Appoint Representative and Alternate to the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of Governments
    i. Motion to Authorize the Administrator to Sign Purchase Orders Equal to or Less Than $2,500
    j. Motion to Set Fees for Shelter Reservations and Community Center Rentals
    k. Motion to Accept Ohio Plan's Proposal for Property and Casualty Liability Insurance
    l. Resolution Authorizing Administrator to Execute Contracts With A Value Equal To or Less Than $10,000
    m. Resolution Adopting Organizational Chart and Job Descriptions
5. **Public Hearing**
    a. Public Hearing for Capstan Lighting District
    b. Public Hearing - Zoning Case ZA2019-06 - Zoning Map Amendment For A Portion Of Parcel Number 510-0013-0009 - "Abbeytown" Subdivision

COLERAIN
EST. 1794

6. Presentations

a. Proclamation Designating January 7, 2020 as Colerain Police Officer Dale J. Woods Day in Colerain Township

7. Adjournment

ORGANIZATIONAL ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

FIRST READING - Resolution to Establish Rules of Procedure for Trustee Meeting

This item is a first reading of the rules of procedure for trustee meetings.

Rationale:

Colerain Township
Rules of Procedure and Conduct
Board of Trustees - Procedures/Rules

I. Meetings

A. Introduction

1. The Colerain Township Board of Trustees is sensitive and committed to the public's right to attend meetings not only when decisions are made but also when topics of a public nature are discussed.

2. Moreover, the Colerain Township Board of Trustees desires to codify the rules and procedures utilized in conducting such meetings to (1) ensure compliance with the Ohio Revised Code Open Meetings Act (ORC 121.22), (2) to ensure effectiveness and efficiency by Board members, and (3) offer a uniform, consistent, and written form of conduct expected from Board members and those attending meetings.

B. Definitions

1. A "meeting" applies to members of a "public body" when they take official action, conduct deliberations, or discuss business of the public and a "meeting" is defined as a gathering of a majority of Board members for the purpose of discussing or deliberating public business. The Colerain Township Board of Trustees has determined its own rules and order of business (ORC 504.09). The presiding officer is the President of the Board. If the President is excused from the meeting, the Vice President will become the presiding officer.

2. Meetings of the Colerain Township Trustees and each committee or task force legislatively created by the Board of Township Trustees in order to make recommendations or give advice to the Board will be deemed a "public body" (ORC 121.22).

3. The Colerain Township Board of Trustees recognizes four general types of public meetings: Regular Meetings, Work Sessions, Agenda Sessions, and Special Meetings.

C. Adjustment of Agenda and/or Citizen Address

1. A rare occasion may present itself which a matter may require the immediate attention of the Board. The Board may adjust the agenda or proceeding of a Regular Meeting in order to address the matter. This may include curtailing a portion of the public participation of the meeting.

2. The above requires a unanimous vote by the Board.

D. Board Voting Procedure

1. All voting is done in the affirmative or negative in a roll call vote. A majority vote results in the passage of an item. However, all emergency resolutions must be unanimous. In the event an emergency resolution passes with a simple majority, the resolution passes as a non-emergency measure.

2. Even after a robust debate, the Board may not be prepared to vote on a resolution. Several options exist: (a) a Trustee may motion to postpone the resolution in order to gather more information and provide more public input (b) the item be tabled temporarily in order to address questions so that the item can be voted on later in that same meeting (c) the item be withdrawn at the request of the mover but only if no Trustee present objects.

E. Conflict of interest - A Trustee is not permitted to vote, discuss, lobby or deliberate on any issue in which a conflict of interest exists. A conflict of interest arises when the decision of the Trustee is participating in affects that Trustee's own financial interests or the interests of his family or business associates. The presence of a conflict of interest means the Trustee must recuse himself from the entire decision-making process. If unsure, a Trustee may contact the Ohio Ethics Commission at (614) 466-7090 for an advisory opinion. If such an opinion is not available before a vote, the Trustee should recuse himself from any deliberation and/or vote on the issue in question.

II. Board of Trustees - Regular Meetings

A. Introduction

1. A "Regular Meeting" schedule will be adopted by the Board of Trustees annually at the organizational meeting typically held during the first week of January. Such meetings will include reports from Department Heads and the Township Administrator. A President and Vice President of the Board will be elected

annually by the Trustees. The President will serve as presiding officer over such meetings. In the event the President is excused from the meeting, the Vice President will serve as presiding officer.

2. Regular meetings are held in order to discuss, deliberate, and conduct Township business in a public setting. The Board is committed to providing meeting attendees the right to be heard at such meetings but has placed limitations on the time, place, and manner of access to such meetings in a manner that is content-neutral and narrowly construed in order to serve the Township's interest.

3. The schedule for regular meetings are posted on the Colerain Township website.

B. Procedure

1. Agenda items presented during the Meeting will be brought by motion by a member of the Board and seconded by another Board member. The Presiding Officer will ask other Board members for discussion. The Fiscal Officer will call the role.

2. The Presiding Officer has the discretion, with a majority vote of the Board, to change the order of agenda.

3. The Board will follow parliamentary procedure when conducting all regular and special meetings. The basic outline of such procedure is found in "Robert's Rules of Order, Newly Revised" (12th ed.). However, the Board is not strictly bound to adhere to those rules of procedure

C. Decorum

1. It is the desire of the Board that the meetings reflect the highest levels of decorum and mutual respect between citizens and their government and each other.

2. The Board is steadfastly committed to respect the rights of all citizens to present differing views, opinions, and criticism.

3. Members of the Board and all of those attending Meetings must conduct themselves in a civil and respectful manner. Any member of the Board maintains the right and duty to declare a person or persons disruptive and, upon majority consent, request law enforcement remove disorderly persons from the meeting.

D. Order of Business

1. Opening of Meeting
    a. Presiding Officer gavels the meeting to order

    b. Presiding Officer will request that the Fiscal Officer call the roll by name in alphabetical order.

2. Adjourn to Executive Session

    a. Agenda for meeting of Board of Trustees will always have a placeholder for Executive Session.

    b. If an Executive Session is announced, it must always begin and end in an open meeting. A motion must be made in order to adjourn the Regular (or Special) Meeting in order to enter Executive Session. Such a motion must be approved by a majority using a roll call vote.

    c. The motion for an Executive Session must specifically identify one or more of the approved matters to be discussed pursuant to ORC 121.22.

3. Return from Executive Session - Upon returning from Executive Session, the Presiding Officer will request a motion to return from Executive Session, then motion to reconvene the meeting, and a motion to act upon items discussed in Executive Session (if applicable).

4. Pledge of Allegiance - Presiding Officer will lead in Pledge of Allegiance.

5. Meditation (Moment of Silence) - Presiding Officer will lead in a moment of silence and meditation.

6. Approval of Minutes - Presiding Officer will request that the Fiscal Officer present any minutes for approval by the Board. ORC 507.04 requires that the Fiscal Officer keep "an accurate record of the proceedings" and must contain sufficient information to allow the public to understand the rationale behind the Board's decisions.

7. Presentations

a. Presentations are offered by the Administrator or guest of Administrator. These presentations may include elected or appointed officials (or their representatives) - regardless of political party - offering policy updates. Elected officials must represent some or the entire Township at some level of government and may not use the forum for electioneering.

b. All presentations must be pre-approved by the Administrator.

c. Presenters are expected to address the Board and not the audience.

8. Public Hearing

a. The Presiding Officer will open the scheduled Public Hearing at the appointed time, state the case number, and allow Township staff to present the case.

b. Anyone speaking to the Board - opponents, proponents, or neutral speakers - will be duly sworn in by the Township legal counsel.

c. All speakers must adhere to the rules of decorum specified above in the "Citizen's Comments" section.

d. Upon conclusion of interested party comments, the Presiding Officer will declare the Public Hearing closed.

e. A second reading and vote on the resolution will be placed on the agenda for the following Regular Meeting.

9. Citizen's Address

a. The Board provides opportunity for and encourages the participation of all stakeholders in Colerain Township.

b. Those wishing to speak at a Trustee Meeting are asked to fill out a short form housed in the hallway outside the Trustees' Chamber in order to be recognized.

c. Once recognized, citizens are asked to speak into the microphone at the podium and give their name and address. Speakers may only address the Board. No conversations

may be carried on between the speaker and individual citizens in attendance or with individual Board members.

d. The use of profane, disrespectful, or threatening language or gestures will not be tolerated.

e. Each citizen will be allotted a maximum of five (5) minutes to speak through use of a timer visible to the citizen audience and Board of Trustees. Citizens may not reserve time nor yield time to another speaker. This policy is designed to hear from as many citizens from as many points of view as possible. The Presiding Officer will alert the speaker as to the expiration of the five minutes and recognize the next speaker.

f. "Citizen's Address" is an opportunity for the Board to hear input from various stakeholders in Colerain Township. It is not a time for Board members to debate or engage in instant dialogue with speakers. However, Board members and administration may choose to respond to questions or citizen concerns during the Administrator or Trustee Report at the current or subsequent meetings.

g. The Board or Board members may receive written correspondence from the public, but are not required to read or comment on such written correspondence.

g. During any citizen's comment period, the Presiding Officer has the right to interrupt, and Board members have the right to request the Presiding Officer interrupt, and ask a citizen to be seated if comments are unrelated to Township business or become disruptive.

h. Any member of the Board reserves the right and duty to declare disruptive persons as disorderly, and with majority consent of the Board, ask that law enforcement escort such individuals from the meeting in accordance with ORC 505.09.

10. Administrative Reports - the Township Administrator (or proxy) offers an update on prescient issues, responds to citizen concerns from "Citizen Address" or any other forum, and responds to questions posed by the Trustees. Next, the Administrator yields to Department Heads in order to provide further updates and public information.

11. Trustees' Report

a. Trustees - at the invitation of the Presiding Officer - will share any comments.

b. All remarks are directed to the Presiding Officer and must meet the same rules of decorum as the "Citizen Address." As a result, the Trustee Report is not an opportunity to allude to others by name or by motives.

c. No electioneering is permitted.

d. If an action be necessary as the result of an item or items from the Trustee Report, the Board and/or Administrator will request a motion which will be recorded in the meeting minutes for appropriate action.

12. New Business

a. The "New Business" section includes statutory resolutions which, upon passage, generally are effective upon a majority approval of the Board.

b. The Presiding Officer requests the Administrator to introduce business items to the Board and then will request a motion.

c. Each resolution shall be introduced in written form by a member of the board. Each resolution shall contain only one subject, which shall be expressed in its title, except that appropriation measures may contain the various subjects, accounts, and amounts for which moneys are appropriated, and except that resolutions that are codified or recodified are not subject to the limitation of containing only one subject (ORC504.10)

d. Each resolution shall be read by title only, unless a motion is passed by a majority vote of the members of the board requiring that it be read in full. Each resolution shall be read on two separate days. The Board may, by a majority vote of its members, dispense with the requirement that a resolution be read on two separate days, and authorize the adoption of a resolution upon its first reading (ORC504.10).

e. Other items considered during this time include agreements, contracts, volunteer board appointments, etc.

f. Each item is considered separately.

g. A majority decision is required.

13. Consent Items

a. Packages of routine items of business that do not require discussion may be listed as a single item on the agenda so that one vote may be cast on all items instead of separate votes on each. Examples of Consent Items include (but are not limited to) payment of previously budgeted expenditures, receipt of reports, and approval of Board communications.

b. Any Trustee may request an item be removed from the "Consent Agenda" and a second is not required. Procedurally, any items removed from the Consent Agenda for separate discussion will be considered after the Consent motion.

c. Items under the Consent Agenda will be enacted by one motion. Each item approved under the motion, will receive the same motion number.

14. Fiscal Officer Report

a. The Fiscal Officer - at the invitation of the Presiding Officer - will share any comments.

b. All remarks are directed to the Presiding Officer and must meet the same rules of decorum as the "Citizen Address." As a result, the Fiscal Officer Report is not an opportunity to allude to others by name or by motives.

c. No electioneering is permitted.

d. If an action be necessary as the result of an item or items from the Fiscal Officer Report, the Fiscal Officer and/or Administrator will request a motion which will be recorded in the meeting minutes for appropriate action.

15. Executive Session - if requested. The procedure is outlined above.

16. Adjournment

a. Trustees are not required to act on all items on the agenda. A motion to adjourn can be moved, seconded, and passed at any time. Any items not considered or left unfinished from the agenda will be listed under "old business" at the next Trustee meeting.

b. A Board member proposes a motion to adjourn, another member seconds the motion and a roll call vote is taken by the Fiscal Officer.

III. Board of Trustees - Work Sessions

A. Work Sessions are structured in a less formal manner than Regular Meetings and are designed for Trustees and Department heads to discuss Township related projects and activities.

B. Work Sessions are "Open Meetings" and must abide by the Ohio Revised Code Open Meetings Act. They are open to the public, must be properly noticed, and minutes must be kept. The Presiding Officer will outline the level of public input for each meeting.

IV. Board of Trustees - Special Meetings

A. The Colerain Township Board of Trustees may call Special Meetings at any time for purposes they are permitted by law to act upon.

B. In order to properly notice, the press must be notified of a Special Meeting twenty-four (24) hours in advance of the scheduled meeting (ORC 121.22). The public notice must state the date, time, location, and purpose of the meeting. In order for an item to be discussed or deliberated it must be listed in the announcement's purpose.

C. Any action taken at a Special Meeting or Regular Meeting is invalid if adequate advance notice has not been provided (ORC 121.22).

D. Any action taken at a Special Meeting in which one of the Trustees has not been notified of the time and place of the meeting is also invalid.

V. Executive Sessions

A. Executive Sessions are an exception to the Ohio revised Code Open Meetings Act but only under seven specific conditions: (1) Matters related to public employees, officials, licensees, or regulated individuals (2) Purchase or sale of property by the public body (3) Conferences with an

attorney for the public body (4) Matters related to employee bargaining negotiations (5) Matters that must be kept confidential according to federal or state law (6) Details of security arrangements and emergency response protocols (7) Trade secrets of county hospitals, joint township hospitals, and municipal hospitals.

B. Invitees - The Board may, at its discretion, include or exclude any member of the public in executive sessions. Only Trustees, special invitees, and such employees or staff members that the Board deems appropriate are allowed to be present for executive sessions. All others are excluded from the meeting.

C. Minutes - Minutes are not required to be kept during executive sessions, but the minutes of the meeting must document a motion to go into executive session as well as the return to open sessions.

D. Motion - motion to enter executive session must specifically identify the exact permissible discussion topic which will be discussed.

E. Action - The Board may not vote or take any official action in an executive session; all votes must take place in an open meeting. Any formal action that takes place in an executive session is invalid.

F. Confidentiality - The Board of Trustees and all employees agree that topics discussed in executive sessions are to remain strictly confidential, unless otherwise stated during the executive session. Discussions during executive sessions should not be disclosed for any reason, except as required by law. However, once a matter has been brought public out of an executive session and into the general or special meeting, the matter is no longer confidential.

ORGANIZATIONAL ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Adopt 2020 Strategic Plan and Budget Book

Recommend adoption of a motion adopting the 2020 Strategic Plan and Budget.

Rationale:

One goal of this administration is to align our financial resources with the work we want to accomplish. This means that we must understand the priorities of our trustees and residents, articulate those priorities clearly - in the form of a strategic plan - and then align the financial resources of the township - in the form of a budget - to accomplish the priorities. This document articulates our strategic initiatives and summarizes our budget for 2020.

This item will be considered for adoption by the Board of Trustees at the Special Meeting of the Board of Trustees on Thursday, January 2, 2020 (the 2020 Organizational Meeting of the Board).

COLERAIN TOWNSHIP

2020 Strategic Plan & Budget

2020 Strategic Plan & Budget

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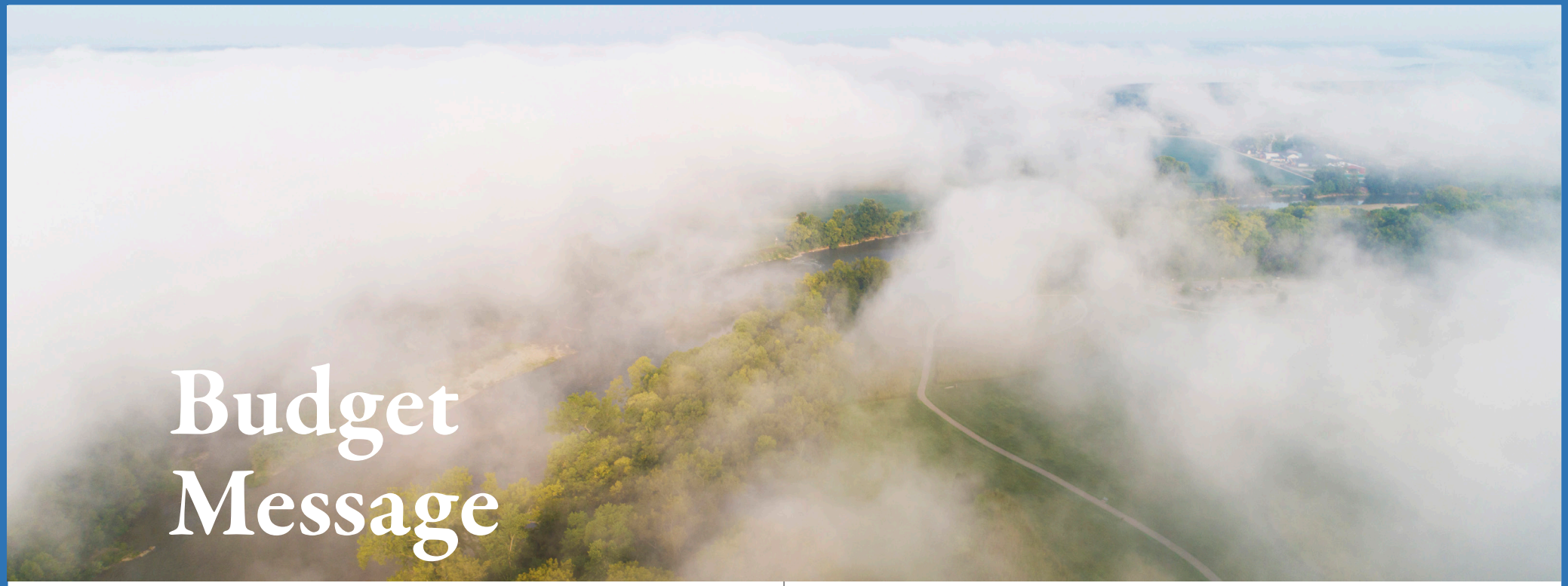

Budget Message

As this chapter closes on Colerain Township's 225th year, we have a lot to be proud of and even more to look forward to. The ***big theme*** of 2019 was ***beautification and engagement***. We are proud of the work we did this year in our pursuit of those two ends. We created the Colerain Avenue Corridor Study which aimed to transform Colerain Avenue into a safer, more beautiful and less congested Main Street that we can all be proud of. We planted trees; planned trails; celebrated our Township's beautiful yards; cut the ribbon on a new website; replaced dingy, inefficient, old street lights with modern, LED street lights; and engaged with the community in ways that we never have before. We held four Town Hall meetings; created new ad hoc committees like the Land Use Advisory Committee, the Financial Advisory Committee, the and the WeThrive Committee. We engaged with our seniors at our senior center and, whether through CERKL or our new website, we made it a priority to get as much feedback as possible on present and future of our Township.

As we look ahead to 2020, our Township's 226th year, we look to renew our focus on engagement. The ***big theme*** and the focus of our work in 2020 will be on ***creating connections*** - whether they are physical connections such as cutting the rib-

bon on a Main Street Trail or building new sidewalks or they are personal connections with our residents and businesses -2020 will bring a more connected Colerain Township.

***

The purpose of this Strategic Plan and Budget Book is to communicate how we intend to make progress on the policy priorities of our elected officials by clearly articulating the annual goals of each department and the initiatives that staff will work on throughout the year to help us achieve those goals. Knowing what you want to achieve, however, is not enough. We must have a clear understanding of the available resources and how best to deploy those resources in order to achieve our collective goals. If we are successful, this document will lay out the path that we as a Township are going to travel together over the coming year and the resources we are going to deploy to get to our destination.

One important question that we often ask ourselves is "how do we know if we're winning?" New to this year's Strategic Plan and Budget Book are Key Performance Indicators for each goal, many of which are tied to specific initiatives. In 2020 we will endeavor to answer the question "how do we know if we're winning?" through the thoughtful collection and communication of performance data.

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The financial position of Colerain Township remains strong. Though there have been fluctuations from large one-time grants, our revenues remain relatively stable. Our appropriations show a decrease this year now that the Byrneside, Acre, Gardenia and Royal Heights road reconstruction projects are complete.

On the whole, our fund balances remain appropriately sized,

though we as a community will need to have difficult conversations about the future of our public safety services. Our Police Department and Fire Department are funded through levies. These levies are often sized so that they last for a specific amount of time - typically five years. Our Police and Fire Departments have been able to extend these five year levies through the aggressive pursuit of non-tax revenue and meticulous attention to operations in an effort to hold down costs. We are so fortunate to have such professional and capable safety service personnel. We will need to have a conversation as a community in the near future about what level of Police and Fire service we want for our Township and what price we are willing to pay to have it.

Organizational Overview

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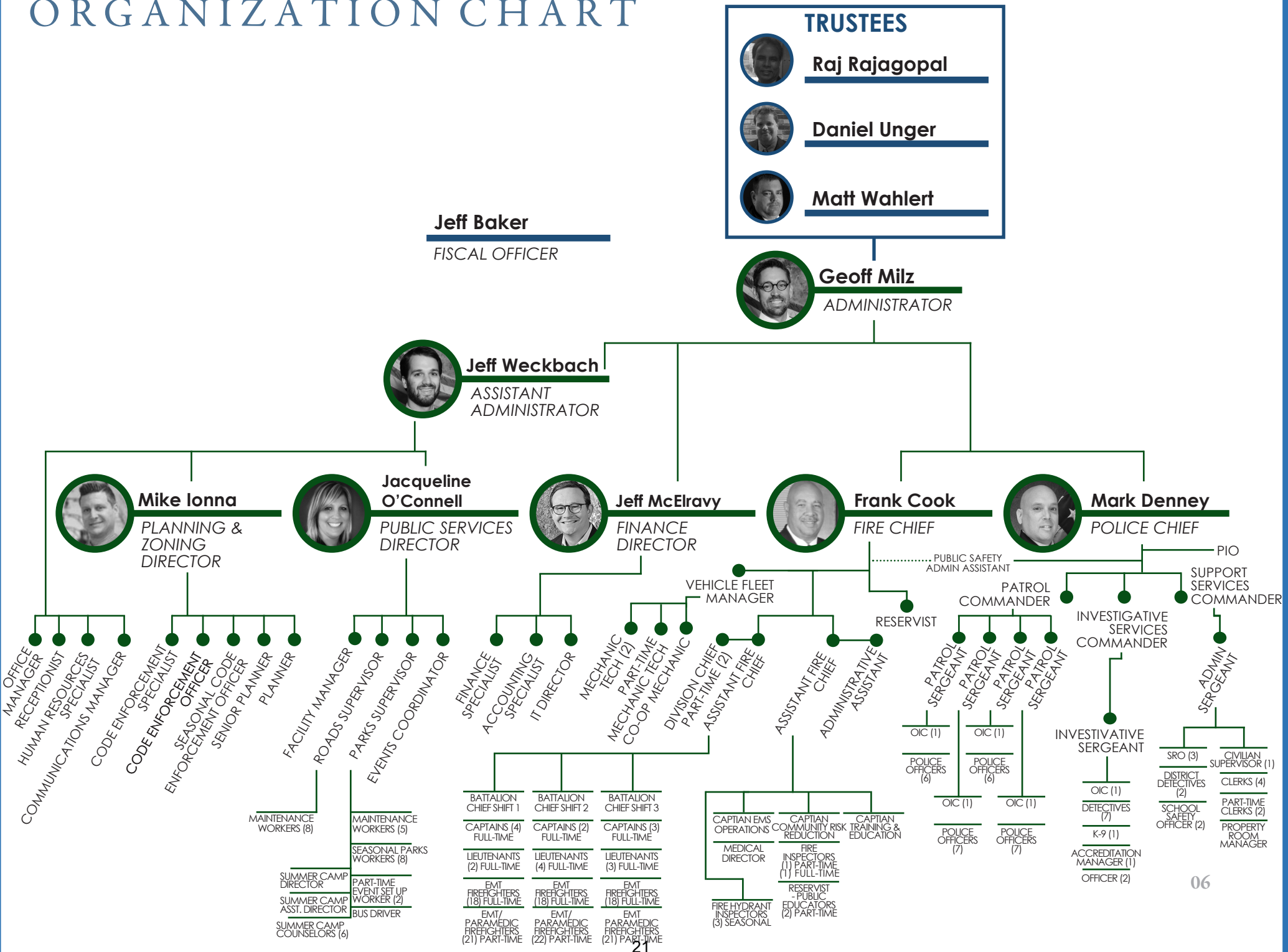
ORGANIZATION CHART



Summary of Personnel

The business of providing public services is a people-driven endeavor. Our product is our people and the services they provide with their time and their talent. Colerain Township is lucky to have an authorized strength of 283 positions that allow the Township to hire some of the most dedicated and talented public servants in the region. While the total authorized strength of the Township is 283 positions, due to employee turnover and seasonal roles, the Township typically employees closer to 250-260 employees at any given time. 65% of all employees are full time (183 full time roles).

In 2019, the Board of Trustees adopted the first organizational chart, roster, and all job descriptions for every authorized position within the Township. Prior to 2019, staffing levels were not measured by authorized strength, and were measured by the number of hired individuals at any given time. Therefore, when comparing some departmental numbers to prior years, an individual may notice a large increase from last year's budget book. For example, last year's budget book referenced 16 employees in the Public Services Department. However, that number grows during the year as seasonal workers are hired. This year's budget book and following tables account for the full authorized strength of employees that might be employed at any given time. Please see the below chart and narrative for total Township and Departmental detail. The roster is found in appendix D and all job descriptions are posted on the Township's website.

TOTAL AUTHORIZED POSITIONS IN COLERAIN TOWNSHIP			
Department	**FY 2019**	**FY 2020**	**Positions added in 2019 & New Positions for 2020**
Administration	8	10	Receptionist, Communications Manager
Fire	161	161	N/A
Planning & Zoning	5	6	Code Enforcement Specialist
Police	68	69	Administrative Lieutenant
Public Services	35	37	Summer Camp Counselor, Maintenance Worker
Total	277	283	

Fire Department

FIRE DEPARTMENT STAFFING DETAIL		
FTE Status	**FY 2019**	**FY 2020**
Full Time	86	86
Part Time	75	75
TOTAL	**161**	**161**

Description of staffing changes - No additional fire fighters are budgeted for 2020, however the Department is considering a transition of some Captain roles into Lieutenant roles as retirements occur. Overall, the Township has transitioned from a heavy reliance on part-time personnel in the Fire Department to a full-time model since 2014.

Bargaining Unit – The Fire Department has one bargaining unit (IAFF Local 3915). Of the 161 employees, 79 employees (49%) are members of this union which is comprised of all full-time firefighters, lieutenants, captains, and battalion chiefs. This union contract was renegotiated in Fall of 2019 and will extend through December 31, 2022.

Summary of Personnel *continued*

Police Department

POLICE DEPARTMENT STAFFING DETAIL		
FTE Status	**FY 2019**	**FY 2020**
Full Time	64	65
Part Time	4	4
TOTAL	**68**	**69**

Description of staffing changes – During 2019, the Police Department added an additional Lieutenant/Commander position known as the Administrative Lieutenant. This position is primarily responsible for overseeing all Administrative aspects of the Police Department, including all civilian employees.

Bargaining Unit – The Police Department has two bargaining units (FOP-GOLD & FOP-BLUE). Of the 69 total employees, 52 employees (75%) are members of these two unions. Both of these bargaining unit contracts expire on December 31, 2020 and will therefore be renegotiated during 2020. The FOP-GOLD bargaining unit is comprised of all Sergeant positions within the Police Department. The FOP-BLUE bargaining unit covers all sworn police officers in the Department.

Public Services Department

PUBLIC SERVICES DEPARTMENT STAFFING DETAIL		
FTE Status	**FY 2019**	**FY 2020**
Full Time	17	18
Part Time	18	19
TOTAL	**35**	**37**

Description of staffing changes – During 2019, the Township added an additional summer camp counselor to this department to assist with the high turnout of kids for the summer camp program. Adding this role allowed the program to obtain a standard of 13 kids to one counselor which is close to the standard of ten to one for licensed day camps. For 2020, it has been proposed that the Township add an additional maintenance worker. This maintenance worker will be housed in the Parks Division of the Department and will allow the Department to have a dedicated Maintenance Worker for each of the major parks throughout Colerain Township (Heritage, Clippard, Colerain, Groesbeck).

Bargaining Unit Detail – The Public Services Department has one bargaining unit (AFSCME Local 3553). Of the 37 employees, 16 employees (43%) are members of this union. This union represents this Department's Supervisor Foreman, Maintenance Workers, and Bus Driver. This union contract was renegotiated in Fall of 2019 and will extend through December 31, 2022.

Summary of Personnel *continued*

Planning and Zoning Department

PLANNING DEPARTMENT STAFFING DETAIL		
FTE Status	**FY 2019**	**FY 2020**
Full Time	4	4
Part Time	1	2
TOTAL	**5**	**6**

Description of staffing changes – During 2019, the Board of Trustees added a new part-time role to the Planning Department with the addition of a Code Enforcement Specialist. The primary focus of this individual was to proactively find and enter code enforcement violations throughout the Township. This role has led to a large increase in total code enforcement violations in Colerain Township.

Bargaining Unit Detail - No employees of this department are represented by a bargaining unit.

Administration Department

ADMINISTRATION DEPARTMENT STAFFING DETAIL		
FTE Status	**FY 2019**	**FY 2020**
Full Time	8	10
Part Time	0	0
TOTAL	**8**	**10**

Description of staffing changes – For 2020, the Administration Department is proposing the addition of two new roles. One of these roles is a receptionist. Currently, all incoming calls to the Township's general line are answered by the Office Manager for the Township. In addition to answering the phones, this person is responsible for a variety of other tasks that may take them away from their desk, including assisting in person individuals at the main desk. The Township also recognizes that a direct back up for this positon does not exist, meaning that the phones are not directly answered when this person is on vacation leave, sick, or at lunch. The addition of a receptionist will allow the Township to have dedicated staff to answer all incoming calls and the Office Manager and Receptionist will be direct backups for one another throughout the year, ensuring that all incoming calls can be answered. The Township is also proposing the addition of a Communications Manager. This will be a multi-faceted role that will address several gaps that currently exist in the Township. This person will be the point person for compiling information and documents related to records requests (as of 10/31/19 the Township had 592 records requests), will be responsible for communications for the Township, and will manage the Township's various data and key performance indicators.

Bargaining Unit Detail - No employees of this department are represented by a bargaining unit.

Collective Bargaining Snapshot

Summary of Personnel *continued*

Colerain Township currently has four different bargaining units: AFSCME Local 3553, FOP-BLUE, FOP-GOLD, and IAFF Local 3915. These employees negotiate their annual wage increases and they are found in each of the collective bargaining agreements, therefore these employees are not eligible for the annual merit pool. It is also worth noting that anything found in a union contract supersedes Township adopted policy. 80% of full time employees are in a union.

Description of Activities of Each Department

Colerain Township is a full-service Township, in that we provide the same basic services to our residents as most cities and villages in Ohio. Our organization features five different departments, each with their own distinct tasks and duties. A general description of the activities performed by each department is below. This list is not exhaustive of everything the Township does, but rather a snapshot of the most important activities of each department.

Fire Department

The Fire Department is responsible for emergency service response for both fires and medical emergencies. In additional to the basic lifesaving functions of the department, this department provides community education on fire prevention and common personal injuries, performs fire inspections, and serves as the tactical response for rescue operations.

Police Department

The Police Department is responsible for crime prevention and response. This is performed through an active patrol of the Township, investigative services, traffic control, and school resource officers.

Public Services Department

The Public Services Department is responsible for three particular operations: Road and Stormwater Infrastructure maintenance, Parks maintenance, and Community Center operations.

Planning and Zoning Department

The Planning and Zoning Department is responsible for administering and enforcing the Township's zoning resolution, property maintenance laws, and nuisance laws. This department is also responsible for issuing various residential permits, maintaining our comprehensive plan, and working with prospective business to provide attractive development to our Township.

Administration Department

The Administration Department is responsible for the overall oversight and management of all departments, including all fiscal operations, information technology, and key human resources practices. This department also serves as the direct link to the elected Trustees.

Financial Structure

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Fund Description and Structure

1. General Fund

The General Fund accounts for and reports all financial resources not accounted for and reported in another fund.

2.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.

Gasoline Tax Fund - This fund receives gasoline tax money to pay for constructing, maintaining, and repairing Township roads.

Motor Vehicle License Tax - This fund receives vehicle license fees money to pay for constructing, maintaining, and repairing Township roads.

Police District - This fund receives levy tax money to pay staff and equipment in the police department.

Fire District - This fund receives levy tax money to pay staff and equipment in the fire and EMS department.

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

Fund Description and Structure *continued*

tax assessments and pays for artificially lighting residential streets in the Township.

TIF – Kroger – This fund received monies from the issuance of bonds as a result of tax increment financing.

TIF – Stone Creek – This fund received monies from property taxes as a result of tax increment financing.

TIF – Best Buy – This fund receives monies from property taxes as a result of tax increment financing.

3. Debt Service Funds

These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. The Township had the following significant Debt Service Funds:

Government Complex – Debt transactions related to the construction of the administration and police offices.

Parks – Debt transactions related to the construction of Township Parks.

Public Works Building – Debt transactions related to the construction of this building.

Clippard Park – Debt transactions related to the construction of this park.

Streetscape – Debt transactions related to the construction and improvements of the Colerain Avenue corridor.

Fire – Debt transactions related to the construction of a fire station.

4. 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. The Township received no funding for capital project funds.

Department / Fund Relationship

General Administration

The township has a number of funds that fall into the category of General Administration including:

- Fund 1000 – General
- Fund 2401 - Special Assessment – Lighting District
- Fund 2901 - TIF – Kroger
- Fund 2902 - Recycling Incentive
- Fund 2903 - TIF – Colerain Towne Center
- Fund 2907 – TIF – Stone Creek
- Fund 2908 - Community Development Block Grant
- Fund 2910 - TIF – Best Buy
- Fund 3101 - Bond Retirement
- Fund 3102 – Bond Retirement – Parks
- Fund 3103 - Bond Retirement Public Works Building
- Fund 3104 – General Bond Retirement – Clippard Park
- Fund 3105 - Bond Retirement Streetscape
- Fund 3301 – Bond Retirement Special Assessment Fire
- Fund 4401 - Neighborhood Stabilization Program Funds
- Fund 4406 - Hamilton County Community Development
- Fund 4409 - Ohio Public Works Commission

Fire Department

The Fire Department operates primarily from two funds:

- Fund 2111 – Fire District
- Fund 2281 – Ambulance & Emergency Medical Services

Police Department

The Police Department operates primarily from three funds:

- Fund 2081 – Police District
- Fund 2261 - Law Enforcement Trust
- Fund 2271 - Enforcement and Education

Public Services

The Public Services Department operates primarily from six funds:

- Fund 2011 – Motor Vehicle License Tax
- Fund 2021 – Gasoline Tax
- Fund 2031 – Road and Bridge
- Fund 2231 – Permissive Motor Vehicle License Tax
- Fund 2911 – Parks and Services
- Fund 2912 - Community Center

Planning and Zoning

The Planning and Zoning Department operates primarily from one fund:

- Fund 2181 – Zoning

Department / Fund Relationship Matrix

Administration	Fire	Police	Public Services	Planning & Zoning
Fund 1000	Fund 2111	Fund 2081	Fund 2011	Fund 2181
Fund 2401	Fund 2281	Fund 2261	Fund 2021	
Fund 2901		Fund 2271	Fund 2031	
Fund 2902			Fund 2231	
Fund 2903			Fund 2911	
Fund 2907			Fund 2912	
Fund 2908				
Fund 2910				
Fund 3102				
Fund 3103				
Fund 3105				
Fund 3301				
Fund 4401				
Fund 4406				
Fund 4409				

Basis of Budgeting

The Township's financial statements follow the accounting basis the Auditor of State prescribes or permits based on the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D). This basis is a modified cash basis of accounting similar to the cash receipts and disbursements accounting basis. The Township recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Colerain Township also uses a modified cash basis as the basis for budgeting and mirrors the basis of accounting.

Financial Policies

In October of 2018, the Colerain Township Board of Trustees established a Financial Advisory Committee (FAC) to review - and in some cases draft - the Financial Policies for the Township. The first meeting of the FAC was held on December 18, 2018. They will meet as necessary to discuss and advise the Township Administrator on these important policies.

Throughout 2019, the FAC drafted the following financial policies:

- Purchasing Card Policy (Attachment E)
- Purchasing Policy (Attachment F)

The remaining policies which are still under consideration by the FAC are listed below. While the Township does not have a formally adopted policy for most of these items, a brief description of the high level goals and standards for each policy area is enumerated.

- Cash Policy – Colerain Township currently accepts cash transactions. All cash handling should be limited and cash drawers should be balanced, reconciled, and deposited on a daily basis.
- Credit Card Acceptance Policy – Colerain Township currently accepts credit cards for various online and in person transactions. A credit card fee may be passed along as part of the transaction. Credit card transactions should be reconciled prior to

Financial Policies *(continued)*

month end for accounting purposes.

- Fraud Policy – Colerain Township employees will comply with all state and federal regulations regarding fraud reporting. All fraud will be reported to the State Auditor for investigation. If an employee suspects that an activity may be fraudulent, they should call the State Auditor's Office for clarification.
- Revenue Policy – All revenues must be processed and posted to the appropriate fund.
- Budget Development Policy – The budget should be developed according to the policy direction provided by the Board of Trustees. The Budget will be developed in three phases: Tax Budget, Temporary Appropriations, and Final Appropriations.
- Expenditure Policy – All expenditures must follow the Township's purchasing policy. Expenses should be made from the appropriation funds and comply with all restrictions for the fund.
- Investment Policy – Colerain Township will invest any available cash that is not needed to meet current obligations in order to earn as much as possible in interest earnings. Cash should be invested safely and in a relatively liquid state.
- Capital Budgeting Policy – Instead of having a set dollar threshold, any item that is tangible and will likely have a resale value at the end of its useful life should be considered a capital item. All capital purchases should be approved by the Board of Trustees.
- Operating Budget Policy – An operating 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 Department, as long as the total appropriations for the fund is not increased or decreased. The Township should strive to have a balanced long term general fund operating budget. For this to occur, general fund expenses must be at or below revenues for the five year forecast. Colerain Township will strategically use available fund balance for capital and other one-time projects as necessary.
- Fund Balance Policy – Colerain Township will seek to maintain a minimum of three months of general fund expenses as a general fund reserve.
- Debt Service Policy – Colerain Township will evaluate the issuance of debt on a case by case basis. The Township will adhere to all statutorily imposed debt limitations.

All policies, once drafted will ideally be reviewed by the FAC every five years.

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Description of Major Revenues

Property Taxes: $17.55M (47.9% of all revenue) – This revenue source is based on the value of all properties in the Township. Of this total, the General Fund only receives 2.8% ($496,000) per year. The majority of this revenue is tied to the Police and Fire Levies (totaling $15.4M or 88% of all property tax revenue). This revenue source is also comprised of a road levy and four TIF Districts. These tax dollars are relatively level year over year, absent an increase in outside millage.

Other Financing Sources: $6.08M (16.6% of all revenue) - these are inter-fund transfers between departments. There is a corresponding expense tied to each of these transfers. There is an increase in this revenue tied to a project transfer into the Parks Fund to coincide with a one-million-dollar playground construction project. This is a one-time increase.

Licenses, Permits, and Fees: $5.17M (14.1% of all revenue) – This revenue source is stable and primarily driven by the following categories of fees, licenses, and permits:

- $720,000 – Cable Franchise Fees – these are collected from the cable companies in Colerain Township for the use of Township right of way.
- $1,360,020 - Solid Waste Fees – these are collected and distributed to Township based on the total amount of solid waste that is deposited in the landfill each year.
- $1,250,000 - Rumpke 2015 Consent Decree Payment.
- $1,418,000 – EMS Billing fees and other fees associated with Fire trainings and classes.
- $250,000 – Fees collected from Impounded vehicles by the Police Department.
- $168,200 – Building Permit Fees and Vacant Building Registry Fees.

Intergovernmental: $5.03M (13.7% of all revenue) – This revenue source is primarily tied to the state reimbursements for the Local Government Fund and Allocations from the Auditor's office for property taxes. In general, this revenue represents any direct transfer

Description of Major Revenues *continued*

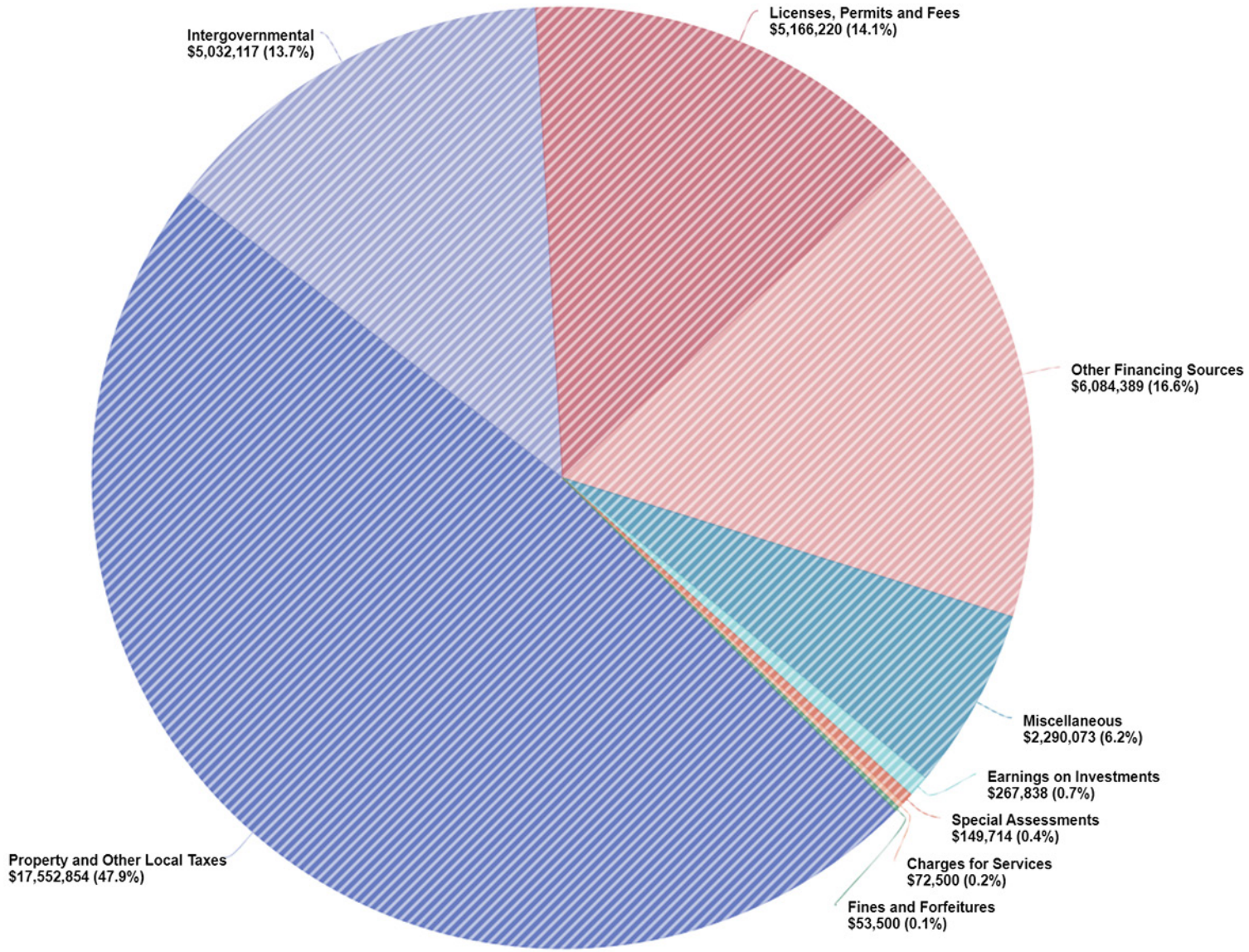
from another political subdivision. These can be state grants, gasoline tax revenues, and motor vehicle license taxes. This revenue source is seeing a significant decline from the 2019 budget related to OPWC grant payments for a particular road reconstruction project. Outside of that one project, intergovernmental revenue is increasing due to an increase in the gas tax and Local Government Fund distribution.

Miscellaneous: $2.29M (6.2% of all revenue) – 93% of this revenue is related to contracts for police services, drug seizures, the employees share of their health insurance, and other smaller revenue items such as recycling incentive dollars. The other 7% of the revenue collected in this category is for the rental of Township property such as the community center or shelters.

All other revenue: $0.54M (1.5%) – This is comprised of several different revenue types, none of which individually amount to more than five percent of the Township's total revenue. Below is a breakdown of the various sources:

- Investment earnings – this revenue is the interest earned by investing the Township's idle cash.
- Special Assessments – these are property tax assessments for the installation of street lights in residential areas of the Township.
- Charges for Services – this charge is for ambulance and emergency medical services.
- Fines and Forfeitures – this is cash that is collected as a result of various police arrests, tickets, and other fines.

Description of Major Revenues *continued*



Description of Outstanding Debt & Debt Limits

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 to allow for exceptions that may arise due to extraordinary circumstances.

Below is a snapshot of the next five years of debt service by fund:

Principle and Interest Debt Payment by Fiscal Year						
Fund	2020	2021	2022	2023	2024	Exempt from Debt Limits
2901	238,125	329,750	332,100	329,000	329,000	Yes
2903	92,070	197,070	197,188	192,073	192,073	Yes
3102	308,200	306,800	-	-	-	No
3103	216,200	213,200	-	-	-	No
3105	178,400	176,800	-	-	-	No
3301	238,200	244,400	-	-	-	No

Funding Sources

There are a few primarily funding sources for debt service in Colerain Township:

- General Fund Revenues: Applies to Fund 3102, 3103, and 3105
- Special Fire Department Property Tax Revenues: Applies to Fund 3301
- Tax Increment Financing Revenues: Applies to Fund 2901 and 2903

Description of Outstanding Debt & Debt Limits

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, Townships 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.

Description of Outstanding Debt & Debt Limits

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.

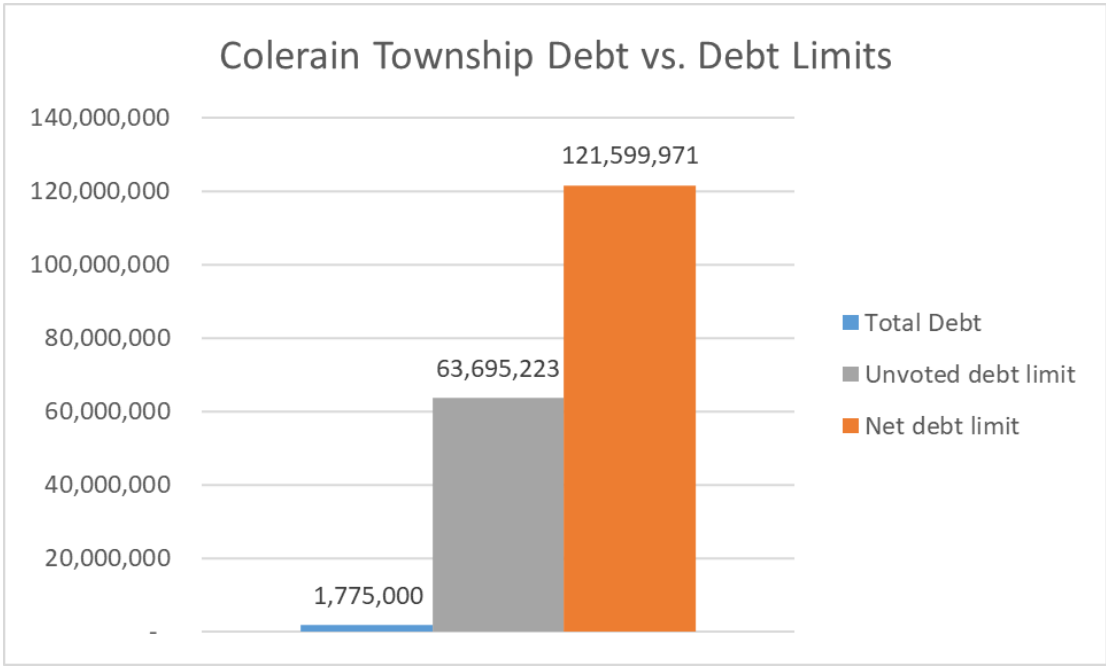
Debt Limits and Charts

Total Valuation: 1,158,094,960

Net Debt Limit: 121,599,971

Unvoted Debt Limit: 63,695,223

Total Debt: 1,775,000



Budget & Planning Process

Description

One goal of this administration is to align our financial resources with the work we want to accomplish. This means that we must understand the priorities of our trustees and residents, articulate those priorities clearly - in the form of a **strategic plan** - and then align the financial resources of the township - in the form of a **budget** - to accomplish the priorities. The process for establishing our strategic plan is built around the three-step process for developing a township budget which is dictated by Ohio Revised Code.

Step 1: The Tax Budget - July

Each year in July, the township prepares a Tax budget for the next fiscal year. The purpose of the tax budget is to let the County Budget Commission know that we they will need to collect the voted tax levies for the following year for Colerain Township. The tax budget is a very general financial plan for the operations of the next calendar year. It 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 and used to fix property tax rates.

Step 2: Temporary Appropriations – August through December

Once the Tax budget is submitted to the County Budget Commission, the administration begins to organize our strategic priorities for the next year.

The Township started by holding a leadership retreat where Department Heads spent several days together discussing each department's needs for the up-coming year. It was a time to reflect on the work of the current year and to course-correct if necessary. It allowed the leadership team to revisit the organization's mission, vision and values.

This year we added an additional level of community engagement in the prioritization and development of initiatives. The Township hosted three separate Town Hall meetings, with each meeting building on the latter and building toward the development of community budget priorities. In August, the first Town Hall asked residents to envision the perfect Colerain. From these high ideas, residents were then asked to prioritize and brainstorm specific action items in the second Town Hall. The final Town Hall asked residents to

split a dollar among the various initiatives and to discuss what the Township should consider to "stop doing" in order to fund these priorities.

The community feedback helped to determine the big picture theme and to finalize strategic initiatives. Our highest priority is providing exceptional service within the limitations of our revenue sources. Budget meetings between our administration and department heads lasted through October as we honed in on the dollar amounts necessary to provide the level of service demanded by our residents.

Prior to finalizing the budget, the Township Trustees were invited to individually review the proposed budget with staff and to ask as many questions as possible. The Trustees then formally adopted a set of policy priorities in November. The feedback received from individual Trustees and the policy priorities was then incorporated in the final budget. Staff then began working on the development of the budget book for 2020.

All of this work culminates in the adoption of the Temporary Appropriations at the December Trustee's meeting. The Temporary Appropriations represents the official budget for 2020 and allows us to legally open purchase orders on January 1st.

Colerain Township leaders are committed to providing a safe, fiscally responsible and innovative place to live, work and grow businesses through proactive collaboration and communication.

Step 3: Final Appropriations – March

Three months into the new year, the township has the opportunity to review how revenues and expenditures are trending and make final adjustments to the Temporary Appropriations. At the March Meeting of the Board of Trustees, they are presented with the Final Appropriations for adoption.

Step 4: Amended Appropriations – throughout the year

Try as we may, it is impossible to see too far into the future. Major projects come up, non-tax revenues like grants come in and it becomes necessary to amend the Final Appropriations.

Calendar

Date	Item
6/1/2019	Tax Budget Development by Staff
6/11/2019	Tax Budget Hearing Requested
6/12/2019	Tax Budget Public Notice
6/28/2019	Tax Budget Finalized by Staff
7/9/2019	Tax Budget Hearing
7/9/2019	Tax Budget Adopted
8/15/2019	Leadership Retreat - Strategic Plan
8/19/2019	Town Hall - Strategic Plan Vision
9/3/2019	Budget Entry Open to Departments
9/23/2019	Town Hall - Strategic Initiatives
10/4/2019	Budget Entry Closed to Departments
10/7/2019	Budget Review with Departments Started
10/16/2019	Town Hall - Initiative Budget
10/18/2019	Budget Review with Departments Complete
11/4/2019	Budget Review with Trustees Started
11/8/2019	Budget Review with Trustees Complete
11/12/2019	Trustees Adopt Policy Priorities
11/14/2019	Development of Budget Book Started
12/2/2019	Budget Book Finalized
12/10/2019	Strategic Plan & Budget Adopted

Administration Strategic Plan & Budget

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Message from the Leadership

Geoff Milz

Our organization strives to continuously improve its operations. We are not satisfied with the status quo. We do not delude ourselves with the idea that we cannot improve. Our desire is to be an organization that others look to, the standard bearer. Slowly, its happening. Through hard work, a culture where its okay to test new ideas even if some fail, we believe that we can innovate the provision of local governmental services and deliver better service and greater value to our residents than our peers. We think, boldly, that we can make Colerain a better place and work hard to do so each and every day whether we are processing payroll or negotiating an economic development deal. From dogged persistence in our pursuit of high quality new development to optimizing our internal workflows and taking advantage of technological solutions to improve efficiency, the Township's administration does not stop working to make Colerain a better place to raise a family, start a business, buy a car or be employed. Our passion to make a difference is exceeded only by our firm belief that a difference can be made.

Jeff Weckbach

The 225th year of Colerain Township is officially in the record books and what a year it has been. The Township hosted a number of events throughout the year to celebrate the Quasquibicentennial including:

The Search for the longest tenured resident;

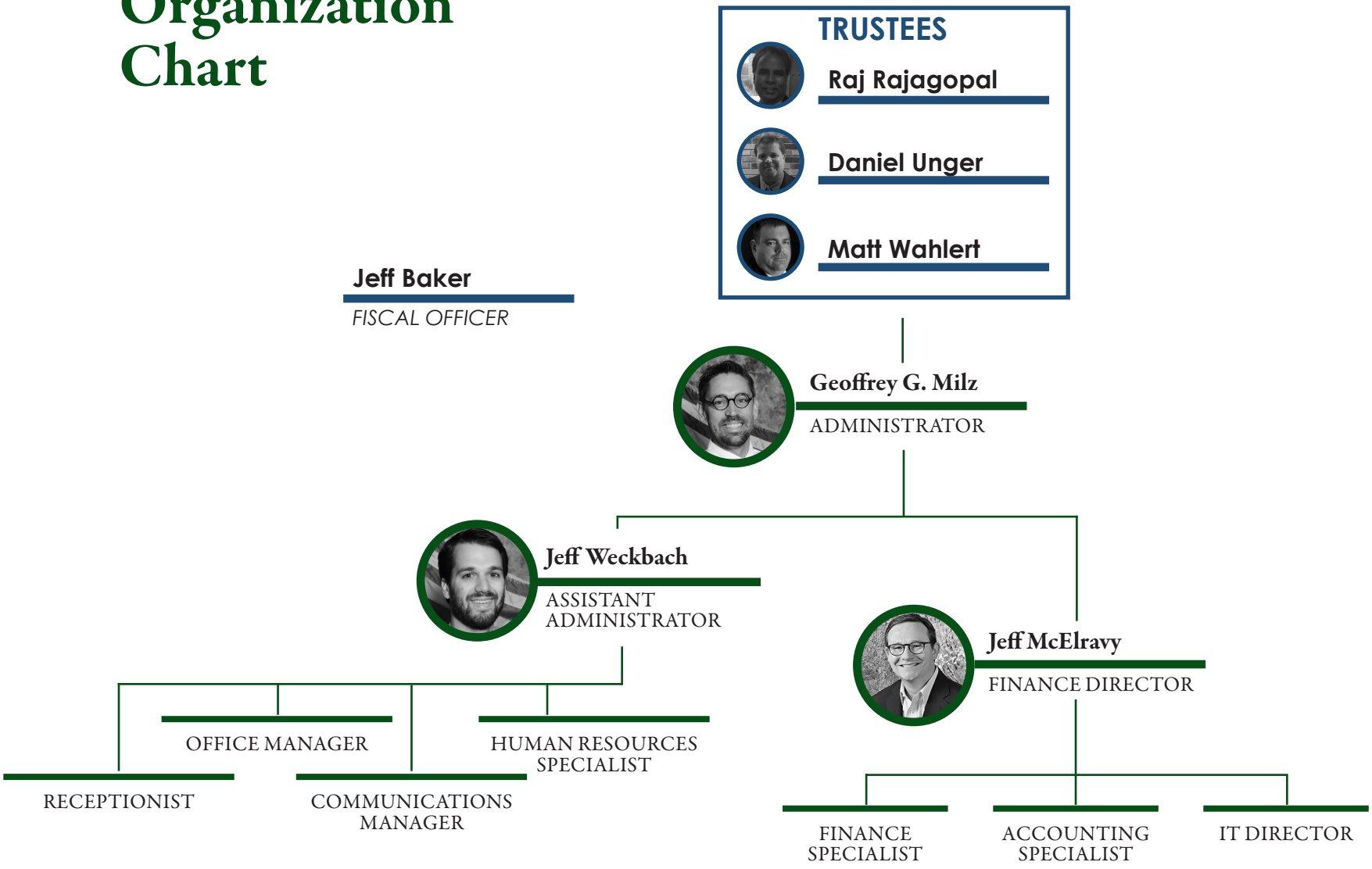
- The planting of 225 trees;
- A rotating rotunda series with various facts about Colerain Township; and
- An enhanced Heritage Days celebration featuring the burial of a time capsule.

In addition to all of the exciting things that took place with the 225th anniversary, the Township engaged with residents at an all new level. The Township opened the budget and strategic planning process to residents through a town hall series, engaged with members of the Senior Center through a "Coffee with" program, and engaged with our own employees through a brand new paperless open enrollment process.

While a lot of good did happen in this year, I would be remiss if I didn't recognize the tragedy that occurred this year, as the Township lost one of their own, with the passing of Police Officer Dale Woods. The loss of Officer Woods was a major tragedy for this community and his sacrifice will not be lost

or forgotten. One thing that has amazed me throughout this process was the level of community support for our Police Department in a time of great need. Our hope is that the work that this organization is able to do on a daily basis and into the future will honor Dale and his family.

Organization Chart



Strategic Goals and Initiatives

2020 Strategic Goals for the Administration

1 Enhance Connections with the Community through Engagement.

2 Efficiently & Effectively Recruit, On-Board, Develop and Retain Smart, Creative, Dedicated and Diverse Tallent.

3 Continuously Improve the Operations of the Township.

4 Manage the Township's Finances Responsibly While Improving Financial Policies and Processes.

5 Improve the Use and Security of Township Technology.

Strategic Goal

1 Enhance Connections with the Community through Engagement.

Key Performance Indicators

- SKA.1.1 - Number of Business Retention Visits
- SKA.1.2 - Kiosk Customer Service Scores

Strategic Initiatives

A.1.1 Business Retention & Expansion Initiative

Connect with our Business Community through 12 Business Retention and Expansion (BR&E) Meetings

SKA.1.1 - Number of Business Retention Visits

A.1.2 Scoreboard Initiative

Connect with visitors to our Administration Building by installing and programing video monitors and signage in rotunda with scrolling KPIs for each department.

A.1.3 Customer Service Measurement Initiative

Connect with visitors to our Administration, Planning and Police Departments and our Senior Center by installing Customer Satisfaction Kiosks.

SKA.1.2 - Kiosk Customer Service Scores

A.1.4 Media Connection Initiative

Connect with our stakeholders by developing personal relationships with various media outlets to generate a pipeline of positive stories about Colerain.

Strategic Goal

2 Efficiently & Effectively Recruit, On-Board, Develop and Retain Smart, Creative, Dedicated and Diverse Talent.

Key Performance Indicators

- SKA.2.1 - Full-time Employee Retention Rate
- SKA.2.2 - # days from job posting to first day of work
- SKA.2.3 - # women and minority applicants who leave the hiring process per stage of hiring process
- SKA.2.4 - Sick time utilization rate
- SKA.2.5 - Overtime utilization rate
- SKA.2.6 - Average # applicants for posted jobs by department.

Strategic Initiatives

A.2.1 Talent Pipeline Initiative

Improve talent recruitment by actively building relationships with regional organizations to create a talent pipeline for Township jobs.

- SKA.2.3 - # women and minority applicants who leave the hiring process per stage of hiring process
- SKA.2.6 - Average # applicants for posted jobs by department.

A.2.2 Benefits Committee Initiative

Retain talent by involving employee representatives in a Benefits Committee tasked with providing recommendations on health insurance renewals.

- SKA.2.1 - Full-time Employee Retention Rate

A.2.3 Occupational Risk Reduction Initiative

Retain talent by...

- SKA.2.4 - Sick time utilization rate

A.2.4 Human Resources SOP Initiative

Improve recruitment and on-boarding by developing Standard Operating Procedures for our Human Resources function.

- SKA.2.2 - # days from job posting to first day of work

Strategic Goal

2 Efficiently & Effectively Recruit, On-Board, Develop and Retain Smart, Creative, Dedicated and Diverse Talent.

Key Performance Indicators

- SKA.2.1 - Full-time Employee Retention Rate
- SKA.2.2 - # days from job posting to first day of work
- SKA.2.3 - # women and minority applicants who leave the hiring process per stage of hiring process
- SKA.2.4 - Sick time utilization rate
- SKA.2.5 - Overtime utilization rate
- SKA.2.6 - Average # applicants for posted jobs by department.

Strategic Initiatives

A.2.5 Time-Off Software Initiative

Retain talent by piloting a time off request system using InfinityHR in the Administration, Finance and Planning Departments.

- SKA.2.4 - Sick time utilization rate
- SKA.2.5 - Overtime utilization rate

Strategic Goal

3 Continuously Improve the Operations of the Township.

Strategic Initiatives

A.3.1 Asset Management Initiative

Improve operations of the township by entering all township assets into Pubworks and tagging them.

A.3.2 Public Records Administration Initiative

Improve the operations of the township by creating new Standard Operating Procedures for public records administration.

A.3.3 Records Retention Initiative

Improve the operations of the township by reviewing and revising the township's records retention policy.

A.3.4 Communications Manager Initiative

Improve the operations of the township by creating and hiring for a Communications Manager position.

Key Performance Indicators

- SKA.3.1 - Total # of public records requested
- SKA.3.2 - # of public records requested by requester
- SKA.3.3 - Average # of days to fill public records requests
- SKA.3.4 - Total $ spent on fulfilling public records requests
- SKA.3.5 - # of Assets Logged
- SKA.3.6 - Solid Waste Cost Index
- SKA.3.7 - Solid Waste Service Index
- SKA.3.8 - Legal Contract Cost vs. Budgeted
- SKA.3.9 - # of Active Lawsuits
- SKA.3.10 - # of Elected Officials On-Boarded

- SKA.3.5 - # of Assets Logged

- SKA.3.1 - Total # of public records requested
- SKA.3.2 - # of public records requested by requester
- SKA.3.3 - Average # of days to fill public records requests
- SKA.3.4 - Total $ spent on fulfilling public records requests

Strategic Goal

3 Continuously Improve the Operations of the Township.

Strategic Initiatives

A.3.5 Solid Waste Contract Initiative

Improve operations of the township by renegotiating our solid waste district contract.

A.3.6 Legal Contract Initiative

Improve operations of the township by renegotiating our legal services contract.

A.3.7 Lighting District Operations Initiative

Improve the operations of the township by ...

A.3.8 Elected Official On-boarding Initiative

Improve the operations of the township by creating and implementing an elected official onboarding program.

Key Performance Indicators

- SKA.3.1 - Total # of public records requested
- SKA.3.2 - # of public records requested by requester
- SKA.3.3 - Average # of days to fill public records requests
- SKA.3.4 - Total $ spent on fulfilling public records requests
- SKA.3.5 - # of Assets Logged
- SKA.3.6 - Solid Waste Cost Index
- SKA.3.7 - Solid Waste Service Index
- SKA.3.8 - Legal Contract Cost vs. Budgeted
- SKA.3.9 - # of Active Lawsuits
- SKA.3.10 - # of Elected Officials On-Boarded

- SKA.3.6 - Solid Waste Cost Index
- SKA.3.7 - Solid Waste Service Index

- SKA.3.8 - Legal Contract Cost vs. Budgeted
- SKA.3.9 - # of Active Lawsuits

- SKA.3.10 - # of Elected Officials On-Boarded

Strategic Goal

4 Manage the Township's Finances Responsibly While Improving Financial Policies and Processes.

Key Performance Indicators

- SKA.4.1 - Payroll Error Ratio
- SKA.4.2 - # of Vendors in Purchasing Portal
- SKA.4.3 - # of Contracts in the Contract Calendar

Strategic Initiatives

A.4.1 Payroll/Timeclock Initiative

Improve financial processes by standardizing the payroll and timeclock functions throughout the organization.

- SKA.4.1 - Payroll Error Ratio

A.4.2 Staffing Initiative

Improve financial operations by reevaluating roles and responsibilities within the Finance Department.

A.4.3 Fiscal Stress Test Initiative

Manage the Township's finances responsibly by performing a fiscal stress test on the organization's finances.

A.4.4 Purchasing Portal Initiative

Improve the financial operations of the township by developing a mechanism by which vendors can submit their company as a potential vendor.

- SKA.4.2 - # of Vendors in Purchasing Portal

Strategic Goal

4 Manage the Township's Finances Responsibly While Improving Financial Policies and Processes.

Key Performance Indicators

- SKA.4.1 - Payroll Error Ratio
- SKA.4.2 - # of Vendors in Purchasing Portal

Strategic Initiatives

A.4.5 Contract Calendar Initiative

Manage the Township's finances responsibly by developing a calendar for when contracts are to be reviewed and a process to review them.

- SKA.4.3 - # of Contracts in the Contract Calendar

A.4.6 Point of Sale Initiative

Improve financial processes by deploying a point of sale system wherever transactions are handled.

Strategic Goal

5 Improve the use & Security of Township Technology

Key Performance Indicators

Strategic Initiatives

A.5.1 Data Ownership and Storage Initiative

Review contracts to determine ownership of data generated by the contracts and develop and implement a data ownership and storage policy

A.5.2 Safety Audit Initiative

Conduct a cyber-security threat assessment and continue to educate employees on computer safety.

A.5.3 Improve VPN & Off-site Access Initiative

Improve the internal customer experience with connecting with the network while working off site.

A.5.4 Support Ticket Initiative

Use pubworks or cagis to create an internal system of support tickets for IT and Facilities support

Strategic Goal

5 Improve the Use and Security of Township Technology.

Key Performance Indicators

Strategic Initiatives

A.5.5 Phone/Internet/Cable Contract Review Initiative

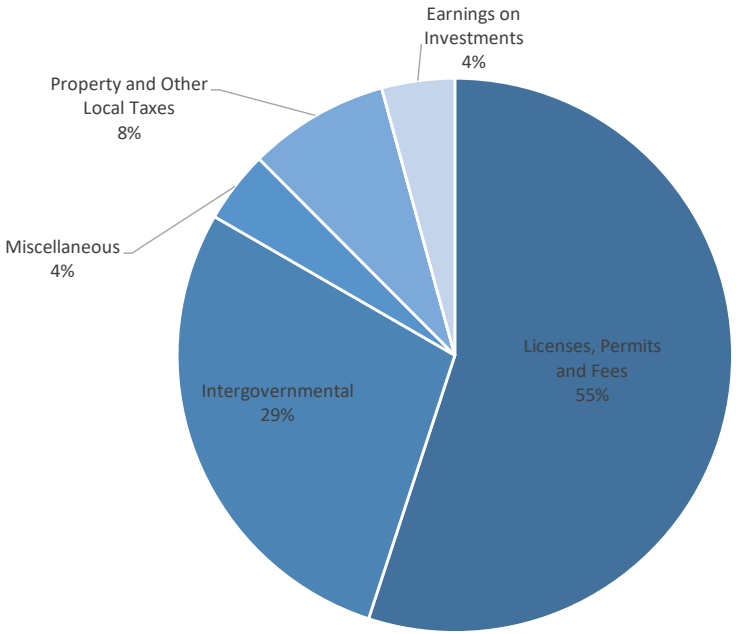
Improve the use of township technology by exploring innovative opportunities to provide phone, internet and cable to Township facilities at a lower cost.

Budget Charts

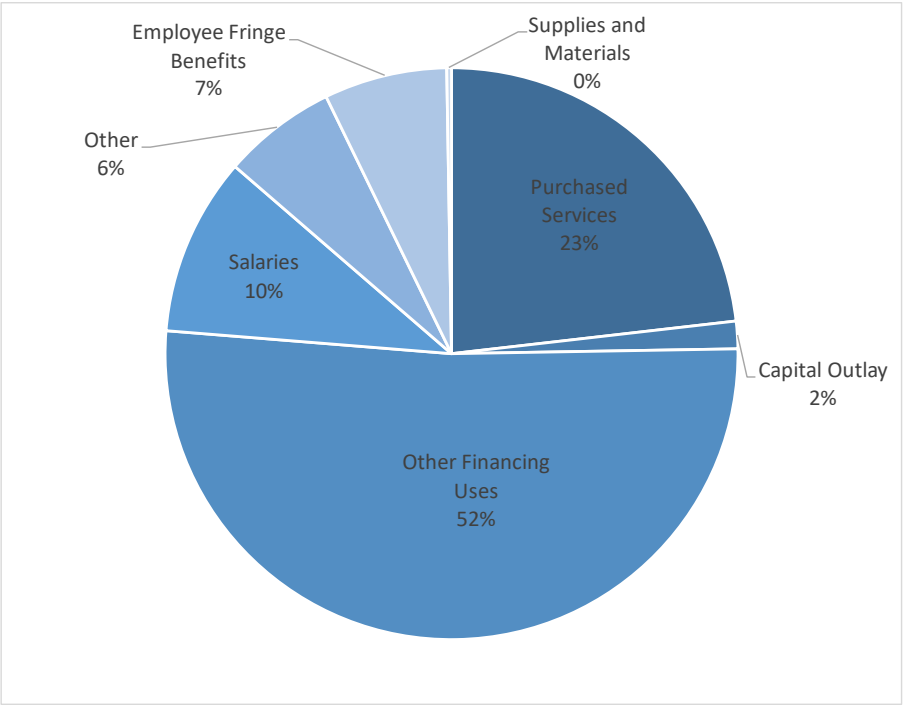
(18 Actual, 19 Budget, 20 Proposed)

General Fund	2018 Actual	2019 Appropriated	2020 Proposed
General Fund Expenses			
Personnel & Employee Benefits	$1,044,748	$959,120	$1,309,728
Other Expenses	$5,480,776	$7,235,276	$6,383,825
Expenses Total	**$6,525,524**	**$8,194,396**	**$7,693,553**
Capital Improvements	$1,017,621	$1,845,889	$119,500
Debt Service	$178,050	$178,400	$178,400
General Fund Revenues			
Licenses, Permits and Fees	$3,377,938	$3,330,020	$3,330,020
Intergovernmental	$923,855	$1,413,375	$1,713,379
Other Financing Sources	$1,743,581	$443,856	$0
Miscellaneous	$2,035,159	$648,989	$254,221
Property and Other Local Taxes	$517,026	$486,849	$496,743
Earnings on Investments	$376,637	$196,000	$257,000
Total Revenues	**$8,974,196**	**$6,519,089**	**$6,051,363**
Beginning Fund Balances	$5,048,629	$7,497,301	$5,821,994
Ending Fund Balances	$7,497,301	$5,821,994	$4,179,804

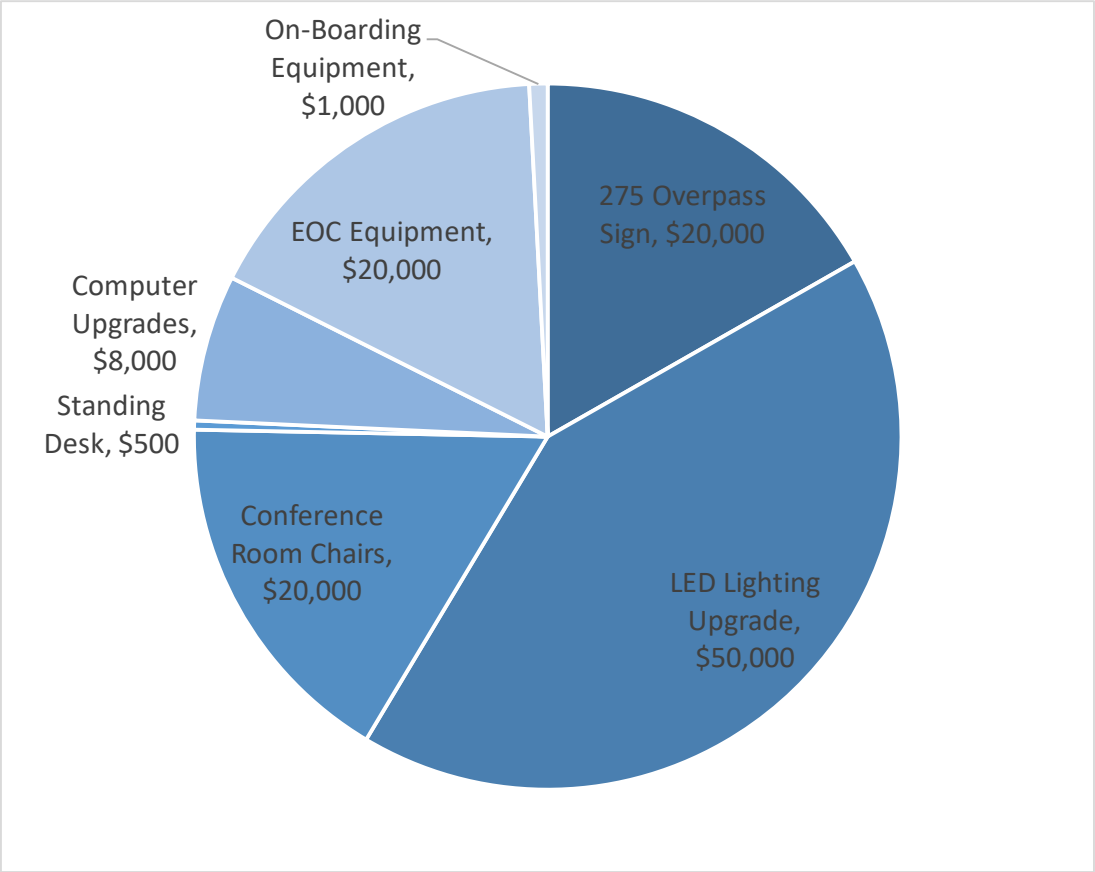
Summary of Revenues



Summary of Expenses



Capital Budget



Fire Department Strategic Plan & Budget

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Message from the Leadership

Geoff Milz

Our Department of Fire and EMS continue to give us mores reasons to be proud of the outstanding work they do for us. Their commitment to excellence and focus on customer service is second to none. From the top of the organization to the bottom, our Fire Fighters and Paramedic/EMTs continue to innovate and provide the highest quality, compassionate patient care; decisive and effective fire fighting services; and forward thinking community risk reduction service. In 2020, as in all of our departments, the Department of Fire and EMS will be focused on creating connections with our residents and businesses to reduce the risk of fires and increase community emergency preparedness. They will be revising and, in some cases, creating new plans for disaster preparedness and response through Continuity of Operations Planning and others. They will be designing and exercising a local Emergency Operations Center so that our community will be prepared when the next disaster strikes. We are fortunate to have such a high quality Fire Department and it can be easy to take the level of service we receive for granted. Its important to note that not all communities are so lucky. It is with gratitude to the men and women of the department that I look forward to seeing what they will accomplish, the lives they will save and the property they will protect in 2020.

Chief Frank Cook

I am pleased to submit the Fiscal Year (FY) 2020 budget for the Department of Fire and Emergency Medical Services (EMS). Consistent with the Department's mission statement and strategic plan, we have prepared this budget with priorities and resources necessary to accomplish the department's goals, expectations, strategies and organizational tactics.
The department's five-year strategic plan revolves around the following six goal areas.

1. Safeguarding our community through effective and efficient emergency services delivery and proactive community risk reduction programs that exceeds our customers' expectations.
2. Cultivating and strengthening relationships with stakeholders that benefit from our services and programs and or directly impact our ability to meet our mission and goals.
3. Developing a professional and diverse workforce that represents and serves our community.

4. Developing, supporting and empowering our workforce to fully realize their leadership potential.
5. Providing the appropriate apparatus, equipment and facilities needed to meet the increasing demands on the fire department and industry standards.
6. Recognizing and scaling to changing budgetary, fiscal, and regulatory conditions while promoting the long-term fiscal health of the department.

FY2020 Focus

The focus of the Department of Fire and EMS will be to continue to utilize its resources in the most efficient and effective manner possible in order to provide its services and meet its mission. Particular focus will be directed toward maintaining adequate response times for all emergencies and minimizing fire loss. A continued focus area for the department will be to meet the growing demands for emergency medical and community risk reduction services. With Colerain's continually changing demographics, there has been a steady annual increase in the number of emergency medical responses and the need for these services.

Training of new fire recruits and incumbent staff will continue to be a major area of focus for the

Department, specifically with regard to fire suppression, emergency medical services,

technical rescue, hazardous materials and community risk reduction. Additionally, the department's training focus will continue to include the areas of professional development and succession management.

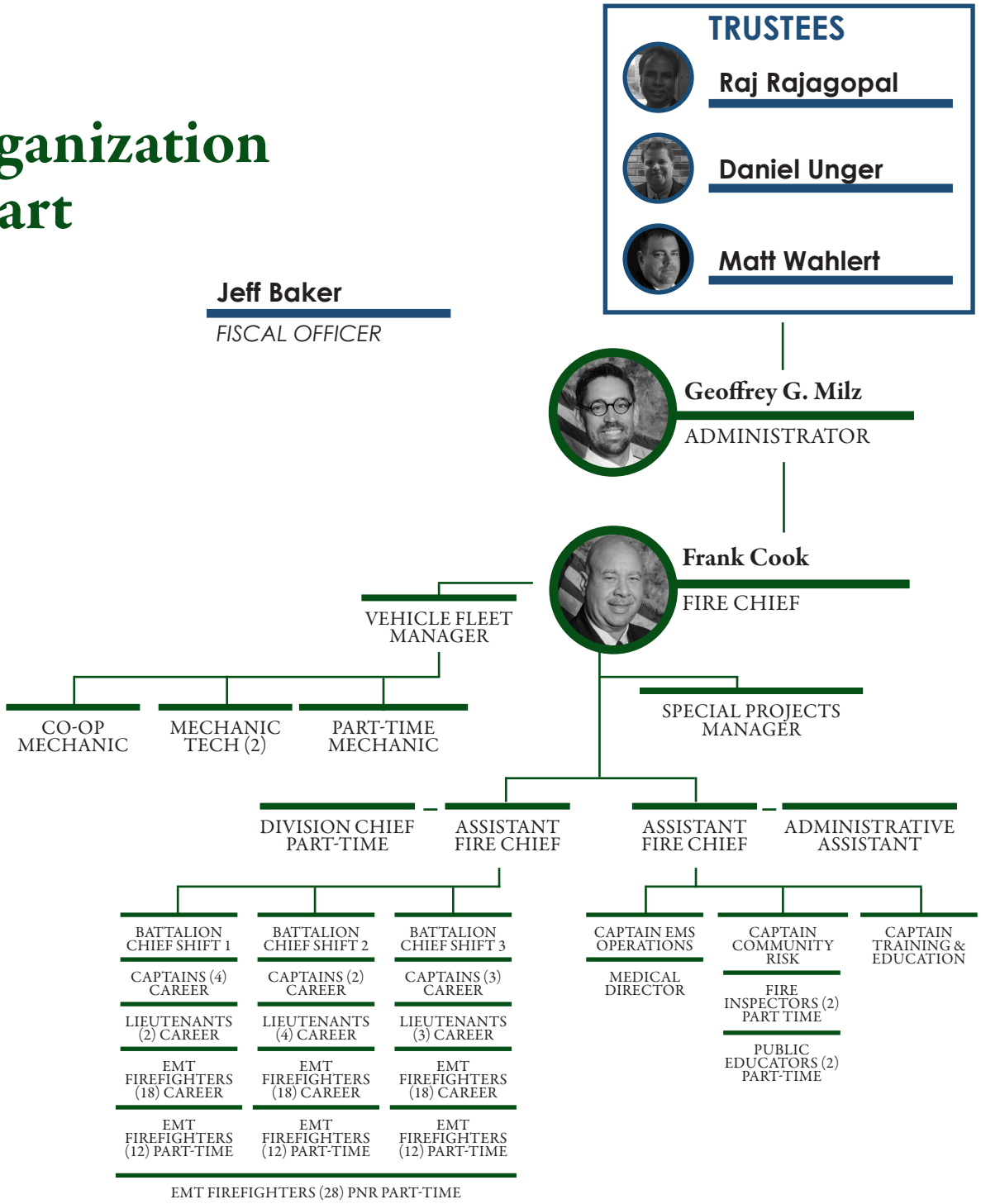
The department will also emphasize long term strategic planning to include prioritizing renewal efforts for aging infrastructure, investment in recruitment and training initiatives to increase workforce diversity and inclusion, community engagement, and continued development of fiscal planning that will drive departmental efforts for the next decade.

Looking Ahead

Knowing where our challenges lie is a critical first step in being able to address them. The Department of Fire and EMS's tradition of sound fiscal management has served us well. This coming fiscal year will be a turning point as we focus on strategies to keep us on a sound financial footing, including investing strategically in the priority of enhancing the welfare and general protection of the citizens, businesses and visitors in Colerain Township. We will continue to work in partnership with our community to support and deliver desired service levels, through efficient and effective business models. This budget allows us to fund fire protection, emergency medical and community risk reduction services, implement the Board of Trustee's priorities and live within our means. This coming fiscal year is a dynamic time bringing both challenges and opportunities to our Township. However, I am confident by

working together with our community, Board of Trustees, and committed staff we will capitalize on opportunities and mitigate challenges, positioning Colerain Township's Department of Fire and EMS to effectively deal with the changes that come in the years ahead and remain a great department that provides first-class service and programs to the community. In closing, we remain positioned to respond to your needs with professionalism, compassion, integrity, and respect.

Organization Chart



Strategic Goals and Initiatives

Strategic Goal

1 Enhance Connections with the Community through Engagement.

Key Performance Indicators

- SKF.1.1 - # of Business Interactions
- SKF.1.2 - # of Fall Free Zones
- SKF.1.3 - # of Open Houses
- SKF.1.4 - # of Rotunda Series Events
- SKF.1.5 - # of AlertColerain Users
- SKF.1.6 - # of Inspections

Strategic Initiatives

F.1.1 Chamber & Business Community Relationship Initiative

Build stronger ties to the Colerain Chamber and Business Community.

SKF.1.1 - # of Business Interactions

F.1.2 Fall Free Zone Initiative

Prevent devastating falls through community risk reduction programing.

SKF.1.2 - # of Fall Free Zones

F.1.3 Open House Initiative

Engage with the Community by inviting them into our fire houses and headquarters.

SKF.1.3 - # of Open Houses

F.1.4 Rotunda Series Initiative

Engage with the community through informational exhibits in the rotunda.

SKF.1.4 - # of Rotunda Series Events

Strategic Goal

1 Enhance Connections with the Community through Engagement.

Key Performance Indicators

- SKF.1.1 - # of Business Interactions
- SKF.1.2 - # of Fall Free Zones
- SKF.1.3 - # of Open Houses
- SKF.1.4 - # of Rotunda Series Events
- SKF.1.5 - # of AlertColerain Users
- SKF.1.6 - # of Inspections
-

Strategic Initiatives

F.1.5 AlertColerain Initiative

Roll out the AlertColerain program to improve communications in an emergency situation.

SKF.1.5 - # of AlertColerain Users

Strategic Goal

2 Effectively Use Data to Improve Operations.

Key Performance Indicators

Strategic Initiatives

F.2.1 Response Time Analytics Initiative
Thoroughly analyze response time data to improve operations.

F.2.2 EMS Performance Metrics Initiative
Establish operational performance metrics for EMS.

F.2.3 Community Paramedicine Initiative
Develop and implement a community paramedicine program.

F.2.5 Divisional Year-End Reporting Initiative
Provide a year-end report for each division in the department.

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Strategic Goal

3 Develop Staff to Achieve Optimal Performance.

Key Performance Indicators

- SKF.3.1 - % of non-male applicants
- SKF.3.2 - % of non-white applicants
- SKF.3.3 - # of training sessions
- SKF.3.4 - average # of training hours per employee

Strategic Initiatives

F.3.1 Standards of Professional Development Initiative

Develop a Standards of Professional Development for the Department.

- SKF.3.3 - # of training sessions
- SKF.3.4 - average # of training hours per employee

F.3.2 Diversity Pipeline Initiative

Improve our recruiting of non-traditional personnel.

- SKF.3.1 - % of non-male applicants
- SKF.3.2 - % of non-white applicants

Strategic Goal

4 Provide Equipment and Facilities to Allow Staff to Execute their Role Flawlessly.

Key Performance Indicators

Strategic Initiatives

F.4.1 Emergency Operations Center Initiative

Procure equipment and exercise a local Emergency Operations Center.

F.4.2 Mass Care Generator Initiative

Upgrade the electric at the community center to allow for a generator to plug into the building. Execute a contract with a generator rental vendor, securing access in an Emergency.

F.4.3 O^2 Contract Initiative

Execute a contract with an oxygen vendor securing access to oxygen during emergency.

F.4.4 Emergency Financial Ops Preparation Initiative

Develop and execute any necessary legislation allowing for financial operations to continue in the event of an emergency.

Strategic Goal

4 Provide Equipment and Facilities to Allow Staff to Execute their Role Flawlessly.

Key Performance Indicators

Strategic Initiatives

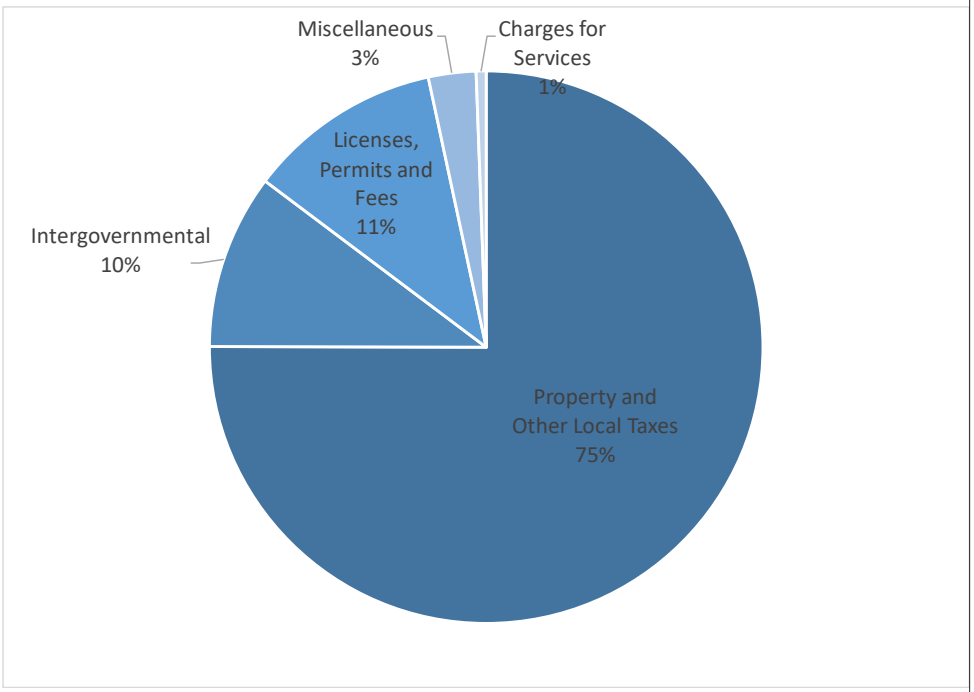
F.4.5 Needs Assessment Initiative
Develop a needs assessment for the department.

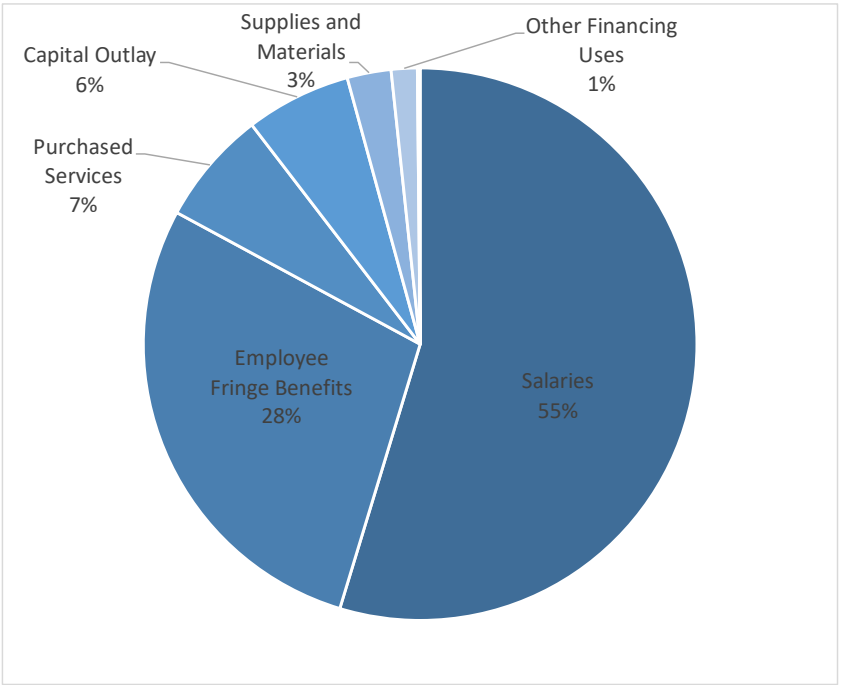
F.4.6 Continuity of Operations Plan Initiative
Develop and adopt a Continuity of Operations Plan (COOP) for the Township.

F.4.7 Emergency Operations Plan Initiative
Develop and Adopt an Emergency Operations Plan.

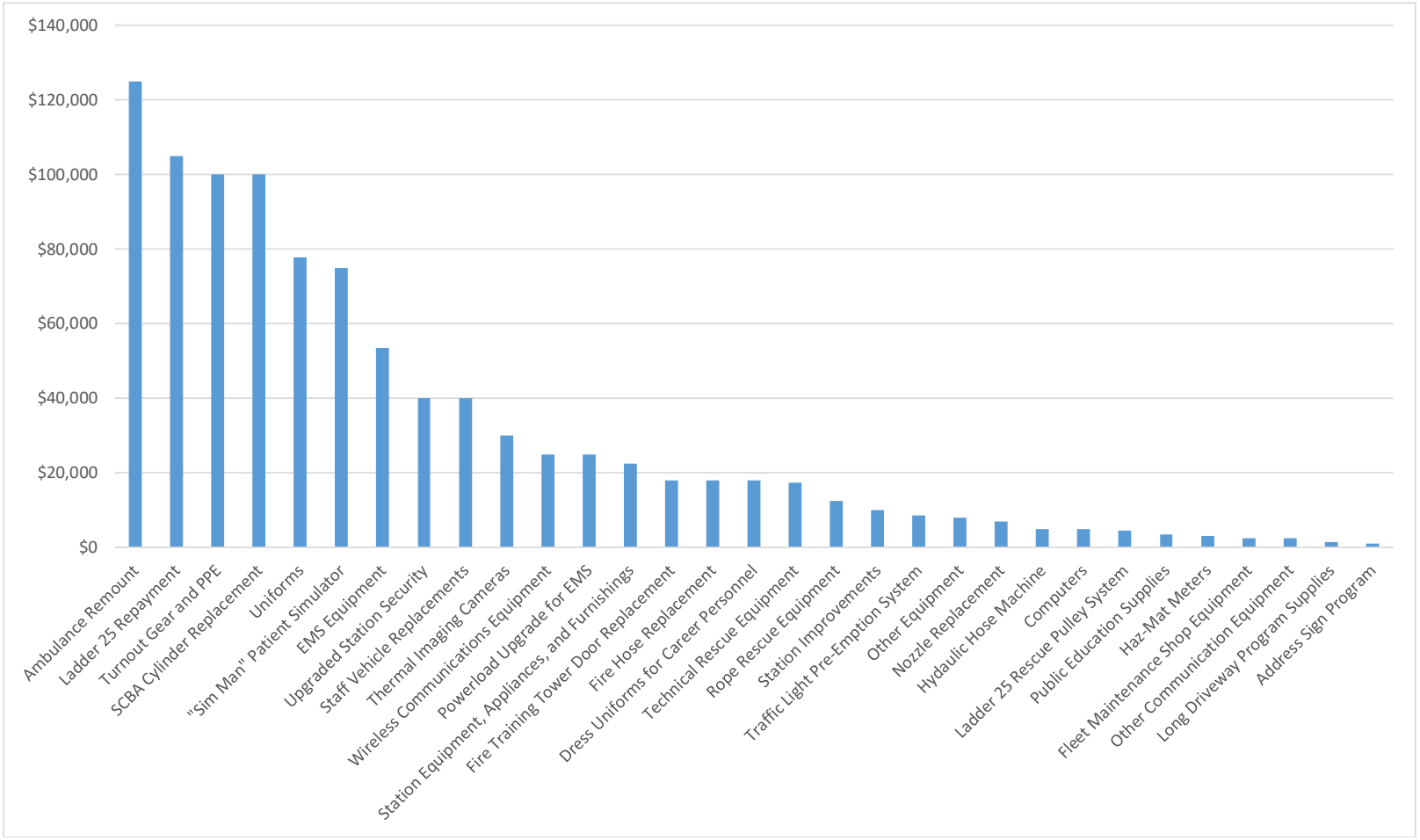
F.4.8 Point of Dispensary Plan Initiative
Develop and Adopt a Point of Dispensary Plan

Fire & EMS Funds	2018 Actual	2019 Appropriated	2020 Proposed
Fire & EMS Expenses			
Personnel & Employee Benefits	$11,075,365	$12,169,555	$12,982,218
Other Expenses	$1,858,354	$2,616,642	$2,677,209
Expenses Total	**$12,933,719**	**$14,786,197**	**$15,659,427**
Capital Improvements	$285,370	$893,700	$964,600
Debt Service	$241,219	$239,919	$238,200
Fire & EMS Revenues			
Licenses, Permits and Fees	$9,476,900	$8,960,756	$9,361,595
Intergovernmental	1,275,970	1,735,821	1,276,720
Other Financing Sources	1,439,790	1,410,000	1,418,000
Miscellaneous	547,525	416,826	346,730
Property and Other Local Taxes	70,000	72,500	72,500
Total Revenues	**$12,810,185**	**$12,595,903**	**$12,475,545**
Beginning Fund Balance	**$8,803,427**	**$8,679,893**	**$6,489,599**
Fire District	$8,507,458	$8,015,943	$5,554,626
Ambulance & EMS	$295,970	$663,950	$934,973
Ending Fund Balance	**$8,679,893**	**$6,489,599**	**$3,305,717**
Fire District	$8,015,943	$5,554,626	$2,811,741
Ambulance & EMS	$663,950	$934,973	$493,976


Miscellaneous
3%
Charges for
Services
1%
Licenses,
Permits and
Fees
11%
Intergovernmental
10%
Property and
Other Local Taxes
75%


Supplies and
Materials
3%
Other Financing
Uses
1%
Capital Outlay
6%
Purchased
Services
7%
Employee
Fringe Benefits
28%
Salaries
55%

Capital Budget



Police Department Strategic Plan & Budget

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Summary of Expenses 76
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Message from the Leadership

Geoff Milz

2019 was not an easy year for our Police Department. It began with the worst tragedy our organization has faced since the loss of Captain Broxterman and Fire Fighter Shira. Police Officer Dale Woods was a good man, a valued friend and trusted police officer in our community. He was also a father, a brother, and a son. We will miss Dale and we will not stop telling his story. He is a hero -as are all of our police officers, investigators, school resource officers and others who risk their lives every shift to keep us safe. The next time you see a police officer in your neighborhood, take the time to tell them how much you appreciate them. They work hard to make our community a better place to live, work and raise a family.
This year they will be working even harder to build relationships in our neighborhoods. As a Township, the big theme of our 2020 strategic plan is "Creating Connections". The officers of our police department were early adopters of the community oriented policing model and continue to place a great deal of emphasis on getting to know people in the community before they call us for service. I'm proud of the work that each of them do every day and am grateful for their service to our community.

Chief Mark Denney

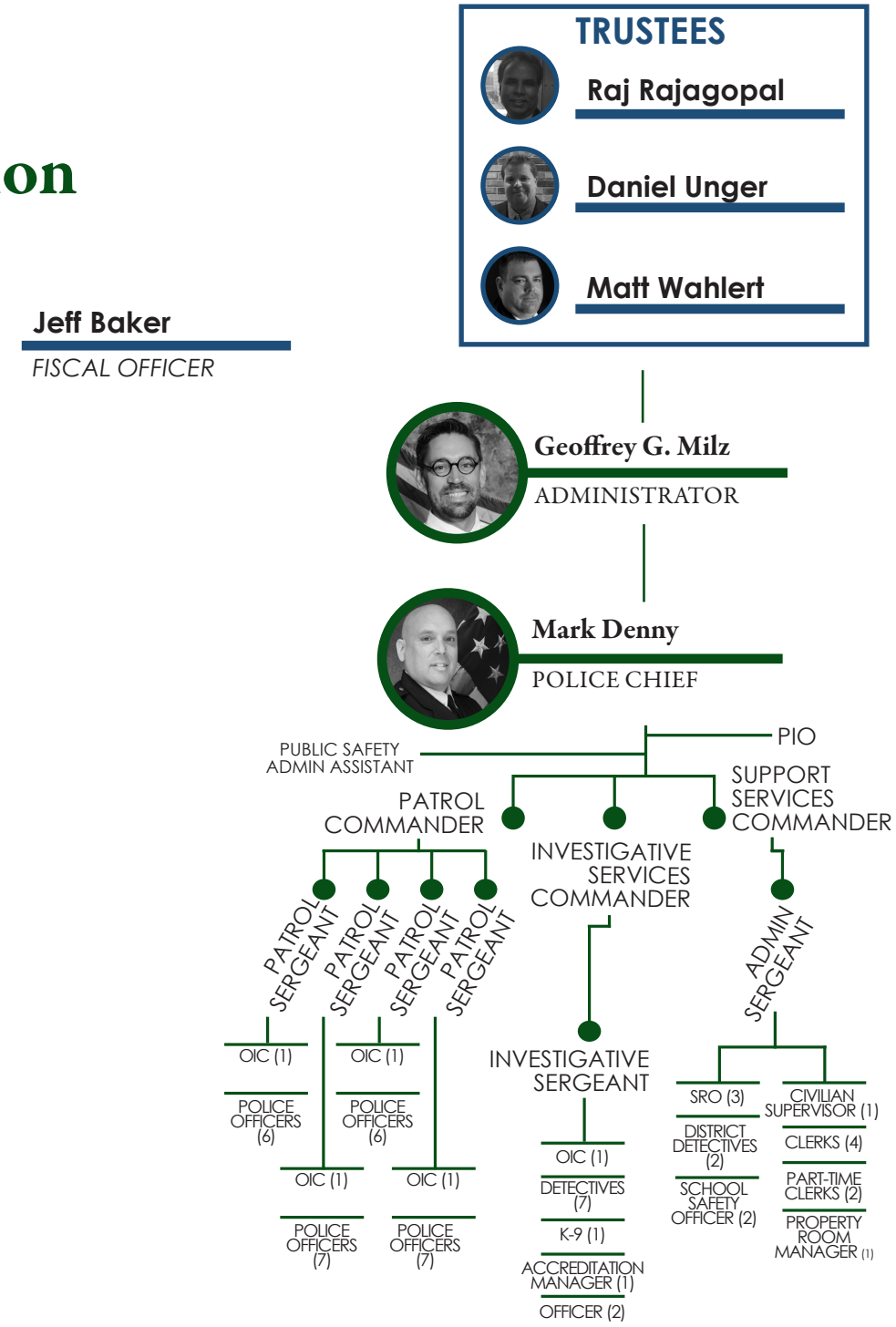
2020 is the sixth year of a levy designed to support operations for only five years. In 2018, the Department spent $354,180.54 less than appropriated and $808,947 less than the revenue generated for 2018. It should be noted that spending is expected to outpace revenue in year three of a five-year levy. We are on pace in 2019 to replicate this performance.
In 2019, increases in the Hamilton County Communications Center drove the major increases. There was a large, unexpected loss of revenue from the expiration and renegotiation of the Mall agreement. The Police Department secured much needed investigative equipment and maintained contracts for the body cameras and Tasers. There were many unexpected expenses that were incurred during the line of duty death we experienced in January. Even with these unexpected expenses and loss of revenue, the Police Department, again, spent less that the 2019 appropriation and for the fifth year of this levy, spent significantly less than the revenue generated for the year. 2020's budget will be significantly, but positively, impacted by a 38% reduction in communications expenses, a savings of nearly $235,000 Township-wide.

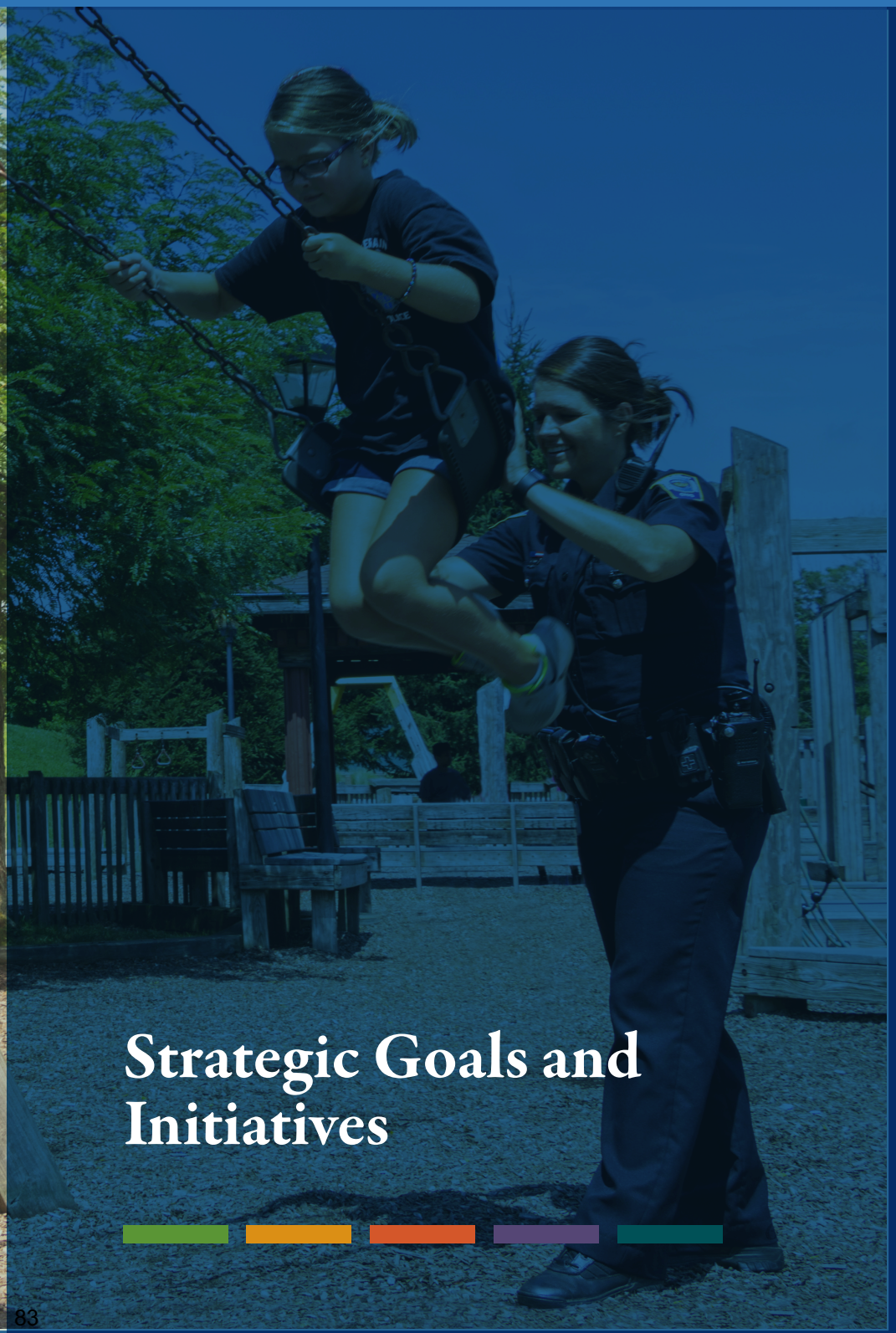
A plan to improve officer health and wellness is a primary focus for 2020. External vests, which shift the load carried by the officers from the hips and back, are in the budget as are mental health check-ups. The protection of our officers' health is vital to ensuring the safety of the Township.

Outside revenue represents nearly 25% of the Department's revenue. This reduced the burden on the taxpayer and extends the Police Department's 2014 levy.

The Police Department will continue to search for revenue opportunities while practicing responsible spending. Each dollar in the budget has been reviewed and justified, that will continue to be a practice of the leadership in the Police Department.

Organization Chart





Strategic Goals and Initiatives

Strategic Goal

1 Enhance Connections with the Community through Engagement.

Key Performance Indicators

SKO.1.1 - # of Self Defense Classes Offered
SKO.1.2 - # of Individuals in Self-Defense Class
SKO.1.3 - # of External Active Shooter Trainings
SKO.1.4 - # of Individuals in Active Shooter Trainings
SKO.1.5 - # of Participants in Police Department
SKO.1.6 - # Open House Attendees

Strategic Initiatives

Community Self-Defense Initiative

Offer self-defense classes to community members.

SKO.1.1 - # of Self Defense Classes Offered

External Active Shooter Training Initiative

Conduct a school-based active shooter training.

SKO.1.3 - # of External Active Shooter Trainings

Pedestrian Safety Initiative

Conduct quarterly events aimed at improving pedestrian safety focused on enforcement, education and engineering interventions.

Open House Initiative

Hold Police Department Open Houses

SKO.1.6 - # Open House Attendees

Strategic Goal

2 Provide Outstanding Training and Opportunities for Professional Development

Key Performance Indicators

- SKO.2.1 - Average Officer Range Score
- SKO.2.2 - % of Officers with Completed Mental Health Training
- SKO.2.3 - % of Officers with Completed Defensive Tactics Training
- SKO.2.4 - % of Officers with Completed Active Shooter Training

Strategic Initiatives

Range Time Initiative

Provide more opportunities for officers to practice marksman ship at the firing range.

- SKO.2.1 - Average Officer Range Score

Mental Health Training Initiative

Develop and implement a mental health training module for police officers.

- SKO.2.2 - % of Officers with Completed Mental Health Training

Defensive Tactics Initiative

Develop and implement a defensive tactics training for police officers.

- SKO.2.3 - % of Officers with Completed Defensive Tactics Training

Active Shooter Initiative

Develop and implement active shooter training for police officers.

- SKO.2.4 - % of Officers with Completed Active Shooter Training

Strategic Goal

2 Provide Outstanding Training and Opportunities for Professional Development

Strategic Initiatives

Career Path Initiative

Update the Career Path Matrix.

Simulator Room Initiative

Complete Simulator Room and institute a formal training schedule.

Field Training Officer Initiative

Revise FTO Program.

Key Performance Indicators

- SKO.2.1 - Average Officer Range Time
- SKO.2.2 - % of Officers with Completed Mental Health Training
- SKO.2.3 - % of Officers with Completed Defensive Tactics Training
- SKO.2.4 - % of Officers with Completed Active Shooter Training
-

-

Strategic Goal

3 Treat our sworn and civilian staff with dignity and fairness.

Key Performance Indicators

- SKO.3.1 - % of staff participating in wellness programs

Strategic Initiatives

Civilian Compensation Initiative
Review and benchmark civilian staff salaries.

Officer & Sergeant Collective Bargaining Initiative
Negotiate and adopt new CBA for Blue and Gold Units.

Mental Health Initiative
Institute mental health check-ups for police officers.

Investigator Specialization Initiative
Specialize investigator assignments.

- SKO.3.1 - % of staff participating in wellness programs

Strategic Goal

3 Treat our sworn and civilian staff with dignity and fairness.

Key Performance Indicators

Strategic Initiatives

Employee Connection Initiative

Organize and implement a police department employee picnic.

Strategic Goal

4 Continuously Improve the Operations of the Police Department.

Key Performance Indicators

- SKO.4.1 - # of cases on the unofficial court docket

Strategic Initiatives

Unofficial Court Initiative
Expand the use of unofficial court

Spatial Planning Initiative
Plan for expanding spatial needs of police department

Parking Lot Design Initiative
Explore alternative designs for the police department parking lots.

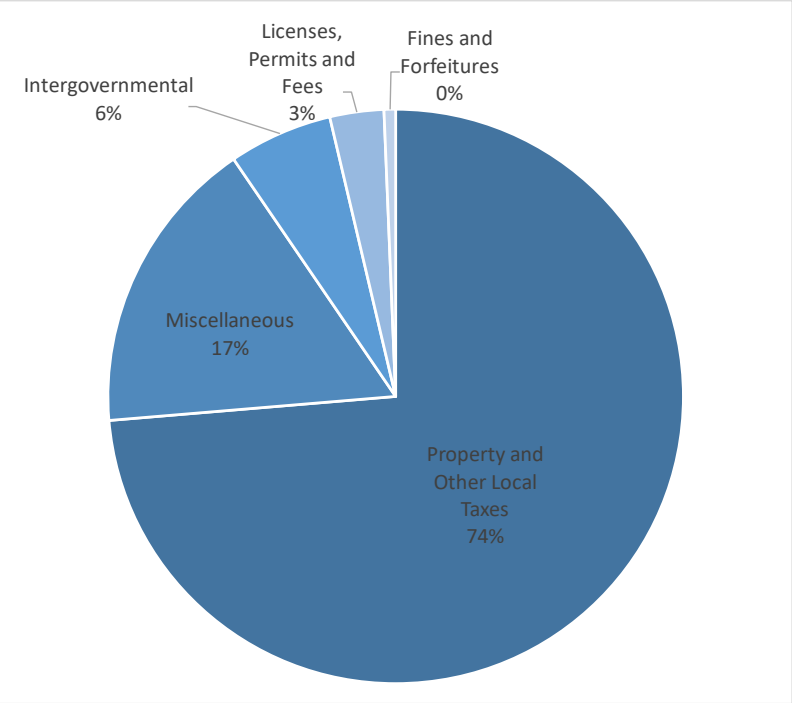
- SKO.4.1 - # of cases on the unofficial court docket

Budget Charts

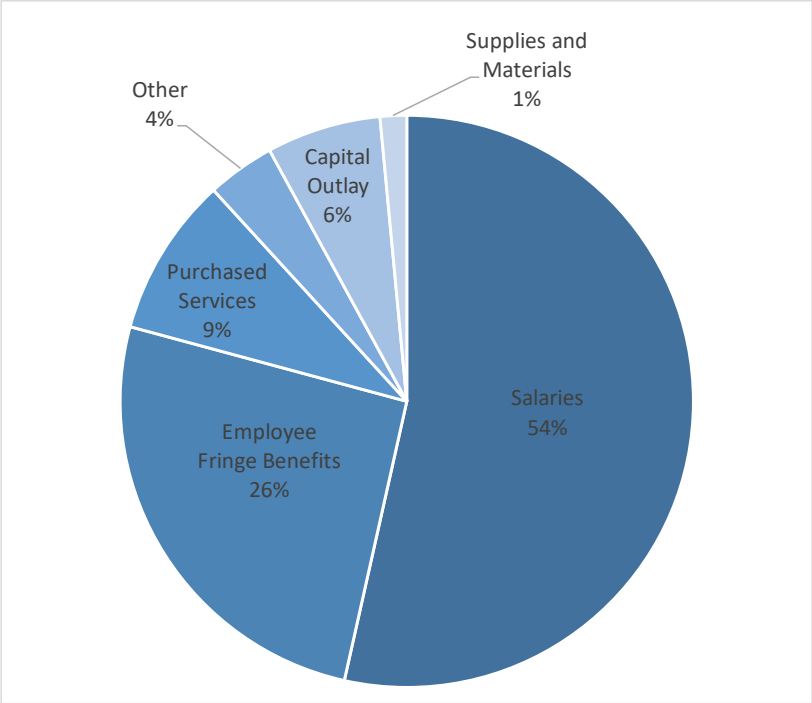
(18 Actual, 19 Budget, 20 Proposed)

Police	2018 Actual	2019 Appropriated	2020 Proposed
Police Expenses			
Personnel & Employee Benefits	$6,227,714	$6,985,063	$7,333,147
Other Expenses	$1,314,573	$1,545,989	$1,925,477
Expenses Total	**$7,542,287**	**$8,531,052**	**$9,258,624**
Capital Improvements	$162,815	$152,750	$597,450
Debt Service	$0	$0	$0
Police Revenues			
Property and Other Local Taxes	$6,088,657	$5,818,749	$6,073,407
Miscellaneous	$1,304,640	$1,530,256	$1,386,050
Intergovernmental	$613,860	$482,775	$481,609
Licenses, Permits and Fees	$296,032	$280,000	$250,000
Fines and Forfeitures	$48,052	$45,198	$53,500
Total Revenues	**$8,351,241**	**$8,156,978**	**$8,244,566**
Beginning Fund Balance	**$2,890,449**	**$3,699,402**	**$3,325,329**
Police District	$2,768,305	$3,518,429	$3,165,999
Law Enforcement Trust	$119,729	$177,972	$156,328
Enforcement & Ed	$2,415	$3,001	$3,001
Ending Fund Balance	**$3,699,402**	**$3,325,329**	**$2,311,270**
Police District	$3,518,429	$3,165,999	$2,097,941
Law Enforcement Trust	$177,972	$156,328	$210,328
Enforcement & Ed	$3,001	$3,001	$3,001

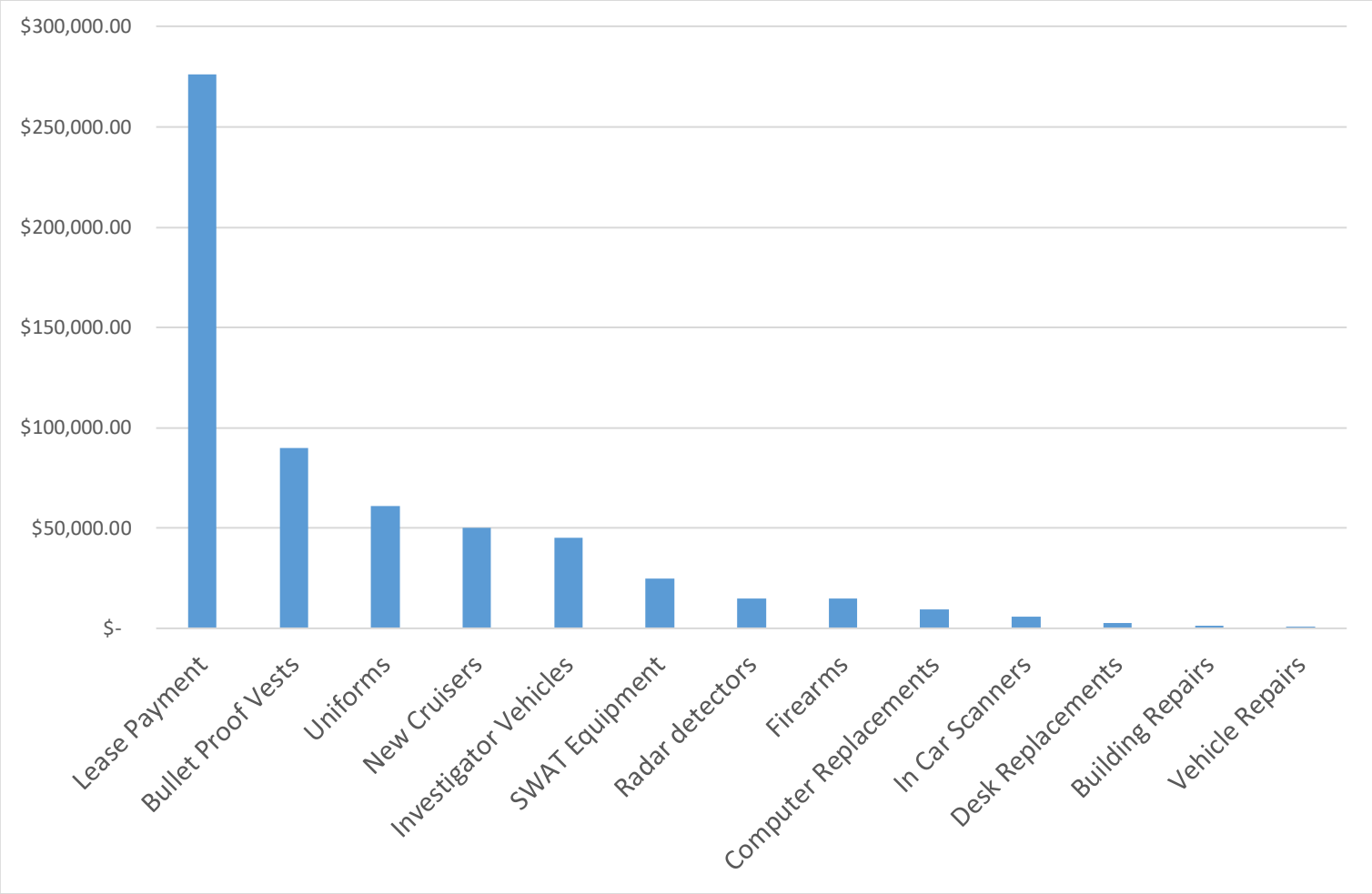
Summary of Revenues



Summary of Expenses



Capital Budget



Public Services Department Strategic Plan & Budget

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Message from the Leadership

Jeff Weckbach

In 2019, the Public Services Department experience a year of firsts and transition. During 2019, the Department hired its first facility manager. This role will fill a vital hole in the organization, as this individual will document all of the major components of our buildings, develop a replacement schedule for those items, and will allow the Township to save money by in-sourcing various preventative maintenance contracts. The Department planted its first sunflower field in 2019. This new sunflower field was the epitome of beautification and created a number of fantastic photo opportunities for residents.
The Township also performed its first self-assessment of the Department, with the intent of gaining accreditation by the American Public Works Association. Through this process the Department was able to connect with peers to identify various internal work gaps and was able to work together internally to develop plans to address those gaps. Finally, the Department rolled out its first series of park spotlights through the Township's e-newsletter, CERKL, in an attempt to drive additional traffic to one of our many fantastic parks.
The Township also experience a transition in the leadership of the Department with the hire of Jackie O'Connell in November of 2019. Jackie brings a wealth experience and technical expertise that will allow the Department to continue to flourish and to find ways to become more efficient within our existing resources. Some of the exciting items that this department will accomplish in 2020 will include a new Megaland playground in Colerain Park and the roll out of a 5-Year Road Replacement Plan

Jackie O'Connell

The Colerain Township Public Services Department provides planning and maintenance of the Township's roads, infrastructure, parks, historical cemeteries and events. The many facets of the department keeps everyone busy trying to maintain services, facilities and activities for Colerain Township residents, guests and businesses.
The second year of summer camp was again a resounding success, as participants even participated in discussions around what the new Megaland Playground replacement could be.
The large-scale Royal Heights neighborhood road repairs were also completed. Working with Duke and MSD, we were able to replace aging sidewalks, curbs, signs and roadways. This was

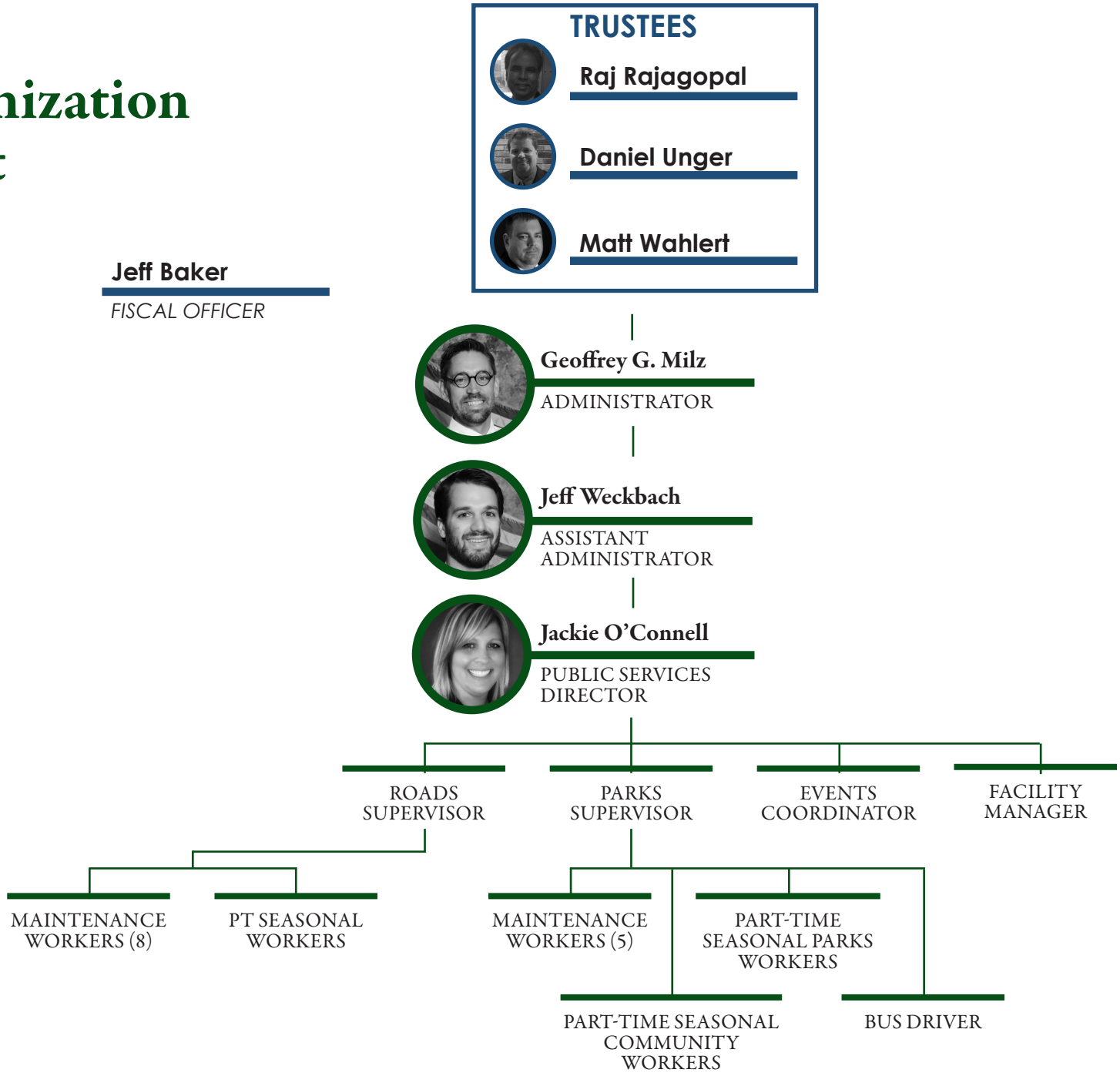
a massive undertaking, and staff worked hard to facilitate the project with as little impact to the residents as possible.

The sunflowers we planted behind the Community Center are now preserved for years with the hundreds of pictures that were taken with the fantastic yellow backdrop!

To keep residents and guests updated, we increased communication about our projects and activities via CERKL. Hopefully you're all subscribed to the free service and are getting the updates and behind-the-scenes information.

We completed the self-evaluation and documentation necessary to become accredited by the American Public Works Association, and are now in the review phase of that massive process. We will be only the second township in Ohio to become accredited once the entire process is complete.

Organization Chart



Strategic Goals and Initiatives

2020 Strategic Goals for the Public Services Department

1 Enhance Connections with the Community through Engagement.

2 Improve the Condition of our Roads and Stormwater Infrastructure.

3 Improve our Parks, Historic Cemeteries and Senior & Community Center.

4 Improve the Operations of the Department.

Strategic Goal

1 Enhance Connections with the Community through Engagement.

Key Performance Indicators

- SKS.1.1 - # of HOA's participating in events
- SKS.1.2 - # of residential contacts for road program

Strategic Initiatives

S.1.1 Stormwater Maintenance for HOA's Initative

Enhance Connections with residents by partnering with Hamilton County Soil & Water Conservation District and others to educate HOAs about stormwater infrastructure maintenance.

SKS.1.1 - # of HOA's participating in events

S.1.2 Road Program Communication Initiative

Connect with our residents and stakeholders by developing a communication protocol for disseminating information about repaving work in neighborhoods.

SKS.1.2 - # of residential contacts for road program

Strategic Goal

2 Improve the Condition of our Roads, Township Facilities and Stormwater Infrastructure.

Strategic Initiatives

S.2.1 Capital Improvement Plan Initiative

Improve condition of roads by developing a capital improvement plan.

- SKS.2.1 - Capital Needs Ratio

S.2.2 Facilities/Capital Replacement Plan Initiative

Improve condition of township facilities by developing a Facilities/ Captial Replacement Plan.

- SKS.2.1 - Capital Needs Ratio

S.2.3 Stormwater Infrastructure Inventory Initiative

Improve stormwater infrastructure by preparing an inventory of all township stormwater infrastructure and an evaluation of its condition.

- SKS.2.4 - Stormwater Infrastructure Inspection Ratio
- SKS.2.5 - Average Stormwater Infrastructure Condition

S.2.4 Road Resurfacing Initiative

Improve the condition of township roads by preparing a road resurfacing plan projecting and mapping the anticipated year for each road segment to be resurfaced assuming a $1.25M per year resurfacing budget.

- SKS.2.2 - Average PCI Score
- SKS.2.3 - PCI Score by Neighborhood

Key Performance Indicators

- SKS.2.1 - Capital Needs Ratio
- SKS.2.2 - Average PCI Score
- SKS.2.3 - PCI Score by Neighborhood
- SKS.2.4 - Stormwater Infrastructure Inspection Ratio
- SKS.2.5 - Average Stormwater Infrastructure Condition
- SKS.2.6 - Street Tree Deployment Ratio

Strategic Goal

2 Improve the Condition of our Roads and Stormwater Infrastructure.

Key Performance Indicators

- SKS.2.1 - Capital Needs Ratio
- SKS.2.2 - Average PCI Score
- SKS.2.3 - PCI Score by Neighborhood
- SKS.2.4 - Stormwater Infrastructure Inspection Ratio
- SKS.2.5 - Average Stormwater Infrastructure Condition
- SKS.2.6 - # of Street Trees Planted

Strategic Initiatives

S.2.5 Street Tree Initiative

Improve the conditions of our roads by identifying street segments that have no street trees

S.2.6 Special Assessment District Initiative

Improve the conditions of our roads by developing a process by which township residents can create a special assessment district.

S.2.7 Loralinda Chicane Initiative

Improve the conditions of our roads by completing the design and construction documentation for the chicane on Loralinda Dr.

S.2.8 Sign Inventory Initiative

Improve road infrastructure by preparing an inventory of all township signs infrastructure and an evaluation of its condition.

- SKS.2.6 - # of Street Trees Planted

Strategic Goal

2 Improve the Condition of our Roads and Stormwater Infrastructure.

Strategic Initiatives

S.2.9 Pavement Condition Index Initiative

Improve the conditions of our roads by identifying the condition of all street segments.

Key Performance Indicators

- SKS.2.1 - Capital Needs Ratio
- SKS.2.2 - Average PCI Score
- SKS.2.3 - PCI Score by Neighborhood
- SKS.2.4 - Stormwater Infrastructure Inspection Ratio
- SKS.2.5 - Average Stormwater Infrastructure Condition
- SKS.2.6 - Street Tree Deployment Ratio

- SKS.2.6 - Street Tree Deployment Ratio

Strategic Goal

3 Improve our Parks, Historic Cemeteries and Senior & Community Center.

Key Performance Indicators

- SKS.3.1 - Average Customer Service Score – by Park
- SKS.3.2 - Average Customer Service Score – Community Center
- SKS.3.3 - Headstone Condition Ratio
- SKS.3.4 - # of butterfly gardens in Northbrook

Strategic Initiatives

S.3.1 Customer Satisfaction Survey Initiative

Improve the conditions of the townships parks and community center by auto-emailing a customer satisfaction survey following every rental in our parks and community center.

- SKP.3.1 - Average Customer Service Score – by Park

S.3.2 Customer Satisfaction Kiosk Initiative

Improve the operations of the Senior Center and evaluate program delivery by the YMCA by implementing a customer satisfaction kiosk at the Senior Center.

- SKP.3.2 - Average Customer Service Score – Community Center

S.3.3 Small Dog Park Initiative

Improve the offerings of our parks by adding a dog park specifically for smaller dogs.

S.3.4 Public/Private Partnership Initiative

Improve our parks by exploring ways to encourage private investments and provision of services in our public parks.

Strategic Goal

3 Improve our Parks, Historic Cemeteries and Senior & Community Center.

Key Performance Indicators

- SKP.3.1 - Average Customer Service Score – by Park
- SKP.3.2 - Average Customer Service Score – Community Center
- SKP.3.3 - Headstone Condition Ratio
- SKP.3.4 - # of butterfly gardens in Northbrook

Strategic Initiatives

S.3.5 Megaland Initiative

Improve our parks by constructing the Megaland Playground.

S.3.6 Historic Cemetery Repair Initiative

Improve the condition of our historic cemeteries by inventorying and identifying headstones that need to be repaired; identifying other historic cemetery needs; developing a budget for cemetery repair; and partnering with the historical society.

- SKP.3.3 - Headstone Condition Ratio

S.3.7 Northbrook Butterfly Garden Initiative

Improve our parks by creating butterfly gardens in the northbrook neighborhood.

- SKP.3.4 - # of butterfly gardens in Northbrook

Strategic Goal

3 Improve our Parks, Historic Cemeteries and Senior & Community Center.

Key Performance Indicators

- SKS.3.1 - Average Customer Service Score – by Park
- SKS.3.2 - Average Customer Service Score – Community Center
- SKS.3.3 - Headstone Condition Ratio
- SKS.3.4 - # of butterfly gardens in Northbrook

Strategic Initiatives

S.3.9 Toddler Park Initiative

Improve our parks by completing the planning for a toddler park in the Northbrook Neighborhood.

S.3.10 Hall Rental Review Initiative

Improve our Community Center by exploring public/private partnerships for event management.

S.3.11 Cost of Service & Fee Structure Initiative

Improve our Parks & Community Center by reviewing the costs to provide parks and community center services and the fees that support those services.

Strategic Goal

4 Improve the Operations of the Department.

Strategic Initiatives

S.4.1 PubWorks Initiative

Improve the operations of the department by tracking time and materials on work orders using PubWorks.

S.4.2 Traffic Calming Library Initiative

Improve neighborhood safety by deploying traffic calming devices in neighborhoods.

S.4.3 APWA Initiative

Improve the operations of the department by completing the APWA accredidation process.

S.4.4 Street Sweeping Initative

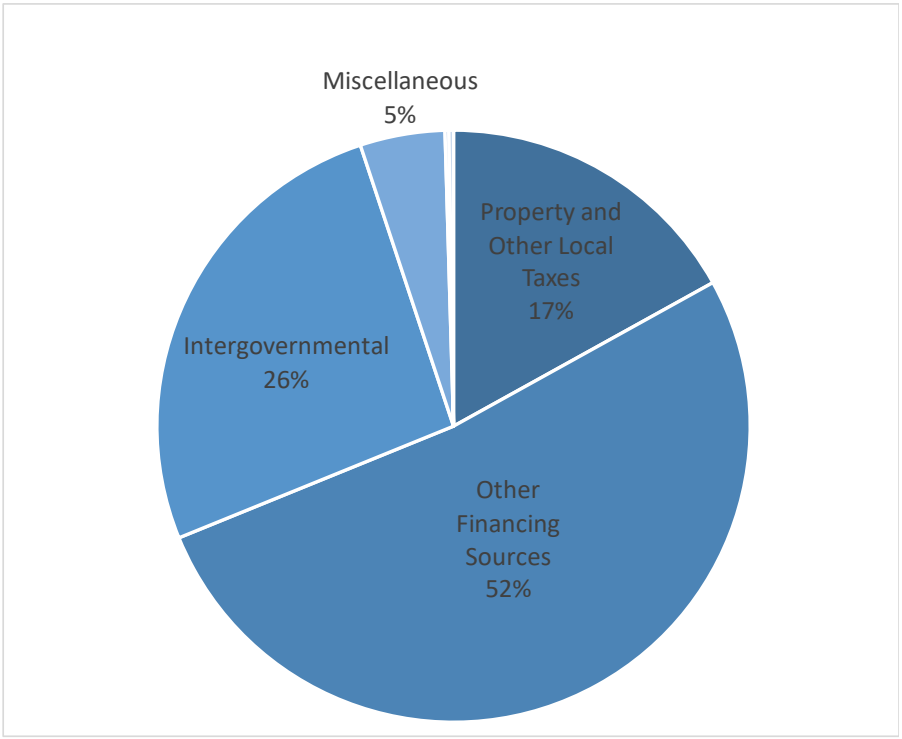
Improve the operations of the department by tracking the overall amount of street sweeper usage in Colerain Township to determine if there is capacity to assist with specialized street sweeping or to lease the street sweeper to other agencies.

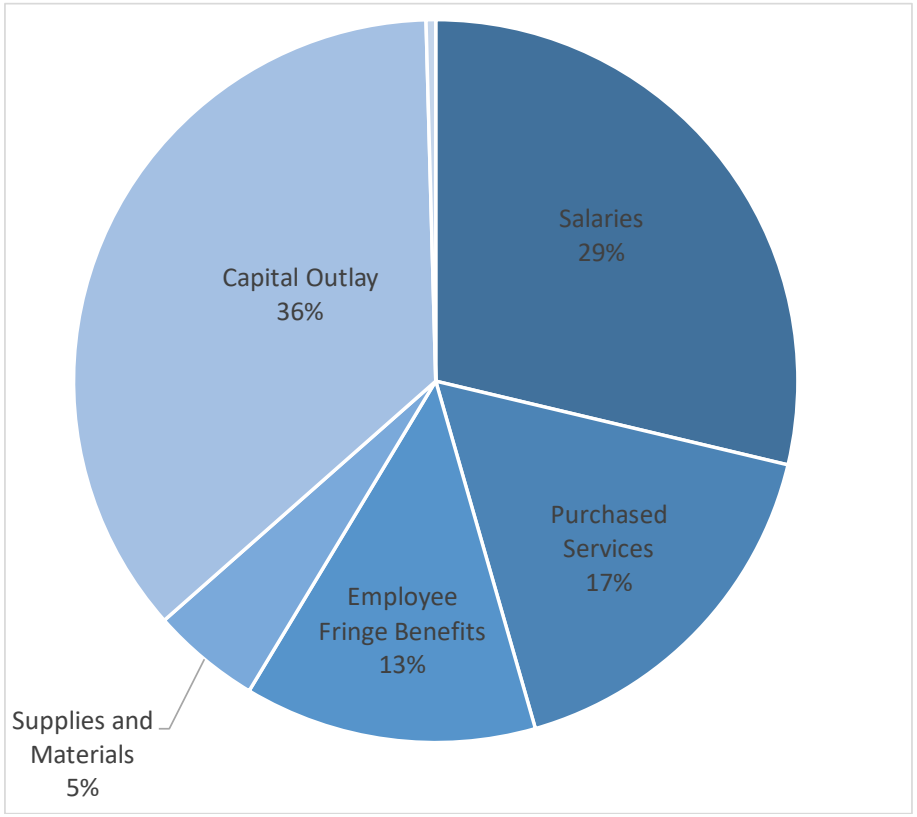
Key Performance Indicators

- SKS.4.1 - Number of work orders completed by type
- SKS.4.2 - Number of traffic calming device tests
- SKS.4.3 - Percent of APWA chapters approved by the APWA
- SKS.4.4 - Number of miles swept

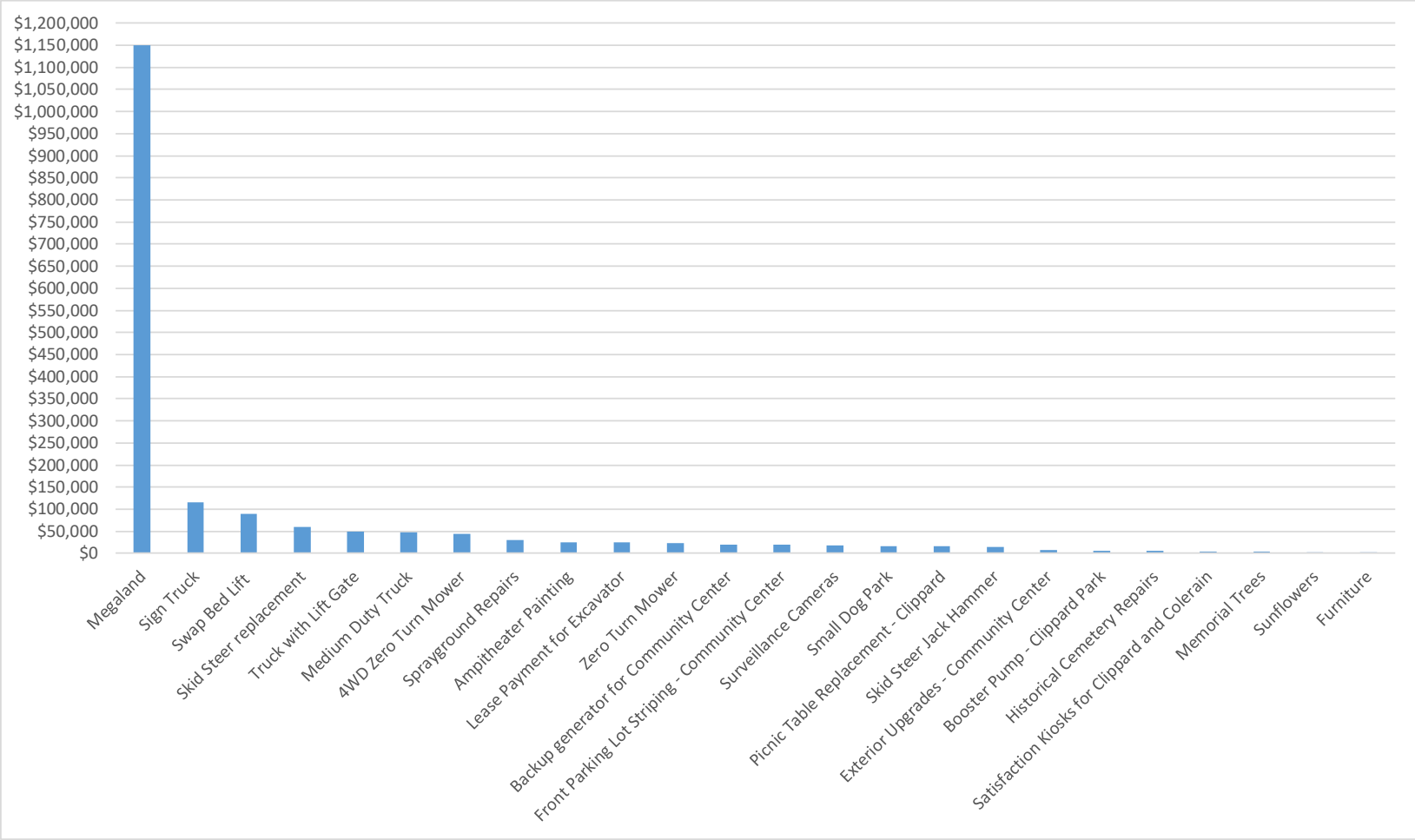
- SKS.4.1 - Number of work orders completed by type
- SKS.4.2 - Number of traffic calming device tests
- SKS.4.3 - Percent of APWA chapters approved by the APWA
- SKS.4.4 - Number of miles swept

Public Services	2018 Actual	2019 Appropriated	2020 Proposed
Public Services Expenses			
Personnel & Employee Benefits	$1,704,040	$1,911,907	$2,075,299
Other Expenses	$788,242	$1,022,090	$2,892,252
Expenses Total	**$2,492,282**	**$2,933,997**	**$4,967,551**
Capital Improvements	$1,090	$20,315	$1,792,396
Debt Service	$517,432	$518,932	$524,400
Public Services Revenues			
Property and Other Local Tax	$1,048,789	$1,154,179	$884,084
Intergovernmental	$899,362	$659,554	$1,360,409
Other Financing Sources	$714,711	$860,595	$2,708,564
Miscellaneous	$297,457	$270,911	$241,496
Licenses, Permits and Fees	$0	$0	$13,200
Earnings on Investments	$21,978	$8,695	$10,838
Total Revenues	**$2,982,297**	**$2,953,934**	**$5,218,591**
Beginning Fund Balances	**$1,477,406**	**$1,967,421**	**$1,987,359**
Motor Vehicle License Tax	$119,286	$112,842	$98,432
Gasoline Tax	$739,136	$918,727	$983,575
Road and Bridge	$180,274	$269,885	$212,693
Permissive Motor Vehicle License	$339,008	$544,830	$692,658
Parks & Services	$24,039	$91,924	$0
Community Center	$75,663	$29,213	$0
Ending Fund Balances	**$1,967,421**	**$1,987,359**	**$2,238,399**
Motor Vehicle License Tax	$112,842	$98,432	$82,768
Gasoline Tax	$918,727	$983,575	$1,001,542
Road and Bridge	$269,885	$212,693	$259,240
Permissive Motor Vehicle License	$544,830	$692,658	$894,848
Parks & Services	$91,924	$0	$0
Community Center	$29,213	$0	$0


Miscellaneous
5%
Property and
Other Local
Taxes
17%
Intergovernmental
26%
Other
Financing
Sources
52%


Salaries
29%
Capital Outlay
36%
Purchased
Services
17%
Employee
Fringe Benefits
13%
Supplies and
Materials
5%

Capital Budget



Planning Department Strategic Plan & Budget

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Message from the Leadership

Jeff Weckbach

Beautification and engagement were two themes that were built for the Planning and Zoning Department. Throughout 2019, this Department was able to engage citizens through a new mini grant program that allowed residents to beautify their own neighborhood. The Department also engaged with residents to identify and award the various beautiful yards throughout Colerain Township by re-instituting the CCA Yard Award. In addition to these initiatives that had a direct relationship between beatification and engagement, the Township also decided to hire a Code Enforcement Specialist in order to be more proactive in the enforcement of property maintenance and code violations.

Building on the successes of 2019, the Department is geared to shift toward the theme of connections. Starting in early 2020, the Township will unveil the Main Street Trail, connecting residents to several major community assets, including Clippard Park, Colerain High School, and the Township Administration building. The Department will also work to implement the first sidewalk maintenance program in Colerain Township, thereby improving critical existing connections throughout our neighborhoods.

On top of all of this, the Department is poised to become more efficient and to roll out a full comprehensive plan update by the end of 2020. This task will be a large undertaking for the Department and will require the expertise of all of the Department's staff members.

Mike Ionna

If you fail to plan, you are planning to fail – Benjamin Franklin

As the new Department Head I am proud to announce that 2020 will be a banner year for the Planning & Zoning Department. In addition to our day-to-day administrative functions we will be working on a full program of initiatives with a focus in three core areas: Strategic Planning, Operations, and Connectivity.

Strategic Planning

Perhaps the most critical initiative of 2020 is the completion of the Comprehensive Plan. In a nutshell the plan will identify where we are currently as a community, what we aspire to become and how we get there. Once completed, the plan will serve as the strategic vision for future development and improved quality of life in Colerain Township over the next 15-20 years. Staff plans on having a draft of the plan ready for adoption in December.

Other strategic planning initiatives the Department will be working on include revisions to the Zoning Resolution that

address critical fixes until a full update of the Resolution can be completed in 2021, the creation of a "grant calendar" that catalogs critical dates for funding opportunities and drafting a plan that charts the next round of CDBG (Community Development Block Grant) funding.

Operations

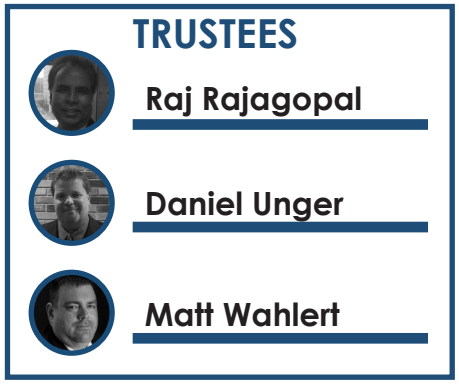
Administration and processing of permits, development review and property maintenance complaints is at the core of what Staff does on a daily basis. Keeping the Department current with best practices for the provision of these services is critical to sustaining a positive relationship with our residents, business and development community. Early in the year our team will conduct a comprehensive inventory of all administrative operations, evaluating them from an internal and external perspective. The goal of this massive undertaking is to enhance customer experience and satisfaction, make use of current technologies, foster predictable outcomes, and increase efficiency of staff resources. The long term vision for our Department is to become a leader in the region serving as a benchmark for best next practices in administrative operations.

Connectivity

Staff is very excited about this year's theme and we have multiple initiatives that correspond with "Connectivity," both physical and social. The "New Sidewalk Program" identifies and creates new connections that fill in existing gaps in the sidewalk network linking neighborhoods to community assets like schools, libraries, and commercial areas. Staff will also be rolling out a "Revolving Sidewalk Maintenance Program" that will fix or replace deteriorating sidewalks located on Township streets on an annual basis. The social connectivity initiatives we are working on are geared towards fostering community identity and vibrancy. They include the continuation of the Tactical Urbanism Grant, implementing the Main Street Trail and exploring similar opportunities as well as providing regularly scheduled media updates to the public about what the Department is working on.

Colerain Township has a bright future ahead of it and I am optimistic about the role that the Planning & Zoning Administration Department will play in its future successes. I look forward to the challenges that lay ahead and welcome the opportunity to work with all of the community to make Colerain Township the best it can be!

Organization Chart



Jeff Baker
FISCAL OFFICER

- CODE ENFORCEMENT SPECIALIST
- CODE ENFORCEMENT OFFICER
- SEASONAL CODE ENFORCEMENT OFFICER
- SENIOR PLANNER
- PLANNER

Strategic Goals and Initiatives

2020
Strategic Goals for the Planning Department

1 Enhance Connections with the Community through Engagement.

2 Improve Code Enforcement Outcomes.

3 Use an incremental "elements" approach to update the township's comprehensive plan.

4 Ensure our Zoning Continues to Reflect the Policies of the Township.

5 Modernize the operations and improve the use of technology.

6 Complete special projects in furtherance of township policy.

Strategic Goal

1 Enhance Connections with the Community through Engagement.

Key Performance Indicators

- SKP.1.1 - # of Rotunda Series Events
- SKP.1.2 - % of CSR complaints entered by residents
- SKP.1.3 - # of CERKL Stories

Strategic Initiatives

P.1.1 Rotunda Series Initiative

Connect with our residents by creating a rotunda series to increase outreach and engagement.

SKP.1.1 - # of Rotunda Series Events

P.1.2 CERKL Story Initiative

Connect with our residents and stakeholders by posting articles to CERKL about the projects that come through the office and the planning department's processes.

SKP.1.3 - # of CERKL Stories

P.1.3 Web Communications Initiatives

Connect with our residents and stakeholders by improving the ability of residents and stakeholders to get information they need on the website.

SKP.1.2 - % of CSR complaints entered by residents

P.1.4 Phone Communications Initiative

Improve the way people are able to interact with the department via phone.

Strategic Goal

1 Enhance Connections with the Community through Engagement.

Key Performance Indicators

- SKP.1.1 - # of Rotunda Series Events
- SKP.1.2 - % of CSR complaints entered by residents
- SKP.1.3 - # of CERKL Stories

Strategic Initiatives

P.1.5 Development Process Communications Initiative

Enhance connections with the community by improving the way the department communicates the development process to the development community.

Strategic Goal

2 Improve Code Enforcement Outcomes.

Key Performance Indicators

- SKP.2.1 - Cases to Court
- SKP.2.2 - Case Closed Ratio
- SKP.2.3 - Abandoned signs registry map
- SKP.2.4 - # of signs removed
- SKP.2.5 - # of trash abatements
- SKP.2.6 - Vacant building registry map

Strategic Initiatives

P.2.1 SOP Initiative

Improve code enforcement outcomes by reviewing and revising all standard operating procedures to streamline and emphasis personal contact.

P.2.2 Process Communication Initiative

Improve code enforcement outcomes by improving communications of code enforcement processes through external communication.

P.2.3 Neighborhood Enhancement Program Initiative

Improve code enforcement outcomes by conducting four Neighborhood Enhancement Programs - two of which will be in the Northbrook Neighborhood.

P.2.4 Demolition Policy Initiative

Improve code enforcement outcomes by develop a policy for documenting and demolishing fire burnouts and other extremely distressed properties throughout the township.

Strategic Goal

2 Improve Code Enforcement Outcomes.

Key Performance Indicators

- SKP.2.1 - Cases to Court
- SKP.2.2 - Case Closed Ratio
- SKP.2.3 - Abandoned signs registry map
- SKP.2.4 - # of signs removed
- SKP.2.5 - # of trash abatements
- SKP.2.6 - Vacant building registry map

Strategic Initiatives

P.2.5 Abandoned Sign Initiative

Improve code enforcement outcomes by cataloging and mapping abandoned signs.

P.2.6 Trash & Junk Vehicle Abatement Initiative

Improve code enforcement outcomes by strategically using nuisance law to abate trash and junk vehicles.

Strategic Goal

3 Use an incremental "elements" approach to update the township's comprehensive plan.

Key Performance Indicators

Strategic Initiatives

P.3.1 Transportation Element Initative

Update the Township's Comprehensive Plan's Transportation Element.

P.3.2 Housing Element Initative

Update the Township's Comprehensive Plan's Housing Element.

P.3.3 Public Facilities Element Initative

Update the Township's Comprehensive Plan's Public Facilities Element.

P.3.4 Natural Systems Element Initative

Update the Township's Comprehensive Plan's Natural Systems Element.

Strategic Goal

3 Use an incremental "elements" approach to update the township's comprehensive plan.

Key Performance Indicators

Strategic Initiatives

P.3.5 Economic Development Element Initative

Update the Township's Comprehensive Plan's Economic Development Element.

P.3.6 Intergovernmental Coordination Element Initative

Update the Township's Comprehensive Plan's Intergovernmental Coordination Element.

P.3.7 Capital Improvements Element Initative

Update the Township's Comprehensive Plan's Capital Improvement Element.

P.3.8 Public Health Element Initative

Update the Township's Comprehensive Plan's Public Health Element.

Strategic Goal

3 Use an incremental "elements" approach to update the township's comprehensive plan.

Key Performance Indicators

Strategic Initiatives

P.3.9 Community Character Element Initative

Update the Township's Comprehensive Plan's Economic Development Element.

Land Use Element Initative

Update the Township's Comprehensive Plan's Intergovernmental Coordination Element.

Strategic Goal

4 Ensure our Zoning Continues to Reflect the Policies of the Township

Key Performance Indicators

Strategic Initiatives

P.4.1 Text Amendment Initiative

Ensure our Zoning Resolution continues to reflect the policies of the Township by amending the zoning resolution to address Parking, Planned Development Districts, Open Space Developments, Hillside Development, Urban Forestry and Signage.

P.4.2 Zoning Update Research Initiative

Ensure our Zoning Resolution continues to reflect the policies of the Township by researching best practices for modern suburban zoning.

Strategic Goal

5 Modernize the operations and improve the use of technology.

Key Performance Indicators

- SKP.5.1 - BZA Backlog %
- SKP.5.2 - Paperless Application Ratio
- SKP.5.3 - Paperless Board Packet %

Strategic Initiatives

P.5.1 Paperless 2.0 Initiative

Modernize the operations of the department by increasing the usage of paperless application and board packet processes.

- SKP.5.2 - Paperless Application Ratio
- SKP.5.3 - Paperless Board Packet %

P.5.2 Accela Code Enforcement Initiative

Improve the use of the technology by implementing Accela's Code Enforcement Module.

P.5.3 BZA Backlog Initiative

Improve the use of the technology by entering all BZA records into Accela.

- SKP.5.1 - BZA Backlog Percentage

P.5.4 CSR in the Field Initiative

Improve the use of technology in the department by developing & implementing a technological solution to allow code enforcement officers to use CSR while in the field and allow for CSR to upload photos.

Strategic Goal

5 Modernize the operations and improve the use of technology.

Key Performance Indicators

- SKP.5.1 - BZA Backlog %
- SKP.5.2 - Paperless Application Ratio
- SKP.5.3 - Paperless Board Packet %

Strategic Initiatives

P.5.5 Police/Code Enforcement Data Integration Initiative

Modernize the operations of the department by sharing code enforcement data with Police Crime Analyst.

Strategic Goal

6 Complete special projects in furtherance of township policy.

Key Performance Indicators

- SKP.6.1 - # of grant applications
- SKP.6.2 - Sidewalk maintenance program completion %
- SKP.6.3 - Sidewalk gap elimination % age

Strategic Initiatives

P.6.1 Sidewalk Maintenance Initiative

Implement the Sidewalk Maintenance Program and develop and publish a five-year plan for sidewalk maintenance.

- SKP.6.2 - Sidewalk maintenance program completion %

P.6.2 CDBG Application Initiative

Apply for Community Development Block Grant funding for 2021 - 2023.

P.6.3 New Sidewalk Initiative

Apply for Transportation Alternative Funding for Springdale or Poole Road sidewalks and analyze alternative approaches to constructing new sidewalk.

- SKP.6.3 - Sidewalk gap elimination %

P.6.4 Grant Calendar Initiative

Develop a calendar for grant opportunities.

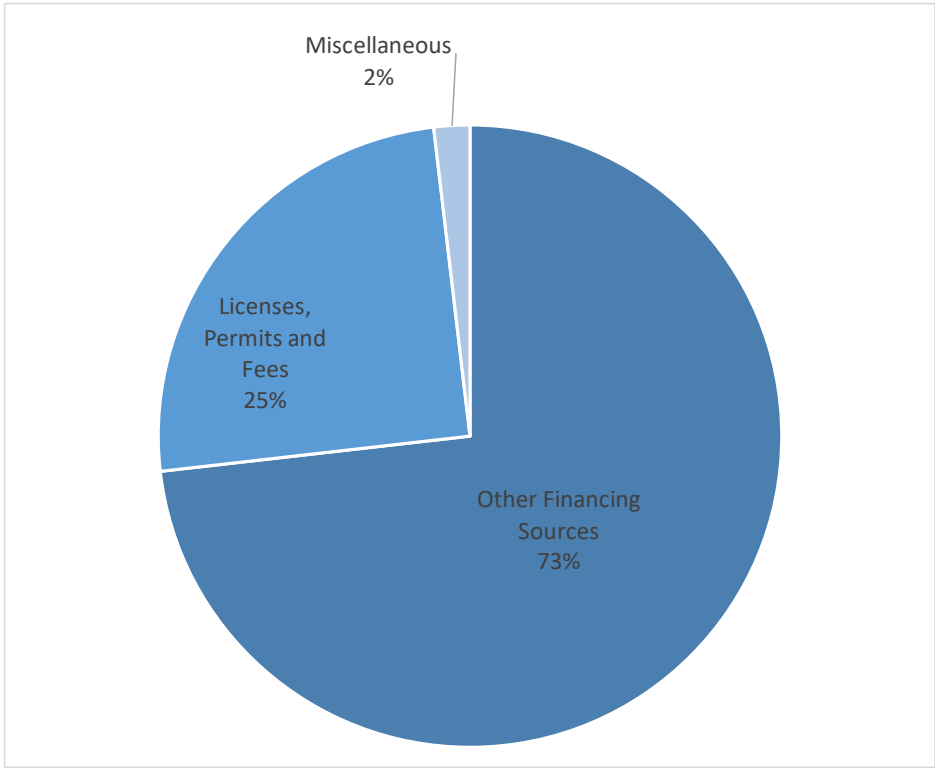
- SKP.6.1 - # of grant applications

Budget Charts

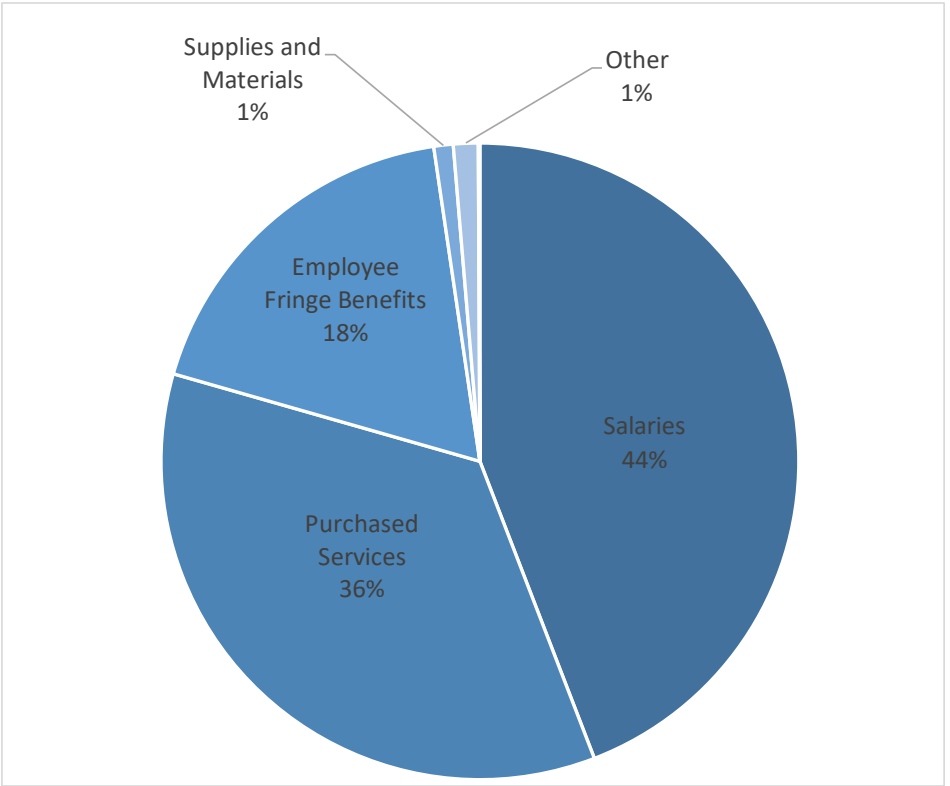
(18 Actual, 19 Budget, 20 Proposed)

Planning	2018 Actual	2019 Appropriated	2020 Proposed
Planning Expenses			
Personnel & Employee Benefits	$319,613	$360,307	$387,788
Other Expenses	$23,012	$155,920	$233,613
Expenses Total	**$342,625**	**$516,227**	**$621,401**
Capital Improvements	$1,156	$500	$500
Debt Service	$0	$0	$0
Planning Revenues			
Licenses, Permits and Fees	$168,548	$181,050	$155,000
Other Financing Sources	$178,631	$265,283	$454,825
Miscellaneous	$15,457	$9,014	$11,576
Total Revenues	**$362,636**	**$455,347**	**$621,401**
Beginning Fund Balance	**$40,869**	**$60,880**	**$0**
Ending Fund Balance	**$60,880**	**$0**	**$0**

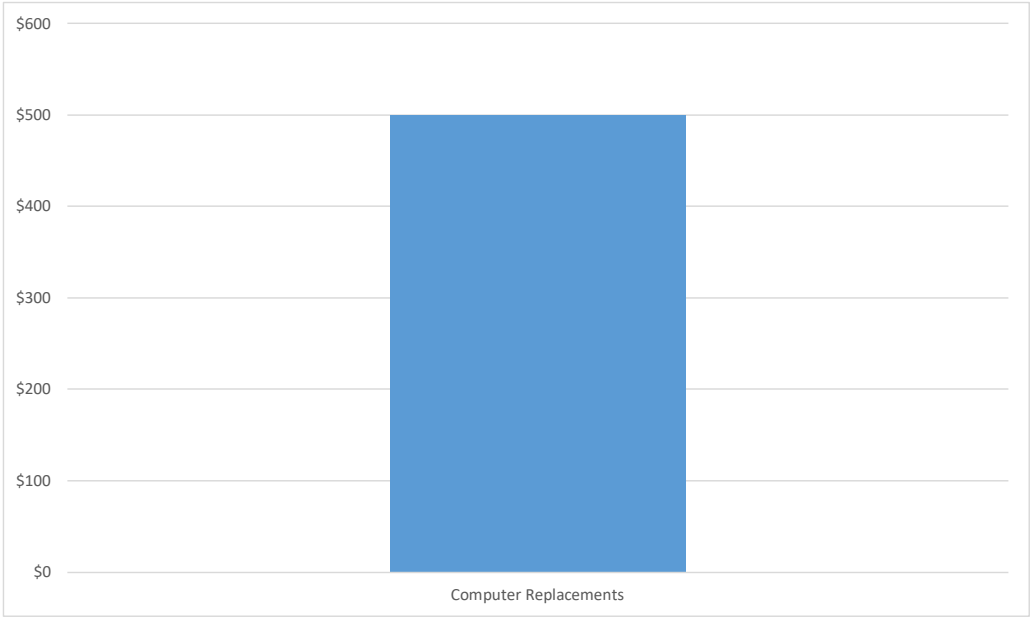
Summary of Revenues



Summary of Expenses



Capital Budget



Capital Budget

Capital Budget

Department	Description	2020	2021	2022	2023	2024
Administration	275 Overpass Sign	$20,000				
Administration	LED Lighting Upgrade	$50,000	$47,000	$37,000		
Administration	Conference Room Chairs	$20,000				
Administration	Standing Desk	$500				
Administration	Computer Upgrades	$8,000	$5,048	$5,048	$5,048	$5,048
Administration	EOC Equipment	$20,000				
Administration	On-Boarding Equipment	$1,000				
Administration	Front Desk/Lobby Safety Measures/Upgrade			$50,000		

Department	Description	2020	2021	2022	2023	2024
Fire	Fire Training Tower Door Replacement	$18,000				
Fire	Upgraded Station Security	$40,000				
Fire	Station 109 Landscaping Overhaul		$10,200			
Fire	Station Improvements	$10,000	$15,000	$15,000	$15,000	$15,000
Fire	Turnout Gear and PPE	$100,000	$100,000	$100,000	$100,000	$100,000
Fire	Fire Hose Replacement	$18,000	$4,000	$4,000	$4,000	$4,000
Fire	Other Equipment	$8,000	$38,000	$38,000	$38,000	$38,000
Fire	Haz-Mat Meters	$3,000				
Fire	Thermal Imaging Cameras	$30,000				
Fire	SCBA Cylinder Replacement	$100,000				
Fire	Ladder 25 Rescue Pulley System	$4,500				
Fire	Rope Rescue Equipment	$12,500				
Fire	Nozzle Replacement	$7,000				
Fire	Technical Rescue Equipment	$17,300				
Fire	Station Equipment, Appliances, and Furnishings	$22,500	$22,500	$22,500	$22,500	$22,500
Fire	Hydaulic Hose Machine	$5,000				
Fire	Fleet Maintenance Shop Equipment	$2,500	$10,000	$10,000	$10,000	$10,000
Fire	Long Driveway Program Supplies	$1,500	$1,500	$1,500	$1,500	$1,500
Fire	Inspections		$3,000			$3,000

Capital Budget

Department	Description	2020	2021	2022	2023	2024
Fire	Public Education Supplies	$3,500	$3,500	$3,500	$3,500	$3,500
Fire	Address Sign Program	$1,000	$1,000	$1,000	$1,000	$1,000
Fire	Computers	$5,000	$5,000	$5,000	$5,000	$5,000
Fire	Wireless Communications Equipment	$25,000				
Fire	Traffic Light Pre-Emption System	$8,500				
Fire	Other Communication Equipment	$2,500	$2,500	$2,500	$2,500	$2,500
Fire	Uniforms	$77,800	$78,800	$79,300	$80,300	$80,300
Fire	Dress Uniforms for Career Personnel	$18,000				
Fire	Staff Vehicle Replacements	$40,000	$40,000	$40,000	$40,000	$40,000
Fire	Ladder 25 Repayment	$105,000	$105,500	$105,500	$105,500	$105,500
Fire	EMS Equipment	$53,500	$22,500	$22,500	$22,500	$22,500
Fire	"Sim Man" Patient Simulator	$75,000				
Fire	Powerload Upgrade for EMS	$25,000	$25,000	$25,000	$25,000	$25,000
Fire	Ambulance Remount	$125,000	$125,000	$125,000	$125,000	$125,000

Department	Description	2020	2021	2022	2023	2024
Police	Building Repairs	$1,500	$1,500	$500	$2,000	$2,000
Police	Computer Replacements	$9,450	$5,464	$5,628	$5,628	$5,628
Police	Desk Replacements	$2,500	$1,500	$1,000	$1,500	$1,500
Police	SWAT Equipment	$25,000	$25,000	$25,000	$25,000	$25,000
Police	In Car Scanners	$6,000				
Police	Radar detectors	$15,000	$5,305	$5,464	$5,464	$5,464
Police	Vehicle Repairs	$1,000	$1,000	$1,000	$1,000	$1,000
Police	Firearms	$15,000	$15,000	$15,000	$15,000	$15,000
Police	Bullet Proof Vests	$90,000	$20,000	$20,000	$20,000	$20,000
Police	Uniforms	$61,000	$55,000	$55,000	$55,000	$55,000
Police	Lease Payment	$276,000	$276,000	$276,000	$276,000	$276,000
Police	New Cruisers	$50,000				

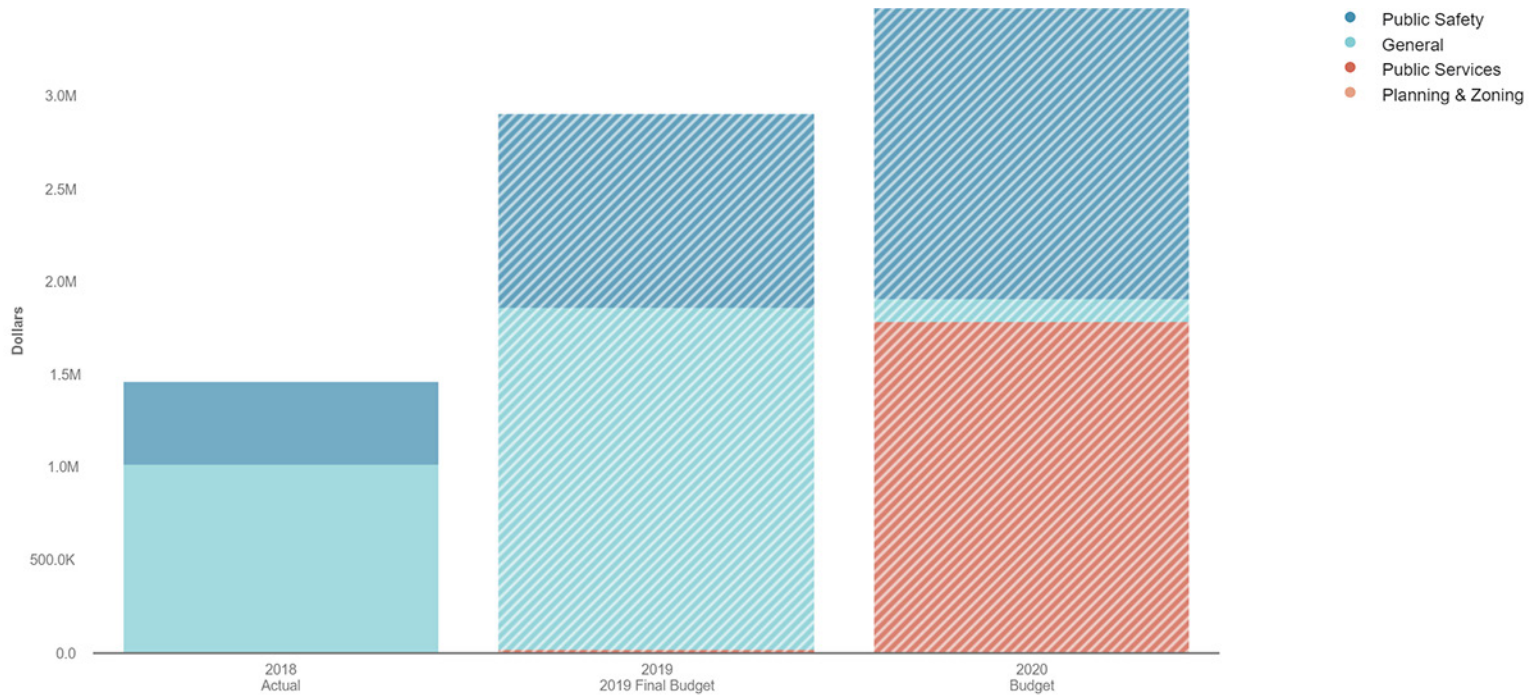
Capital Budget *continued*

Department	*Description*	*2020*	*2021*	*2022*	*2023*	*2024*
Public Services	Lease Payment for Excavator	$24,196				
Public Services	Swap Bed Lift	$90,000				
Public Services	Medium Duty Truck	$48,000				
Public Services	Sign Truck	$115,000				
Public Services	Loader		$225,000			
Public Services	Skid Steer Jack Hammer	$15,000				
Public Services	Sunflowers	$1,500				
Public Services	Historical Cemetery Repairs	$5,000	$5,000	$5,000	$5,000	$5,000
Public Services	Memorial Trees	$3,600	$3,600	$3,600	$3,600	$3,600
Public Services	Prescribed Burn		$4,000		$4,000	$4,000
Public Services	Booster Pump - Clippard Park	$5,100				
Public Services	Surveillance Cameras	$18,000				
Public Services	Megaland	$1,150,000				
Public Services	Small Dog Park	$16,000				
Public Services	Ampitheater Painting	$25,000				
Public Services	Sprayground Repairs	$30,000				
Public Services	Picnic Table Replacement - Clippard	$16,000				
Public Services	Satisfaction Kiosks for Clippard and Colerain	$4,000				
Public Services	Truck with Lift Gate	$50,000				
Public Services	Skid Steer replacement	$60,000				
Public Services	Zero Turn Mower	$23,500				
Public Services	4WD Zero Turn Mower	$44,000				
Public Services	LED Sign for Community Center			$40,000		
Public Services	Backup generator for Community Center	$20,000				
Public Services	Front Parking Lot Striping - Community Center	$20,000				
Public Services	Exterior Upgrades - Community Center	$8,000				
Public Services	Furniture	$500	$500	$500	$500	$500

Capital Budget *continued*

Department	*Description*	*2020*	*2021*	*2022*	*2023*	*2024*
Planning	Computer Replacements	$500	$500	$500	$1,000	$1,000
		$3,474,446	**$1,359,417**	**$1,196,540**	**$1,077,040**	**$1,080,040**

Capital Budget *continued*



All-Funds Budget Summary

Summary of Expenses, Revenues and Fund Balances

All Funds	2018 Actual	2019 Appropriated	2020 Proposed
All Funds Expenses			
Personnel & Employee Benefits	$20,377,808	$22,394,983	$24,097,537
Other Expenses	$15,389,982	$22,593,057	$15,783,721
Expenses Total	**$35,767,790**	**$44,988,040**	**$39,881,258**
Capital Improvements	$1,468,053	$2,913,154	$3,474,446
Debt Service	$1,034,550	$1,265,595	$1,271,195
Revenues			
Property and Other Local Taxes	$17,442,489	$16,723,615	$17,552,854
Intergovernmental	$5,577,633	$10,079,426	$5,032,117
Licenses, Permits and Fees	$5,305,658	$5,201,070	$5,166,220
Other Financing Sources	$3,573,623	$4,486,982	$6,084,389
Miscellaneous	$4,269,680	$2,939,996	$2,290,073
Earnings on Investments	$398,615	$204,695	$267,838
Special Assessments	$154,343	$155,000	$149,714
Charges for Services	$46,700	$72,500	$72,500
Fines and Forfeitures	$48,052	$45,198	$53,500
Total Revenues	**$36,816,793**	**$39,908,482**	**$36,669,205**
Beginning Fund Balances	**$22,090,064**	**$23,139,067**	**$18,059,509**
Ending Fund Balances	$23,139,067	$18,059,509	$14,847,456

Long Range Financial Plans

Long Range Financial Forecast Narrative

The Five-Year Forecast is built on a number of assumptions, which are detailed below:

Revenue Assumptions:

- Property Taxes (47.87% of all revenues) – Property tax levies in Ohio are structured to bring in roughly the same amount of revenue on an annual basis for the life of the levy, absent a major decline in property values. The Township is not anticipating a major decrease in property tax values in the next five years, as the County Auditor only reassesses all property once every six years. Therefore, property tax revenues are projected to remain flat over the life of the forecast.
- Licenses, Permits and Fees (14.09% of all revenues) – The line item revenues for this category are projected to increase or decrease in future years based on the percent change over the past three years.
- Intergovernmental (13.72% of all revenues) – These revenues are held flat based on estimates provided by outside governmental agencies.
- Other Financing Sources (16.59% of all revenues) – These revenues are tied to transfers between funds. They are budgeted to match the expenses associated with all fund transfers and sized to maintain a level fund balance in most funds.
- All other revenues (7.73% of all revenues) – All other revenues are held flat on an annual basis in order to maintain a conservative budgetary outlook.

Expense Assumptions:

- Salaries (40.12% of all expenses) – Salaries represent the largest portion of the Township's budget and are projected to increase on an annual basis per negotiated collective bargaining agreements (which represent nearly 80% of all full time employees). These expenses are projected to be budgeted at a level that will be higher than actual expense, due to potential vacancy.
- Employee Fringe Benefits (20.30% of all expenses) – This expense line has been highly volatile over the past several years. The Township experienced an increase in health care costs of 18% for 2018 and a decrease of 7% in 2019. This line represents the largest unknown cost for future fiscal years. The Township has seen an average increase of 10% per year over the past five years. Therefore, the Township projects an increase of 10% per year for health care costs for 2021-2024.
- Other Financing Sources (10.54% of all expenses) – This expense category is exclusively transfers between funds. These transfers have been sized over the five year outlook to match the needs of the various funds in order to maintain avoid negative funds balances in most funds.
- Capital (8.71% of all expenses) – Each department

Long Range Financial Forecast Narrative

- Other Financing Sources (10.54% of all expenses) – This expense category is exclusively transfers between funds. These transfers have been sized over the five year outlook to match the needs of the various funds in order to maintain avoid negative funds balances in most funds.
- Capital (8.71% of all expenses) – Each department maintains a five-year capital plan. These capital purchases are budgeted according to the capital plan and should remain relatively consistent year over year.
- All other expenses (20.33% of all expenses) – All other expenses are held flat on a year over year basis, unless a contractual increase is known.

Major Funds Outlook

In Colerain Township, there are several major funds that are primarily responsible for covering the operating expenses of day-to-day operations. These funds are:

- 1000 – General Fund
- 2111 – Fire District
- 2081 – Police District
- Various Funds for Road Projects

Below is a snapshot of the five-year outlook for these funds:

1000 – General Fund: The Township General Fund covers and subsidizes the operating expenses of the Administration Department, Planning & Zoning Department, Community Center, and Parks Division of the Public Services Department. The multi-year forecast shows a slight draw down of fund balance in 2020 and 2021 due to higher transfers to the aforementioned funds in order to support various capital purchases. Fund balance is then projected to stabilize in 2022 with the fall off of all debt (totaling $1.2M). Where possible, the Township is attempting to defer capital projects and needs until 2022 and future years. This fund could be looked on to be tapped to help cover imbalances in other areas. However, the available projected General Fund surplus would not be significant enough to cover all projected deficits.

2111 – Fire District: This fund supports the majority of the Fire Department's operations. The Fire Department has not had a levy increase for operations in nearly ten years. The last increase was projected to be a five-year levy and, due to economic development efforts and prudent spending, this levy has been extended far beyond the five-year period. The Fire Department is facing a structural imbalance of $3.5M - $4.0M per year starting in 2021. This imbalance is primarily tied to the structure of property tax levies in Ohio (see attachment G).

Throughout 2020, a need exists for a robust community conversation around fire operations and this imbalance. As

Long Range Financial Forecast Narrative

beyond the five-year period. The Fire Department is facing a structural imbalance of $3.5M - $4.0M per year starting in 2021. This imbalance is primarily tied to the structure of property tax levies in Ohio (see attachment G). Throughout 2020, a need exists for a robust community conversation around fire operations and this imbalance. As part of this conversation the Township and public should conduct a deep dive to find alternative revenues, explore potential cuts, and work together to determine an appropriate level of service that can be supported by the community.

2081 – Police District: The Police Department faces a structural budgetary imbalance on paper. Historically, the Police District budget has shown a potential imbalance for the past few fiscal years. In each of those years, the Police Department has been able to balance the budget and add to fund balance by year end. There are several major risks to this department that could expedite a need for a levy increase or could delay the need for a levy increase that include:

- Revenue enhancements as a result of a Federal Drug Strike Force in Colerain
- Expenditure offsets due to increases in drug seizures and asset forfeiture
- Changes in a federal law to limit the use of drug seizures and asset forfeiture

2011, 2021, 2031, 2231 – Road Funds: The major expense associated with all of these funds is tied to capital improvements for street repaving. Therefore, the total street program budget is sized each year to support existing revenues. While revenue is projected to grow, fund balances are expected to remain stable, as all increases in revenues are intended to be diverted into the multi-year repaving program.

Long Range Financial Forecast

			2019 Budget			2020 Budget			2021 Budget		
		12/31/2018	Revenues	Expenses	12/31/2019	Revenues	Expenses	12/31/2020	Revenues	Expenses	12/31/2021
1000	General	$ 7,497,301	$ 6,519,089	$ 8,194,396	$ 5,821,994	$ 6,051,363	$ 7,693,553	$ 4,179,804	$ 5,458,983	$ 5,670,442	$ 3,968,344
	Special Revenue	15,370,274	26,789,244	29,922,004	12,237,515	29,676,842	31,246,705	10,667,652	27,554,856	29,108,433	9,114,074
	Debt Service	2	937,248	937,250	-	941,000	941,000	-	941,200	941,200	-
	Capital Projects	271,490	5,662,901	5,934,390	-	-	-	-	-	-	-
	Permanent	-	-	-	-	-	-	-	-	-	-
		$ 23,139,067	$ 39,908,482	$ 44,988,040	$ 18,059,509	$ 36,669,205	$ 39,881,258	$ 14,847,456	$ 33,955,038	$ 35,720,076	$ 13,082,418
	Special Revenue Funds										
2011	Motor Vehicle Lic. Tax	$ 112,842	$ 45,636	$ 60,045	$ 98,432	$ 45,636	$ 61,299	$ 82,768	$ 45,636	$ 61,608	$ 66,796
2021	Gasoline Tax	918,727	321,707	256,859	983,575	721,277	703,310	1,001,542	729,000	589,998	1,140,544
2031	Road & Bridge	269,885	974,961	1,032,154	212,693	1,028,460	981,913	259,240	988,161	748,511	498,891
2081	Police District	3,518,429	7,976,781	8,329,211	3,165,999	7,959,139	9,027,197	2,097,941	7,758,221	9,057,473	798,689
2111	Fire District	8,015,943	11,133,403	13,594,720	5,554,626	11,003,045	13,745,930	2,811,741	10,664,506	13,544,364	(68,117)
2181	Zoning	60,880	455,347	516,227	-	621,401	621,401	0.24	504,372	504,373	(0)
2231	Permissive Motor Veh License	544,830	535,892	388,063	692,658	517,546	315,357	894,848	683,333	322,119	1,256,062
2261	Law Enforcement Trust	177,972	178,697	200,341	156,328	283,927	229,927	210,328	172,000	223,000	159,328
2271	Enforcement & Ed	3,001	1,500	1,500	3,001	1,500	1,500	3,001	1,500	1,500	3,001
2281	Ambulance & EMS	663,950	1,462,500	1,191,477	934,973	1,472,500	1,913,497	493,976	1,518,656	1,839,045	173,587
2401	Special Assessment - Lighting Districts	189,665	155,000	223,301	121,365	149,714	155,152	115,927	168,000	172,203	111,724
2901	TIF - Kroger	679	236,275	236,275	679	238,125	238,125	679	329,750	329,750	679
2902	Recycling Incentive	128,059	64,000	54,030	138,029	50,000	54,356	133,673	50,000	54,599	129,074
2903	TIF - Colerain Towne Center	200,420	2,046,807	2,072,070	175,156	2,478,900	92,070	2,561,986	2,478,900	197,070	4,843,816
2907	TIF - Stone	7,727	-	7,727	-	-	-	-	-	-	-
2908	CDBG Com Dev Block Grant	-	125,000	125,000	-	200,000	200,000	-	100,000	100,000	-
2910	TIF - Best Buy	436,129	-	436,129	-	-	-	-	-	-	-
2911	Parks & Services	91,924	703,000	794,924	-	2,361,694	2,361,694	(0.00)	927,893	927,893	(0)
2912	Community Center	29,213	372,739	401,953	(0.01)	543,978	543,978	0.01	434,928	434,928	0
	Total	$ 15,370,274	$ 26,789,244	$ 29,922,004	$ 12,237,515	$ 29,676,842	$ 31,246,705	$ 10,667,652	$ 27,554,856	$ 29,108,433	$ 9,114,074
	Debt Service Funds										
3101	General Bond Note Retirement	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3102	Bond Retirement Parks	0	306,794	306,794	-	308,200	308,200	-	306,800	306,800	-
3103	Bond Retirement PW	1	212,137	212,138	-	216,200	216,200	-	213,200	213,200	-
3104	Gen Bond Retire-CLI	-	-	-	-	-	-	-	-	-	-
3105	Bond Retirement St. Scape	-	178,400	178,400	-	178,400	178,400	-	176,800	176,800	-
3301	Bond Retirement S.A. Fire	1	239,918	239,919	-	238,200	238,200	-	244,400	244,400	-
	Total	$ 2	$ 937,248	$ 937,250	$ -	$ 941,000	$ 941,000	$ -	$ 941,200	$ 941,200	$ -
	Capital Projects Funds										
4401	NSP	$ 10,118	$ -	$ 10,118	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4406	Hamilton Co. Comm.	-	-	-	-	-	-	-	-	-	-
4409	OPWC	261,372	5,662,901	5,924,272	-	-	-	-	-	-	-
	Total	$ 271,490	$ 5,662,901	$ 5,934,390	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Long Range Financial Forecast

		2022 Budget			2023 Budget			2024 Budget		
		Revenues	Expenses	12/31/2022	Revenues	Expenses	12/31/2023	Revenues	Expenses	12/31/2024
1000	General	$ 5,600,508	$ 5,663,972	$ 3,904,880	$ 5,623,382	$ 6,366,080	$ 3,162,182	$ 5,642,789	$ 5,238,904	$ 3,566,066
	Special Revenue	27,953,464	29,852,513	7,215,025	28,274,642	30,734,037	4,755,630	28,419,884	31,657,716	1,517,799
	Debt Service	-	-	-	-	-	-	-	-	-
	Capital Projects	-	-	-	-	-	-	-	-	-
	Permanent	-	-	-	-	-	-	-	-	-
		$ 33,553,971	$ 35,516,485	$ 11,119,905	$ 33,898,023	$ 37,100,116	$ 7,917,812	$ 34,062,673	$ 36,896,620	$ 5,083,865
	Special Revenue Funds									
2011	Motor Vehicle Lic. Tax	$ 45,636	$ 61,967	$ 50,464	$ 45,636	$ 62,303	$ 33,797	$ 45,636	$ 62,668	$ 16,765
2021	Gasoline Tax	729,000	348,678	1,520,866	729,000	344,278	1,905,588	729,000	332,003	2,302,585
2031	Road & Bridge	988,161	782,096	704,957	988,161	817,832	875,286	988,161	855,771	1,007,675
2081	Police District	7,902,933	9,262,835	(561,214)	7,921,996	9,593,160	(2,232,378)	7,942,966	9,939,898	(4,229,310)
2111	Fire District	10,659,472	14,196,064	(3,604,709)	10,701,124	14,697,348	(7,600,933)	10,801,941	15,242,116	(12,041,109)
2181	Zoning	470,513	470,513	(0)	540,963	486,892	54,071	558,964	504,893	108,142
2231	Permissive Motor Veh License	849,449	329,488	1,776,023	853,427	337,522	2,291,928	857,802	346,286	2,803,444
2261	Law Enforcement Trust	172,000	213,000	118,328	172,000	185,000	105,328	172,000	135,000	142,328
2271	Enforcement & Ed	1,500	1,500	3,001	1,500	1,500	3,001	1,500	1,500	3,001
2281	Ambulance & EMS	1,547,579	1,867,758	(146,592)	1,577,081	1,901,858	(471,369)	1,577,081	1,929,892	(824,180)
2401	Special Assessment - Lighting Districts	164,000	172,255	103,469	328,000	172,308	259,161	328,000	172,308	414,854
2901	TIF - Kroger	332,100	332,100	679	329,000	329,000	679	329,000	329,000	679
2902	Recycling Incentive	50,000	54,850	124,224	50,000	55,109	119,115	50,000	55,375	113,741
2903	TIF - Colerain Towne Center	2,478,900	197,188	7,125,529	2,478,900	192,073	9,412,356	2,478,900	192,073	11,699,184
2907	TIF - Stone	-	-	-	-	-	-	-	-	-
2908	CDBG Com Dev Block Grant	130,000	130,000	-	130,000	130,000	-	130,000	130,000	-
2910	TIF - Best Buy	-	-	-	-	-	-	-	-	-
2911	Parks & Services	949,839	949,840	(1)	981,468	981,467	(0)	1,009,506	1,009,506	(1)
2912	Community Center	482,382	482,382	0	446,387	446,387	0	419,428	419,428	0
	Total	$ 27,953,464	$ 29,852,513	$ 7,215,025	$ 28,274,642	$ 30,734,037	$ 4,755,630	$ 28,419,884	$ 31,657,716	$ 1,517,799
	Debt Service Funds									
3101	General Bond Note Retirement	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3102	Bond Retirement Parks	-	-	-	-	-	-	-	-	-
3103	Bond Retirement PW	-	-	-	-	-	-	-	-	-
3104	Gen Bond Retire-CLI	-	-	-	-	-	-	-	-	-
3105	Bond Retirement St. Scape	-	-	-	-	-	-	-	-	-
3301	Bond Retirement S.A. Fire	-	-	-	-	-	-	-	-	-
	Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Capital Projects Funds									
4401	NSP	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4406	Hamilton Co. Comm.	-	-	-	-	-	-	-	-	-
4409	OPWC	-	-	-	-	-	-	-	-	-
	Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Budget Summaries: Funds & Programs

Summary of Expenses, Revenues and Fund Balances

Expenses by Fund

	2018 Actual	2019 Appropriated	2020 Proposed
1000 General			
Personnel & Employee Benefits	$1,044,748	$959,120	$1,309,728
Other Expenses	$5,480,776	$7,235,276	$6,383,825
Total	**$6,525,524**	**$8,194,396**	**$7,693,553**
2011 Motor Vehicle License Tax			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$53,347	$60,045	$61,299
Total	**$53,347**	**$60,045**	**$61,299**
2021 Gasoline Tax			
Personnel & Employee Benefits	$11,451	$6,527	$46,210
Other Expenses	$155,725	$250,332	$657,100
Total	**$167,176**	**$256,859**	**$703,310**
2031 Road & Bridge			
Personnel & Employee Benefits	$673,764	$691,100	$701,737
Other Expenses	$261,660	$341,054	$280,176
Total	**$935,424**	**$1,032,154**	**$981,913**
2081 Police District			
Personnel & Employee Benefits	$6,227,714	$6,985,063	$7,333,147
Other Expenses	$1,191,172	$1,344,148	$1,694,050
Total	**$7,418,886**	**$8,329,211**	**$9,027,197**
2111 Fire District			
Personnel & Employee Benefits	$10,303,585	$11,347,453	$11,674,872
Other Expenses	$1,529,097	$2,247,267	$2,071,058
Total	**$11,832,682**	**$13,594,720**	**$13,745,930**

	2018 Actual	2019 Appropriated	2020 Proposed
2181 Zoning			
Personnel & Employee Benefits	$319,613	$360,307	$387,788
Other Expenses	$23,012	$155,920	$233,613
Total	**$342,625**	**$516,227**	**$621,401**
2231 Permissive Motor Vehicle License Tax			
Personnel & Employee Benefits	$356,362	$388,063	$315,357
Other Expenses	$0	$0	$0
Total	**$356,362**	**$388,063**	**$315,357**
2261 Law Enforcement Trust			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$121,901	$200,341	$229,927
Total	**$121,901**	**$200,341**	**$229,927**
2271 Enforcement & Education			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$1,500	$1,500	$1,500
Total	**$1,500**	**$1,500**	**$1,500**
2281 Ambulance & Emergency Medical Services			
Personnel & Employee Benefits	$771,780	$822,102	$1,307,347
Other Expenses	$329,257	$369,375	$606,150
Total	**$1,101,037**	**$1,191,477**	**$1,913,497**
2401 Special Assessment Lighting District			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$152,809	$223,301	$155,152
Total	**$152,809**	**$223,301**	**$155,152**
2901 TIF - Kroger			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$0	$236,275	$238,125
Total	**$0**	**$236,275**	**$238,125**

Summary of Expenses, Revenues and Fund Balances

Expenses by Fund *continued*

	2018 Actual	2019 Appropriated	2020 Proposed
2902 Recycling Incentive			
Personnel & Employee Benefits	$6,328	$9,030	$9,356
Other Expenses	$16,824	$45,000	$45,000
Total	**$23,152**	**$54,030**	**$54,356**
2903 TIF - Colerain Towne Center			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$0	$2,072,070	$92,070
Total	**$0**	**$2,072,070**	**$92,070**
2907 TIF - Stone Creek			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$1,751,831	$7,727	$0
Total	**$1,751,831**	**$7,727**	**$0**
2908 CDBG			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$74,485	$125,000	$200,000
Total	**$74,485**	**$125,000**	**$200,000**
2910 TIF - Best Buy			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$98,443	$436,129	$0
Total	**$98,443**	**$436,129**	**$0**
2911 Parks & Services			
Personnel & Employee Benefits	$463,952	$557,947	$679,760
Other Expenses	$197,349	$236,977	$1,681,934
Total	**$661,301**	**$794,924**	**$2,361,694**

	2018 Actual	2019 Appropriated	2020 Proposed
2912 Community Center			
Personnel & Employee Benefits	$198,512	$268,269	$288,136
Other Expenses	$120,160	$133,684	$255,842
Total	**$318,672**	**$401,953**	**$543,978**
3102 Bond Retirement Parks			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$304,744	$306,794	$308,200
Total	**$304,744**	**$306,794**	**$308,200**
3103 Bond Retirement PW Bldg.			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$212,688	$212,138	$216,200
Total	**$212,688**	**$212,138**	**$216,200**
3105 Bond Retirement - Streetscape			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$178,050	$178,400	$178,400
Total	**$178,050**	**$178,400**	**$178,400**
3301 Bond Retirement - Special Fire Assessment			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$241,219	$239,919	$238,200
Total	**$241,219**	**$239,919**	**$238,200**
4401 NSP			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$34,260	$10,118	$0
Total	**$34,260**	**$10,118**	**$0**
4409 OPWC			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$2,859,671	$5,924,272	$0
Total	**$2,859,671**	**$5,924,272**	**$0**
TOTALS			
Personnel & Employee Benefits	$20,377,809	$22,394,981	$24,053,438
Other Expenses	$15,389,980	$22,593,062	$15,827,821
Total	**$35,767,789**	**$44,988,043**	**$39,881,259**

Summary of Expenses, Revenues and Fund Balances

Revenues by Fund

Fund	Fund Name	2018 Actual	2019 Appropriated	2020 Proposed
1000	General	$8,974,196	$6,519,089	$6,051,363
2011	Motor Vehicle License Tax	$46,903	$45,636	$45,636
2021	Gasoline Tax	$346,767	$321,707	$721,277
2031	Road & Bridge	$1,025,036	$974,961	$1,028,460
2081	Police District	$8,161,364	$7,976,781	$7,959,139
2111	Fire District	$11,341,122	$11,133,403	$11,003,045
2181	Zoning	$362,636	$455,347	$621,401
2231	Permissive Motor Vehicle License Tax	$562,184	$535,892	$517,546
2261	Law Enforcement Trust	$175,109	$178,697	$283,927
2271	Enforcement & Education	$1,951	$1,500	$1,500
2281	Ambulance & Emergency Medical Services	$1,469,113	$1,462,500	$1,472,500
2401	Special Assessment Lighting District	$154,343	$155,000	$149,714
2901	TIF - Kroger	$0	$236,275	$238,125
2902	Recycling Incentive	$69,443	$64,000	$50,000
2903	TIF - Colerain Towne Center	$200,420	$2,046,807	$2,478,900
2907	TIF - Stone Creek	$5,280	$0	$0
2908	CDBG	$80,735	$125,000	$200,000
2910	TIF - Best Buy	$105,418	$0	$0
2911	Parks & Services	$659,232	$703,000	$2,361,694
2912	Community Center	$272,223	$372,739	$543,978
3102	Bond Retirement Parks	$304,744	$306,794	$308,200
3103	Bond Retirement PW Bldg.	$212,688	$212,137	$216,200
3105	Bond Retirement - Streetscape	$178,050	$178,400	$178,400
3301	Bond Retirement - Special Fire Assessment	$241,219	$239,918	$238,200
4401	NSP	$44,378	$0	$0
4409	OPWC	$199,073	$5,662,901	$0
	Total	**$35,193,624**	**$39,908,482**	**$36,669,205**

Summary of Expenses, Revenues and Fund Balances

Expenses by Program

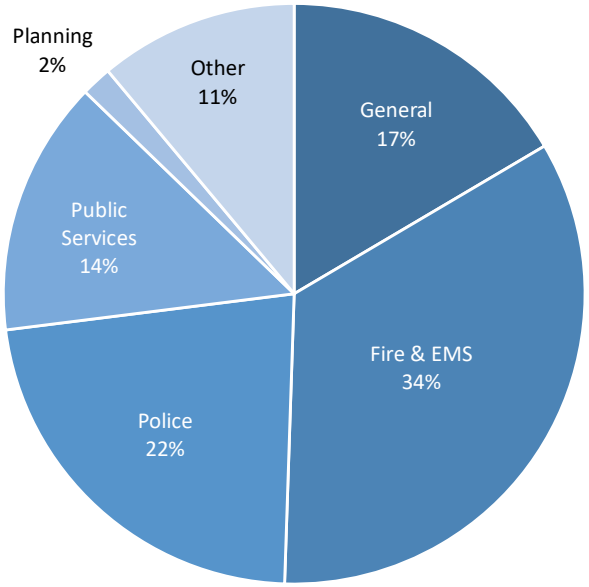
	2018 Actual	2019 Appropriated	2020 Proposed
General Government			
Personnel & Employee Benefits	$1,034,077	$948,311	$1,299,084
Other Expenses	$583,968	$1,084,693	$1,046,416
Total	**$1,618,045**	**$2,033,004**	**$2,345,500**
Fire & EMS			
Personnel & Employee Benefits	$11,075,365	$12,169,555	$12,982,218
Other Expenses	$1,331,765	$1,483,024	$1,474,409
Total	**$12,407,130**	**$13,652,579**	**$14,456,627**
Police			
Personnel & Employee Benefits	$6,227,714	$6,985,063	$7,333,147
Other Expenses	$1,151,758	$1,393,239	$1,328,027
Total	**$7,379,472**	**$8,378,302**	**$8,661,174**

	2018 Actual	2019 Appropriated	2020 Proposed
Public Services			
Personnel & Employee Benefits	$1,704,040	$1,911,907	$2,075,299
Other Expenses	$3,169,714	$3,054,975	$2,469,856
Total	**$4,873,754**	**$4,966,882**	**$4,545,155**
Planning			
Personnel & Employee Benefits	$336,612	$375,307	$407,788
Other Expenses	$21,856	$155,420	$233,113
Total	**$358,468**	**$530,727**	**$640,901**
Other			
Personnel & Employee Benefits	$0	$4,839	$0
Other Expenses	$9,130,920	$15,421,707	$9,231,901
Total	**$9,130,920**	**$15,426,546**	**$9,231,901**

Summary of Expenses, Revenues and Fund Balances

Revenues by Program

Program Name	2018 Actual	2019 Appropriated	2020 Proposed
General	$8,974,196	$6,519,089	$6,051,363
Fire & EMS	$12,810,235	$12,595,903	$12,475,545
Police	$8,338,424	$8,156,978	$8,244,566
Public Services	$2,912,343	$2,953,935	$5,218,591
Planning	$362,636	$455,347	$621,401
Other	$1,795,789	$9,227,230	$4,057,739
Total	**$35,193,624**	**$39,908,482**	**$36,669,205**



Summary of Expenses, Revenues and Fund Balances

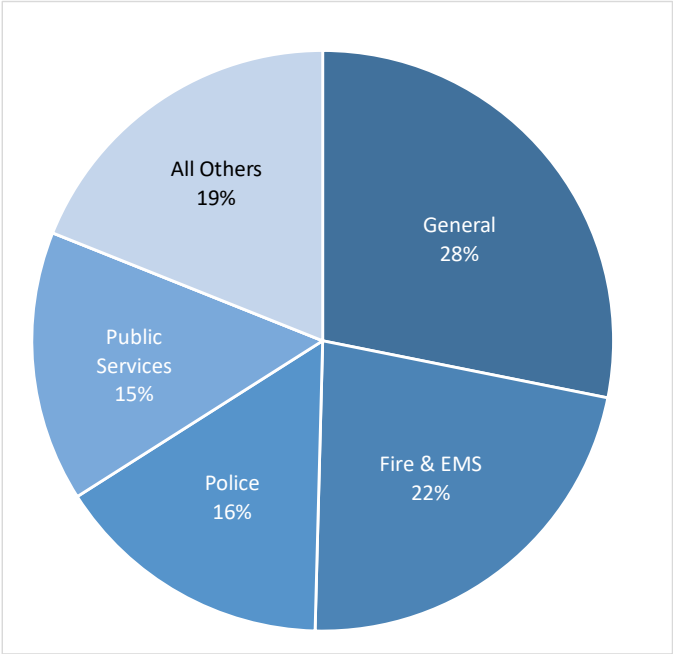
Ending Fund Balances by Fund

Fund	Fund Name	2018 Actual	2019 Appropriated	2020 Proposed
1000	General	$7,497,301	$5,821,994	$4,179,804
2011	Motor Vehicle Lic. Tax	$112,842	$98,432	$82,768
2021	Gasoline Tax	$918,727	$983,575	$1,001,542
2031	Road & Bridge	$269,885	$212,693	$259,240
2081	Police District	$3,518,429	$3,165,999	$2,097,941
2111	Fire District	$8,015,943	$5,554,626	$2,811,741
2181	Zoning	$60,880	$0	$0
2231	Permissive Motor Veh License	$544,830	$692,658	$894,848
2261	Law Enforcement Trust	$177,972	$156,328	$210,328
2271	Enforcement & Ed	$3,001	$3,001	$3,001
2281	Ambulance & EMS	$663,950	$934,973	$493,976
2401	Special Assessment - Lighting Districts	$189,665	$121,365	$115,927
2901	TIF - Kroger	$679	$679	$679
2902	Recycling Incentive	$128,059	$138,029	$133,673
2903	TIF - Colerain Towne Center	$200,420	$175,156	$2,561,986
2907	TIF - Stone	$7,727	$0	$0
2908	CDBG Com Dev Block Grant	$0	$0	$0
2910	TIF - Best Buy	$436,129	$0	$0
2911	Parks & Services	$91,924	$0	$0
2912	Community Center	$29,213	$0	$0
3101	General Bond Note Retirement	$0	$0	$0
3102	Bond Retirement Parks	$0	$0	$0
3103	Bond Retirement PW	$1	$0	$0
3104	Gen Bond Retire-CLI	$0	$0	$0
3105	Bond Retirement St. Scape	$0	$0	$0
3301	Bond Retirement S.A. Fire	$1	$0	$0
4401	NSP	$10,118	$0	$0
4406	Hamilton Co. Comm.	$0	$0	$0
4409	OPWC	$261,372	$0	$0
	Total	**$23,139,067**	**$18,059,509**	**$14,847,456**

Summary of Expenses, Revenues and Fund Balances

Ending Fund Balances by Program

Program Name	2018 Actual	2019 Appropriated	2020 Proposed
General	$7,497,301	$5,821,994	$4,179,804
Fire & EMS	$8,679,893	$6,489,599	$3,305,717
Police	$3,699,402	$3,325,329	$2,311,270
Public Services	$1,967,421	$1,987,359	$2,238,399
Planning	$60,880	$0	$0
All Others	$1,234,170	$435,229	$2,812,266
Total	**$23,139,067**	**$18,059,509**	**$14,847,456**



Township Statistics

Township Statistics

This portion of the budget book contains information that provides and additional context on the economic, financial, and residential profile of Colerain Township. These statistics are used by staff as an aid in development of the long term financial plans of the Township. The following tables have been provided:

- Ten Years of Fund Balances
- Ten Years of Property Tax Valuation for Colerain Township, by property type
- Ten Years of Property Tax Rates for Colerain Township Residents, broken out by Colerain Township specific rates against all other rates
- Nine Years of Demographic and Economic Data
- Eight Years of Major Industries found in Colerain Township

Additional operational data reports are available online through the Township's transparency portal, including:

- Crime Reports
- Fire & EMS Run Volume
- Code Enforcement Violations
- Public Services Request for Service
- Open Records Requests
- Vacant Buildings
- All expenses by year
- Planning and Zoning Activities
- EMS Incidents by Disposition
- Response Times – Fire & EMS
- Fire Incidents by Type
- Police Calls for Service by Geographic Area
- Dollar value of property loss due to fires
- Rental of Township Properties

These reports can be found at: https://coleraintownshiphamiltonoh.opengov.com/transparency

Historical Fund Balances

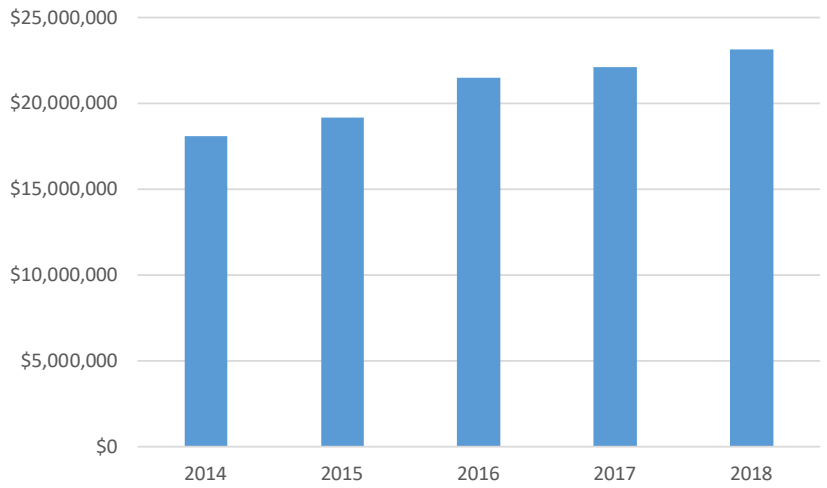
Ending Fund Balances by Fund

Fund Number	Fund Name	2014	2015	2016	2017	2018
1000	General	$5,171,618	$4,824,610	$5,627,127	$6,430,200	$7,497,301
2011	Motor Vehicle License Tax	$86,141	$92,465	$97,396	$119,286	$112,842
2021	Gasoline Tax	$250,911	$375,393	$522,876	$739,136	$918,727
2031	Road and Bridge	$470,558	$338,623	$209,562	$180,274	$269,885
2081	Police District	$231,864	$889,911	$1,725,363	$2,768,305	$3,518,429
2111	Fire District	$9,365,764	$9,202,820	$9,206,319	$8,507,458	$8,015,943
2181	Zoning	$24,512	$138,885	$115,343	$40,870	$60,880
2231	Permissive Motor Vehicle License Tax	$86,140	$112,318	$228,300	$339,008	$544,830
2261	Law Enforcement Trust	$41,823	$117,643	$147,517	$119,729	$177,972
2271	Enforcement and Education	$1,742	$1,277	$1,885	$2,415	$3,001
2281	Ambulance And Emergency Medical Services	$665,528	$484,090	$598,520	$295,970	$663,950
2401	Special Assessment - Lighting Districts	$159,677	$175,460	$183,805	$188,131	$189,665
2901	TIF - Kroger	$0	$339,529	$170,104	$679	$679
2902	Recycling Incentive	$51,688	$52,523	$59,753	$81,768	$128,059
2903	TIF - Colerain Towns Center	$0	$0	$0	$0	$200,420
2907	TIF - Stone Creek	$451,673	$1,358,175	$1,864,883	$1,754,278	$7,727
2908	Community Development Block Grant	$0	$0	$0	$0	$0
2910	TIF - Best Buy	$606,829	$401,747	$544,365	$429,154	$436,129
2911	Parks & Services	$275,742	$122,920	$74,751	$24,039	$91,924
2912	Community Center	$120,997	$124,061	$92,581	$75,663	$29,213
3101	General Bond Retirement	$0	$0	$0	$0	$0

Historical Fund Balances

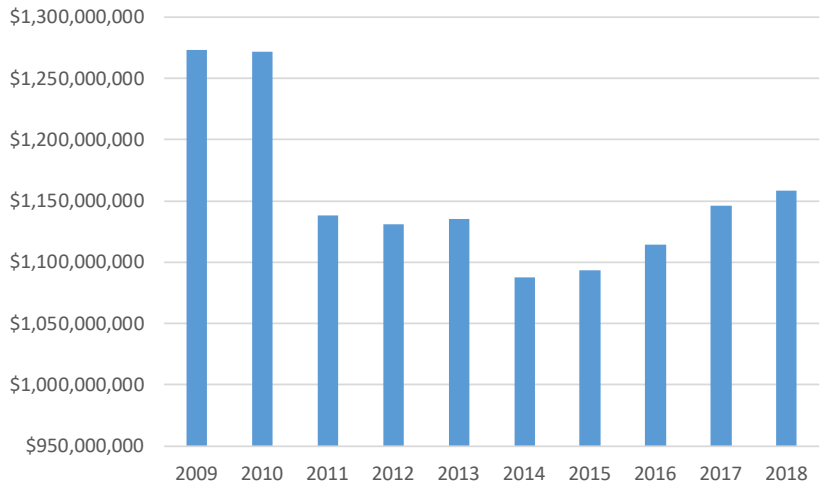
Ending Fund Balances by Fund

Fund Number	Fund Name	2014	2015	2016	2017	2018
3102	General Bond Retirement Parks	$0	$0	$0	$0	$0
3103	Bond Retirement Public Works	$0	$1	$1	$1	$1
3104	Gen Bond Retirement Clippard Park	$0	$0	$0	$0	$0
3105	Bond Retirement Streetscape	$0	$0	$0	$0	$0
3301	Bond Retirement Fire	$0	$0	$0	$1	$1
4401	Neighborhood Stabilization Program	$0	$0	$0	$0	$10,118
4406	Hamilton Co. Com	$0	$0	$0	$0	$0
4409	OPWC - Breezy Way	$0	$0	$0	$0	$261,372
	Total	**$18,063,206**	**$19,152,452**	**$21,470,451**	**$22,096,364**	**$23,139,067**



Annual Property Tax Valuation by Property Type

Fiscal Year	Residential/ Agricultural Property	Commercial/Industrial/Other Property	Public Utility Property	Total Valuation
2009	$1,017,620,830	$229,484,930	$26,293,090	$1,273,398,850
2010	$1,021,067,050	$223,685,410	$26,954,960	$1,271,707,420
2011	$910,523,190	$198,759,590	$29,181,890	$1,138,464,670
2012	$908,186,980	$192,635,800	$30,209,670	$1,131,032,450
2013	$906,159,840	$196,387,260	$32,850,510	$1,135,397,610
2014	$856,508,550	$196,020,480	$35,170,510	$1,087,699,540
2015	$859,094,040	$198,164,000	$36,384,640	$1,093,642,680
2016	$860,337,080	$216,226,270	$37,453,750	$1,114,017,100
2017	$886,704,610	$219,435,160	$39,746,670	$1,145,886,440
2018	$891,152,490	$223,657,440	$43,285,030	$1,158,094,960
% Change - 5 Year	4.04%	14.10%	23.07%	6.47%
% Change - 10 Year	-12.43%	-2.54%	64.63%	-9.05%



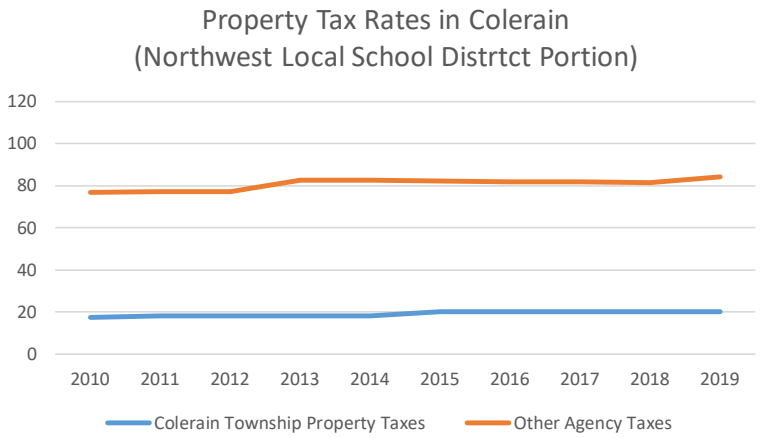
Annual Property Tax Rates

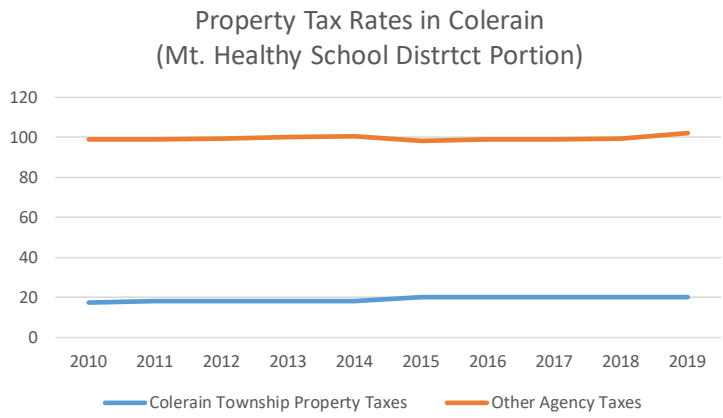
In Northwest Local School District

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Colerain Township Property Taxes	17.33	18.26	18.26	18.26	18.26	20.21	20.21	20.21	20.21	20.21
Other Agency Taxes	76.98	77.01	77.21	82.56	82.56	82.38	81.68	81.68	81.6	84.1
Total	94.31	95.27	95.47	100.82	100.82	102.59	101.89	101.89	101.81	104.31

In Mt. Healthy School District

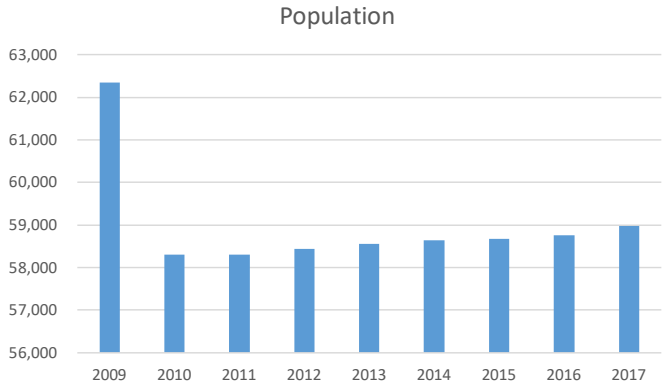
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Colerain Township Property Taxes	17.33	18.26	18.26	18.26	18.26	20.21	20.21	20.21	20.21	20.21
Other Agency Taxes	99.13	99.11	99.5	100.23	100.63	98.39	98.84	99.05	99.36	102.28
Total	116.46	117.37		118.49	118.89	118.6	119.05	119.26	119.57	122.49

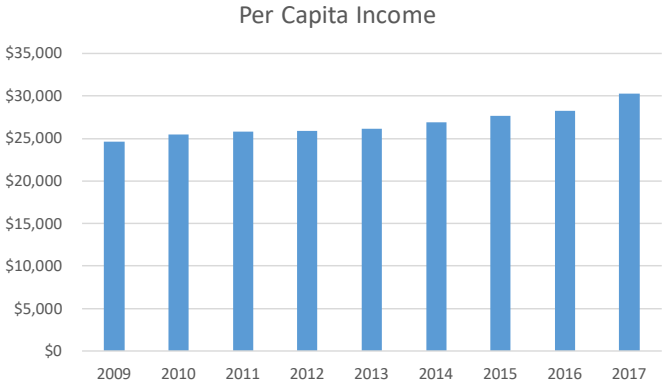


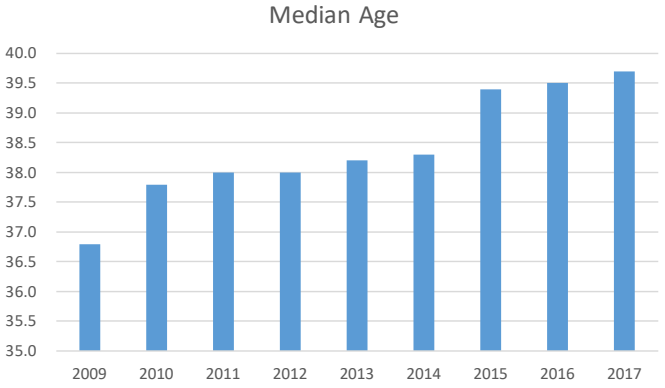


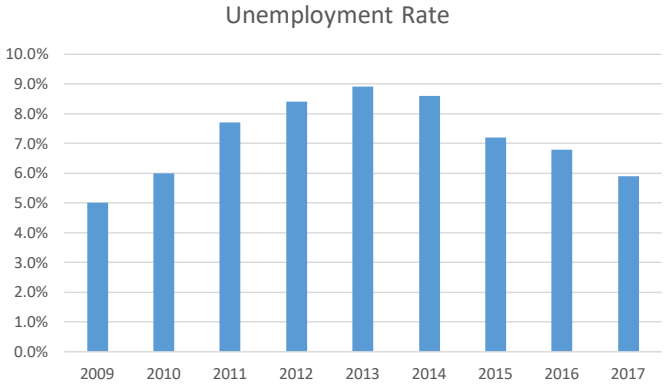
Demographic & Economic Data

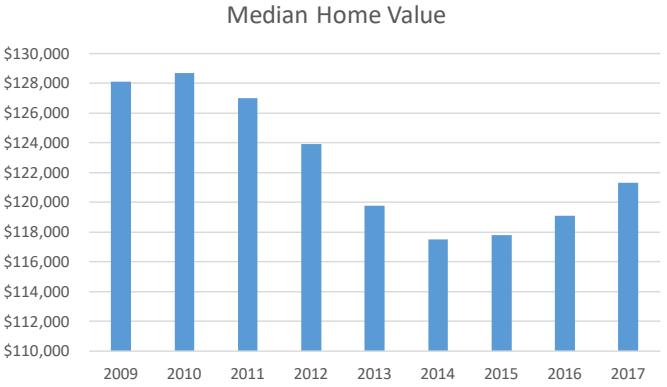
	Population	Per Capita Income	Median Age	Unemployment Rate	Median Home Value
2009	62,347	$24,632	36.8	5.0%	$128,100
2010	58,309	$25,440	37.8	6.0%	$128,700
2011	58,301	$25,780	38.0	7.7%	$127,000
2012	58,430	$25,896	38.0	8.4%	$123,900
2013	58,559	$26,173	38.2	8.9%	$119,800
2014	58,640	$26,866	38.3	8.6%	$117,500
2015	58,672	$27,664	39.4	7.2%	$117,800
2016	58,753	$28,279	39.5	6.8%	$119,100
2017	58,984	$30,235	39.7	5.9%	$121,300











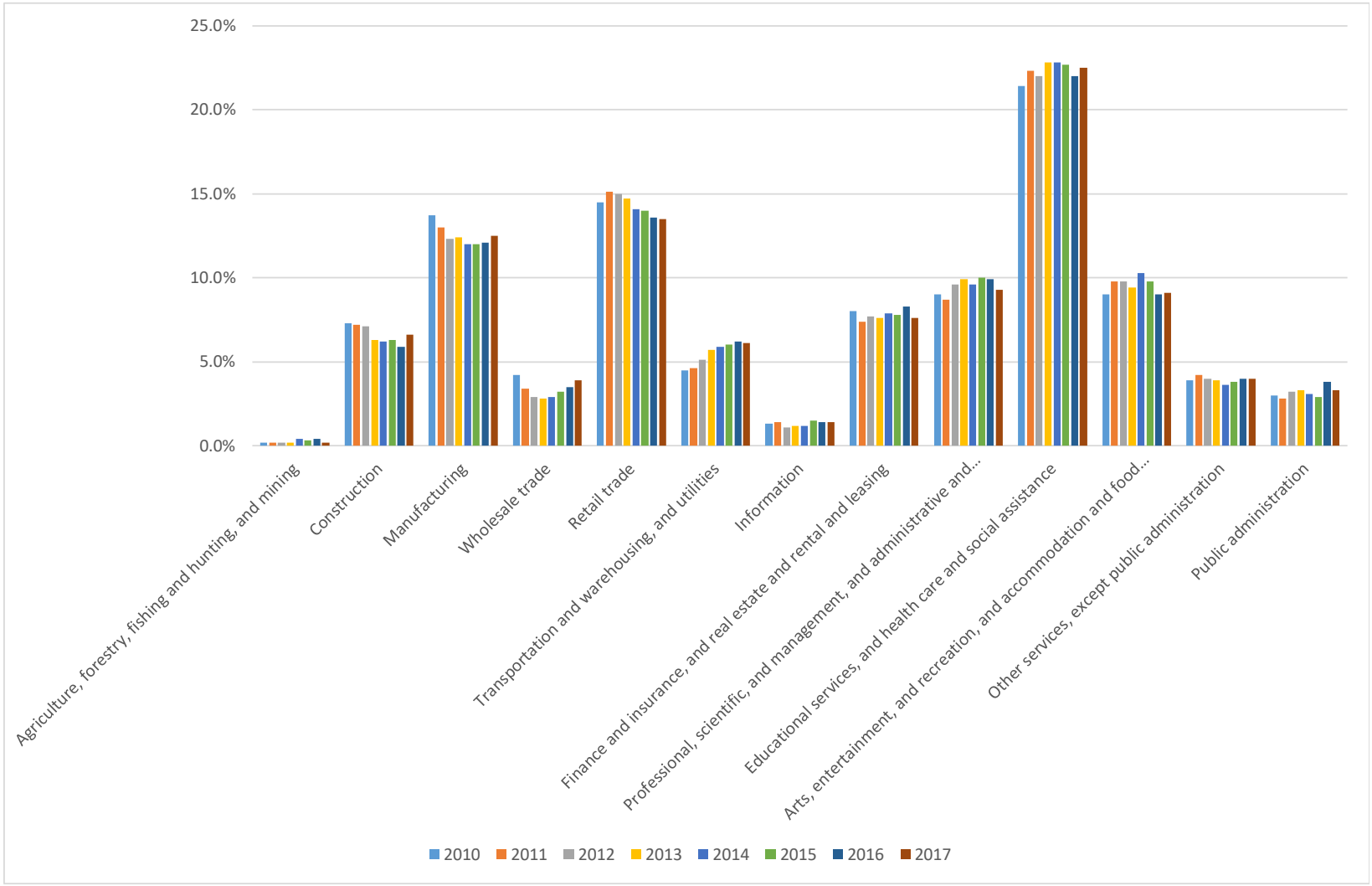
Top 10 Tax Payers by Assessed Value

Owner Name	Assessed Value
DUKE ENERGY OHIO INC	$41,580,040
TKG COLERAIN TOWNE CENTER LLC	$10,047,120
INLAND STONE CREEK LLC	$9,997,030
T NORTHGATE MALL LLC	$7,077,950
RUMPKE SANITARY LANDFILL INC INC	$6,704,480
8403 COLERAIN AVE LLC	$5,347,830
PERSEA ACQUISITIONS LLC	$4,847,500
MEIJER STORES LIMITED PARTNERSHIP	$4,515,000
PS 16 LLC	$4,270,180
NEXT UP INVESTMENTS 2 LLC	$4,060,010

Percent Employment by Industry

Industry	2010	2011	2012	2013	2014	2015	2016	2017
Agriculture, forestry, fishing and hunting, and mining	0.2%	0.2%	0.2%	0.2%	0.4%	0.3%	0.4%	0.2%
Construction	7.3%	7.2%	7.1%	6.3%	6.2%	6.3%	5.9%	6.6%
Manufacturing	13.7%	13.0%	12.3%	12.4%	12.0%	12.0%	12.1%	12.5%
Wholesale trade	4.2%	3.4%	2.9%	2.8%	2.9%	3.2%	3.5%	3.9%
Retail trade	14.5%	15.1%	15.0%	14.7%	14.1%	14.0%	13.6%	13.5%
Transportation and warehousing, and utilities	4.5%	4.6%	5.1%	5.7%	5.9%	6.0%	6.2%	6.1%
Information	1.3%	1.4%	1.1%	1.2%	1.2%	1.5%	1.4%	1.4%
Finance and insurance, and real estate and rental and leasing	8.0%	7.4%	7.7%	7.6%	7.9%	7.8%	8.3%	7.6%
Professional, scientific, and management, and administrative and waste management services	9.0%	8.7%	9.6%	9.9%	9.6%	10.0%	9.9%	9.3%
Educational services, and health care and social assistance	21.4%	22.3%	22.0%	22.8%	22.8%	22.7%	22.0%	22.5%
Arts, entertainment, and recreation, and accommodation and food services	9.0%	9.8%	9.8%	9.4%	10.3%	9.8%	9.0%	9.1%
Other services, except public administration	3.9%	4.2%	4.0%	3.9%	3.6%	3.8%	4.0%	4.0%
Public administration	3.0%	2.8%	3.2%	3.3%	3.1%	2.9%	3.8%	3.3%

Percent Employment by Industry



Glossary

Glossary

Appropriations – dollars that are available for spend by the Township.

Bargaining Unit – a union or group of employees that collectively work with management to establish work and wage parameters.

Bonds – loans from an outside agency or entity that provide an influx of cash to the government and are to be paid back over time.

Capital Project Fund – a fund that is used to finance large capital projects.

Community Development Block Grant (CDBG) – this is program administered by the federal government that provides the Township with cash that can be spent on eliminating blight, job creation, remediating problem properties, and other projects.

Debt – the amount of money that is owed by the Township to another agency.

Debt Service Fund – a fund that is used to pay off debt and outstanding bond obligations.

Full Time Employee – an employee that works more than 1,500 hours per year per Federal guidelines and is therefore eligible for health care.

Fund – a financial account that pools certain resources for particular types of expenses.

Grant – money that is given to the Township for a particular program or project and that is temporal in nature.

Initiative – a particular project that will be completed by the Township that may or may not require money to complete and that may or may not be tied to a KPI.

Key Performance Measure (KPI) – a strategic dataset that measures the performance of the organization.

Modified Cash Basis – recognizes revenue when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred.

Neighborhood Stabilization Program (NSP) – this refers to a federal housing program that occasionally generates program revenue that is to be spent by the Township on limited types of expenses.

Non-Departmental – references any expenses or revenues that are not typically assigned to any one department.

Policy – a set of principles that has been adopted by the Board of Trustees that sets the direction for Township staff and is enacted/executed by staff.

Glossary

Special Revenue Fund – a fund that has been established to receive cash that is to be held for a particular use.

State Capital Improvement Program (SCIP) – this refers to cash that the Township receives from the state of Ohio that is tied to a major road rehabilitation project.

Tax Budget – a document that informs the County Auditor of the likely revenue needs of the Township in order to ensure that all revenues are collected by the Auditor in the following year.

Tax Increment Financing (TIF) – a method available to Townships to increase local revenues by diverting future property tax revenue increases from a defined area or district related to an economic development project.

Attachments

Attachments

A - Board policy document and resolution
B - Per capita spend memo
C - Character area spend memo
D - Roster
E – Purchasing Card Policy
F – Purchasing Policy
G – What is a Levy

Attachment A

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 6 p.m., on the 12th day of November, 2019, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Greg Insco, Raj Rajagopal, Dan Unger

Mr. Insco introduced the following resolution and moved its adoption:

RESOLUTION NO. 54-19

RESOLUTION ADOPTING POLICY PRIORITIES FOR 2020

WHEREAS, the Board of Trustees sets the policy direction for Colerain Township in furtherance of the health, safety and welfare of Township residents, businesses and employees; and;

WHEREAS, the Board of Trustees of Colerain Township desires to establish the policy priorities for fiscal year 2020; and;

WHEREAS, the Board of Trustees held three separate Town Hall meetings to solicit feedback from residents on the desired policy direction of the Township; and;

WHEREAS, this direction will provide high level guidance to staff on the priorities that should be executed in 2020 as part of the Strategic Plan.

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

1. The Fiscal Year 2020 Policy Priorities are as follows:

   A. Create connections by improving communications, building new sidewalks and ensuring the maintenance of existing sidewalks.

   B. Improve the aesthetics of our community through beautification initiatives.

   C. Create a new brand for the Township and deploy it through signage and gateway features.

   D. Improve neighborhood health by focusing on code enforcement; 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.

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

Vote Record: Mr. Insco aye, Mr. Rajagopal aye, Mr. Unger aye

ADOPTED this 12th day of November, 2019.

BOARD OF TRUSTEES:

Greg Insco, Trustee

Raj Rajagopal, Trustee

Dan Unger, Trustee

ATTEST:

Heather E. Harlow,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

L.E. Barbiere

Lawrence E. Barbiere (0027106)
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 12th day of November, 2019.

Heather E. Harlow
Colerain Township Fiscal Officer

COLERAIN
EST. 1794

MEMORANDUM

To: Geoff Milz, Township Administrator

CC:

From: Jeff Weckbach, Assistant Township Administrator

Subject: Colerain Township – Taxation and Per Capita Spend

Date: September 6, 2019

SUMMARY

Colerain Township is the second largest community in Hamilton County. Despite being the second largest community in Hamilton County, Colerain features the third lowest per capita spend (average total amount of dollars spent for every resident). To put it simply, Colerain operates on a shoestring budget compared to other communities. Townships, by statute, are highly limited in their ability to generate revenue from various tax sources and are heavily reliant on the property tax. There are however, several "tools" left in the toolbox for revenue enhancements that the Township can and should consider:

- TIFs
- JEDZ or JEDD
- $5 permissive auto license fee
- Community Reinvestment Areas
- Special Assessment Districts
- Historic Preservation Districts
- Grants
- Fees for service

For perspective, state law regarding the above available options has changed and will likely continue to change in the future. For the most part, the changes in state law have made it more challenging or limited a Township's ability to raise revenue through these sources. Past decisions to delay or not enact these types of revenues has created a dependency on the property tax as the primary source of revenue for Township operations.

BACKGROUND

Colerain Township is the second largest Township in Ohio by both population and land area. Colerain is a full service Township that features many amenities of an urban municipality and rural township. The

Colerain Township • 4200 Springdale Road • Colerain Township, Ohio 45251
gmilz@colerain.org • www.colerain.org
Phone (513) 385-7500 • Fax (513) 245-6503

Trustees: Greg Insco, Raj Rajagopal, Daniel Unger
Fiscal Officer: Heather E. Harlow
Administrator: Geoff Milz

Township features an ISO1 rate Fire Department and a Police Department with gold standard accreditation from CALEA, two of the highest standards that any municipality, let alone Township, can achieve in Ohio.

It is often cited that Colerain is able to provide these services on a shoestring budget. At the same time, there have been questions regarding the perceived high rate of taxation within the Township. Residents will often question, "Why we are not doing more" since we are such a large Township. The following analysis will hopefully provide some perspective on the overall financial position of the Township compared to peer communities in Hamilton County.

ANALYSIS

The Data

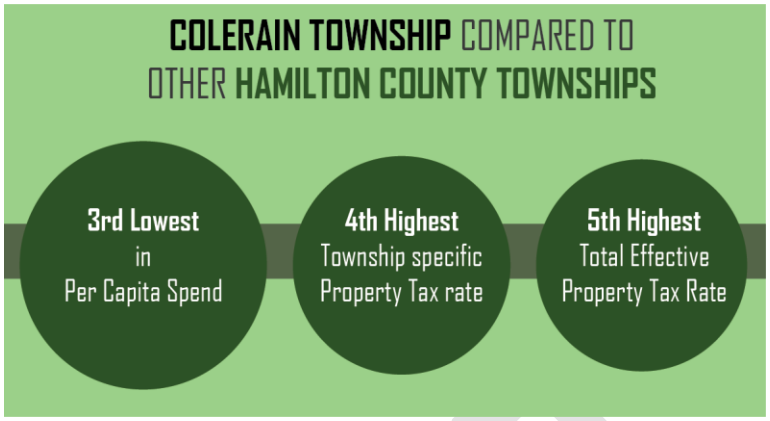
In order to accurately compare Colerain against other communities, consistency in data is critical. All population figures were derived from the most recent information available from the US Census Bureau (via the American Fact Finder). In addition, all property tax rate information was pulled directly from the Hamilton County Auditor's 2019 Rate of Taxation table. Finally, all financial information was extracted from the Ohio Auditor of State Financial Audits for the most recent available fiscal year for each municipality.

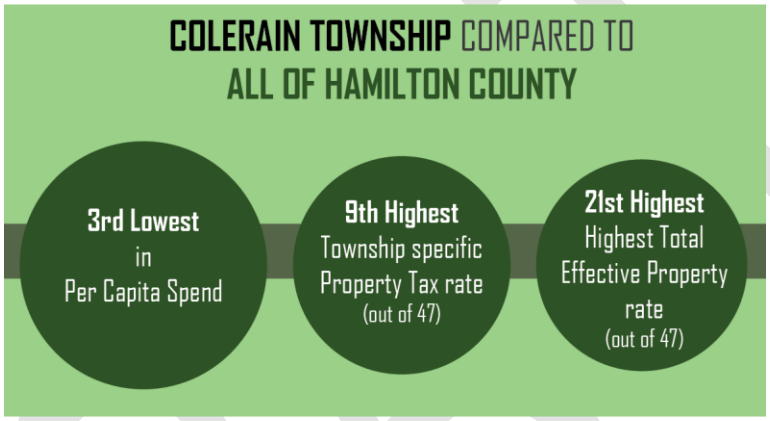
Audits serve as the most accurate representation of exactly how much a governmental entity spent in a given year. Budgets are estimates and inaccurate, therefore budgets were not consulted. In addition, audits allow an individual to readily compare across jurisdictions, as there are uniform standards that are required to be followed for all reporting statements. The financial spending figure used for each municipality is based off of the most recent audited financial statements. It is worth noting that not all agencies have been audited within the past three years, therefore the data used may be outdated. The total spend across all functions was selected as the base for all financial data from the audits. This number was selected as it represents all expenditures made by the government within a given year. Each community may define general government spend in a different fashion and this data is therefore not as relatable.

For full transparency, the most recent data available for Colerain Township is from 2017. In 2018, unaudited financial figures are approximately $8M higher than 2017. While it is important to recognize this difference, it is worth noting that this growth is tied to grant revenue and other one-time sources. For any financial analysis, a general disclaimer should be provided that the data is a point in time picture, as, in theory expenses will rise for all jurisdictions and any of these jurisdictions could have some of the one-time growth that was experienced by Colerain in the 2018 unaudited figures.

DRAFT

Colerain





The above information presents a very interesting dynamic relating to Colerain Township. On the surface, the numbers indicate that the Township does an excellent job at providing high quality service at a low rate based on the Township's per capita spend ranking. Despite this fact, the Township is not one of the lower ranking property tax rates. In fact, Colerain's municipal property tax rate is one of the highest in Hamilton County. This shows that the Township is highly dependent on property taxes for base revenue. Looking at other data points throughout the county, there appears to be an inverse relationship between municipal property tax rates and per capita spend.

Comparable Other Revenues

There are several factors that might contribute to the disparity between property tax millage rate and overall per capita spend:

- Property tax valuation: In general, if the total tax base of all properties per capita is higher in community A than in community B, then it is likely that the property tax rate in community A can be lower than community B for the same overall per capita spend.

- Available other taxing sources: Many communities may have capitalized on other revenue enhancement strategies over the past several decades. While many of these revenues still exist, the laws regarding their implementation may have changed and will affect Colerain's ability to implement these revenues.

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- Income taxes (including JEDZ and JEDD): Cities have the ability to collect income taxes on all businesses and residents. These income taxes can be general in nature or tied to specific services, such as fire or police. In fact, a recent ICMA study on "First Ring Suburbs" focused on municipal income tax rates, as opposed to property taxes. Townships, on the other hand, are only allowed to collect income tax revenue through JEDD or JEDZ. Rules around these two revenue tools continue to evolve over time. Many comparable Townships have implemented JEDDs or JEDZs to various degrees. This revenue source is all but non-existent in Colerain (there is one small JEDD).
- Residential TIFs: Many communities took advantage of prior state laws that allowed for TIF districts to be placed in residential areas and over a large portion of their community's land area. These residential TIFs generate significant amounts of cash and are typically restricted to capital improvements and purchases that can then be used for bridge and roadway improvements.
- Mayor's Court: Cities are able to implement a "Mayor's Court" that allows all court fines and fees associated with minor misdemeanor infractions to be kept at the city (as opposed to being split with the County Court system). This could be a significant revenue generator for Colerain. The Township is currently exploring if home-rule Townships are able to establish a "Mayor's Court."
- Lodging Taxes: While Colerain Township does have a lodging tax, it does not generate much revenue as the two existing hotels have relatively low nightly rates. Many other municipalities in Hamilton County have established robust hotel markets that can generate hundreds of thousands of dollars per year for general expenses.

It is worth noting, that cities do have some additional responsibilities that are not currently Township responsibilities. For example, Townships use the County Engineer and the County Engineer is responsible for maintaining a high number of streets. Townships also use the County's Building Inspectors.

RECOMMENDATION

Based on all of the information provided above, it is clear that Colerain Township is able to achieve an effective economy of scale for residents. To provide the level of service at the rate per person is truly a testament to the hard work and dedication of all members of the Colerain Township team.

By design, Townships have very limited opportunities to enhance revenue. In general, the following revenue options are available to Townships:

- One time resources such as grants and other non-tax revenue
- Continue to find ways to improve the overall tax base of Colerain Township
- Increases, enhancements, or additional fees and fines
- Special Property Tax Levies
- $5 Permissive Auto License Tax
- Special Assessment Districts (tied to a property and for a particular project)
- Historic Preservation Districts (tied to a property and limited to use near said property)
- Tax Increment Financing Districts (tied to a property and limited to use near said property)
- Community Reinvestment Areas (tied to a property and limited to use near said property)
- Income taxes via a JEDD or JEDZ

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It is important the Board is aware of these resources and understands the implications of these various revenue sources.

ATTACHMENTS

Appendix A – Charts: This appendix shows eight different charts that visually compare Colerain's (in orange) relative population, per capita spend, and tax rates against all townships in Hamilton County and all Hamilton County municipalities.

Appendix B – Per Capita Spend: This appendix features a data table that has all of the relevant information used to determine the per capita spend and ranking for all municipalities in Hamilton County.

Appendix C – Total Tax: This appendix features a data table that shows the total average effective millage rate for property owners within a municipality in Hamilton County. The rate is an average of all school districts and other special districts that may exist in that jurisdiction.

Appendix D – Muni Tax: This appendix features a data table that compares the municipal only property tax rate for municipalities in Hamilton County.

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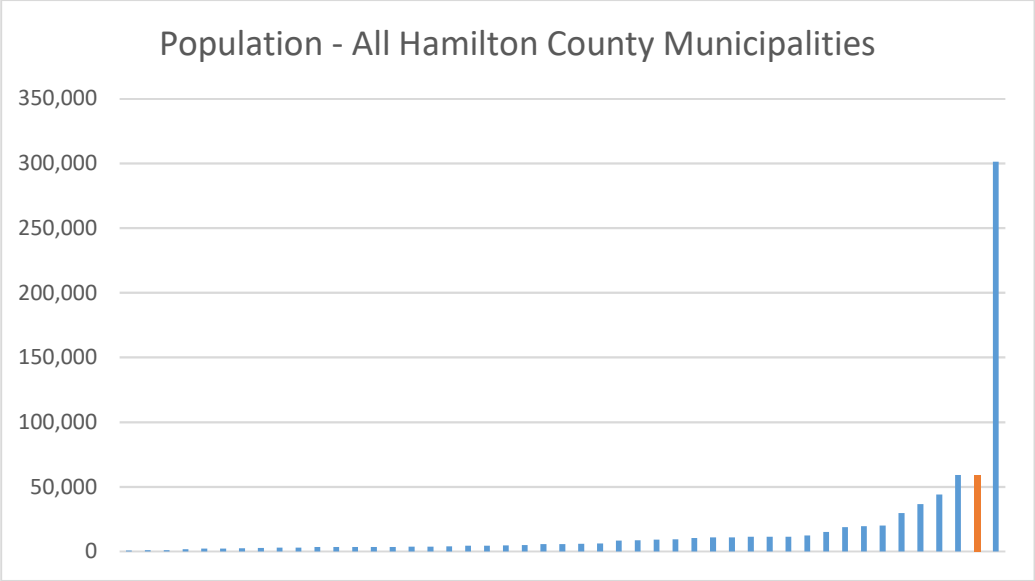
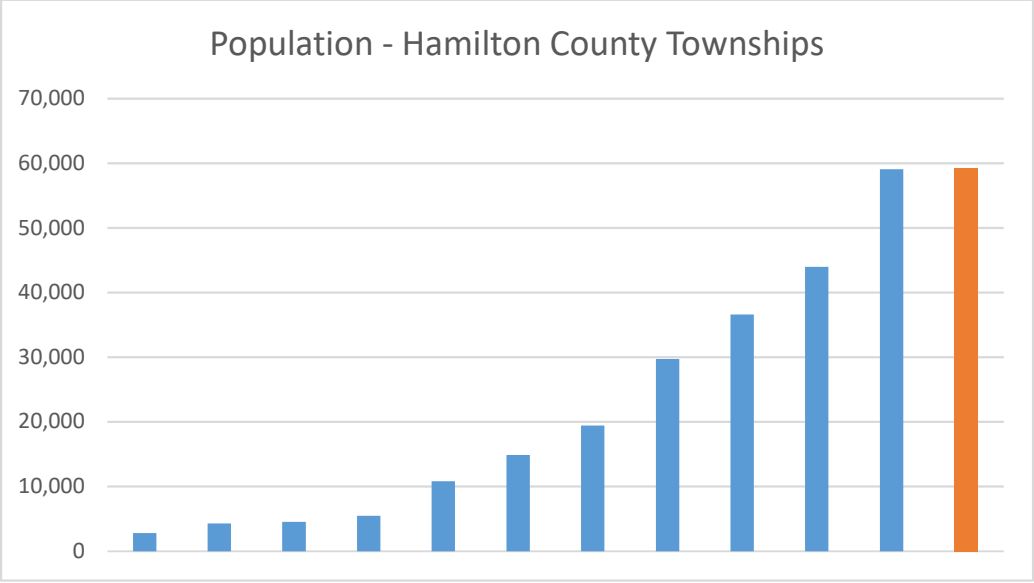
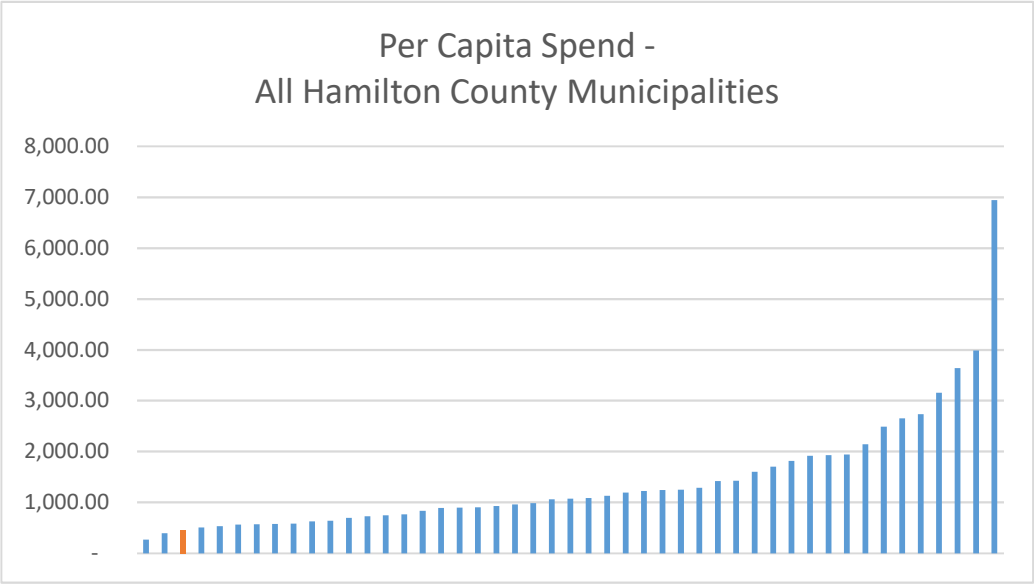
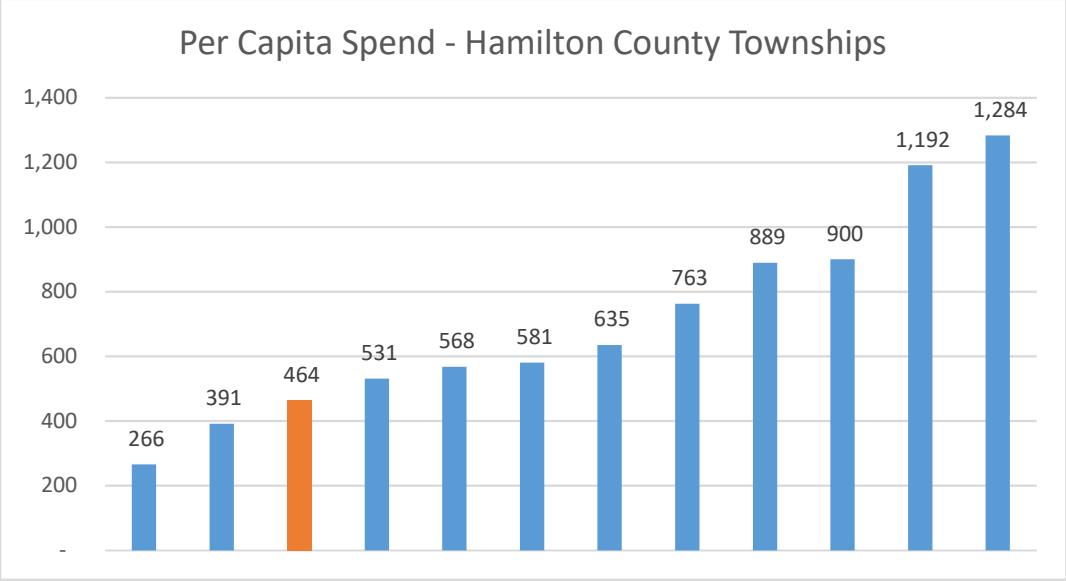
COLERAIN

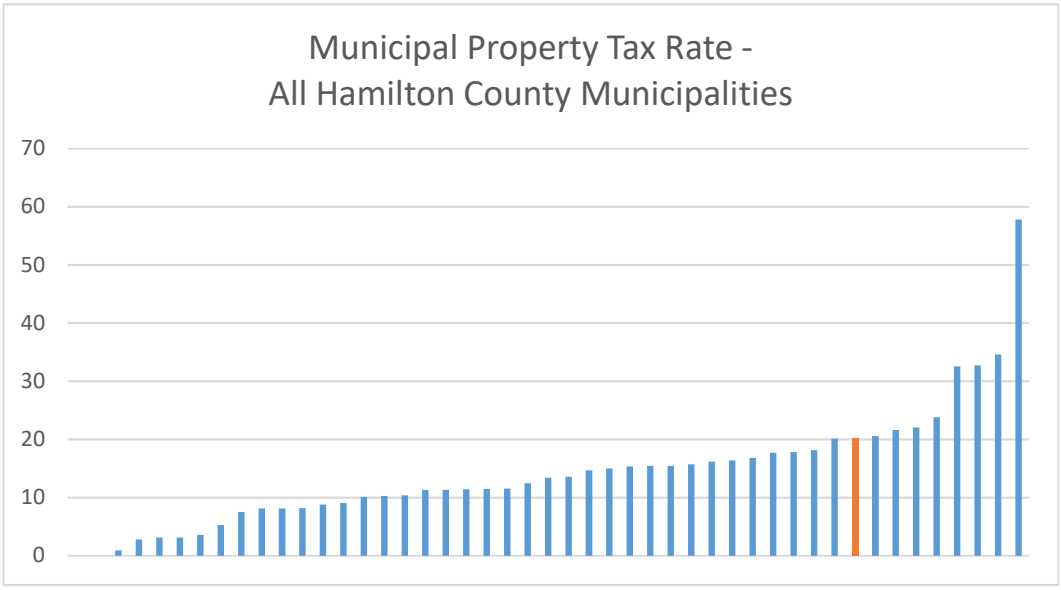
APPENDIX A - CHARTS

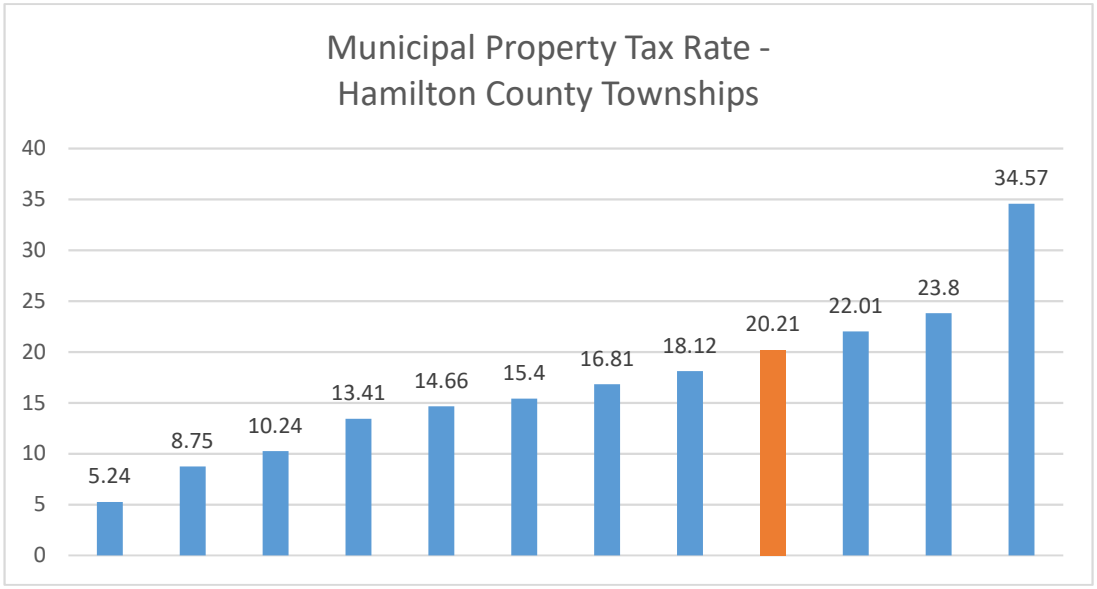


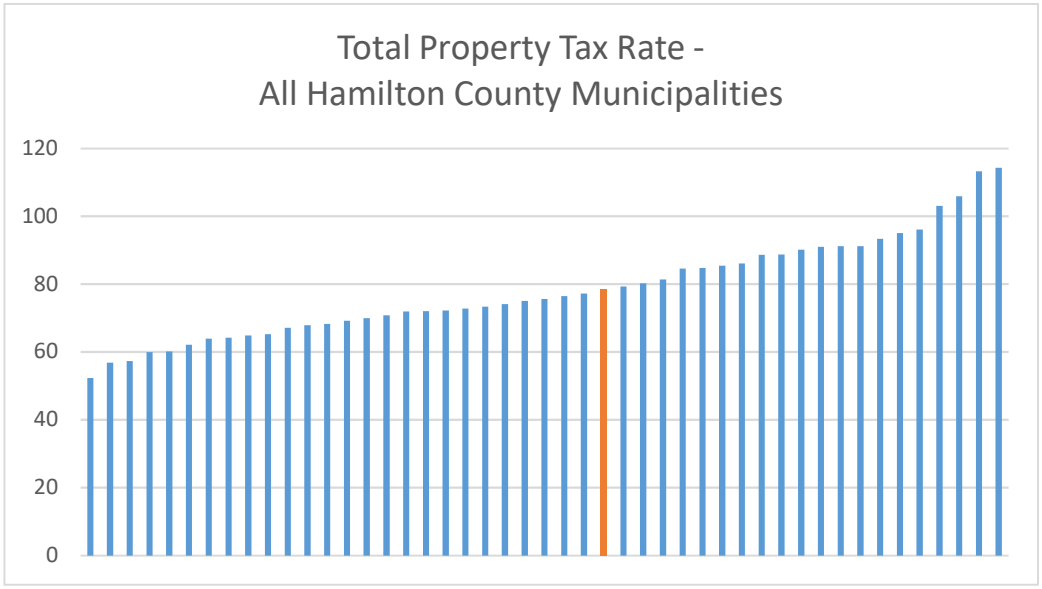


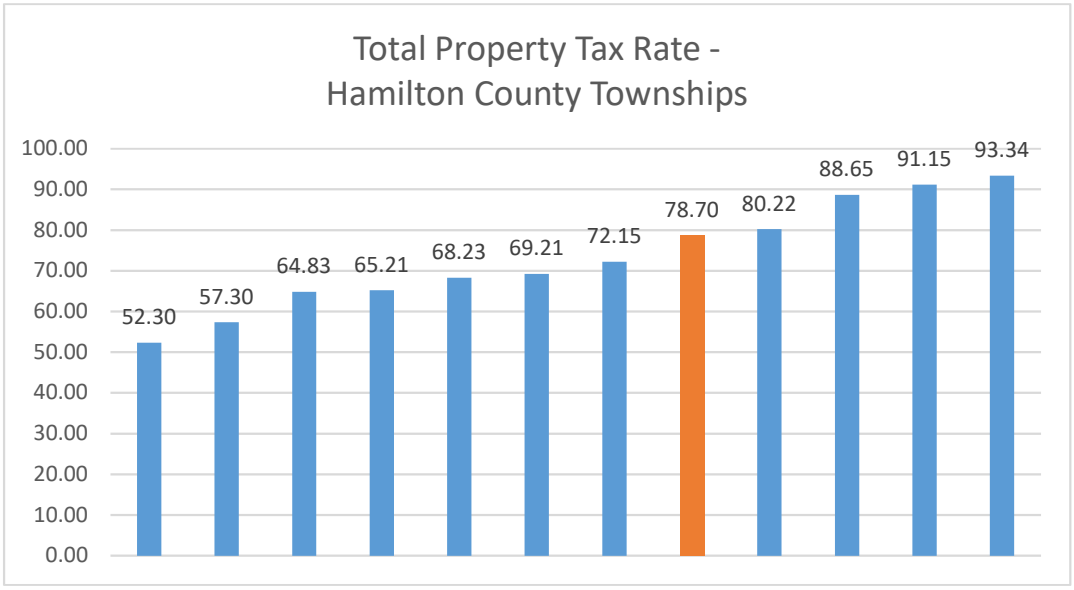

Per Capita Spend -
All Hamilton County Municipalities
8,000.00
7,000.00
6,000.00
5,000.00
4,000.00
3,000.00
2,000.00
1,000.00
-


Per Capita Spend - Hamilton County Townships
1,400
1,200
1,000
800
600
400
200
-
266
391
464
531
568
581
635
763
889
900
1,192
1,284


Municipal Property Tax Rate -
All Hamilton County Municipalities
70
60
50
40
30
20
10
0


Municipal Property Tax Rate -
Hamilton County Townships
40
35
30
25
20
15
10
5
0
5.24
8.75
10.24
13.41
14.66
15.4
16.81
18.12
20.21
22.01
23.8
34.57


Total Property Tax Rate -
All Hamilton County Municipalities
120
100
80
60
40
20
0


Total Property Tax Rate -
Hamilton County Townships
100.00
90.00
80.00
70.00
60.00
50.00
40.00
30.00
20.00
10.00
0.00
52.30
57.30
64.83
65.21
68.23
69.21
72.15
78.70
80.22
88.65
91.15
93.34

PER CAPITA SPEND - HAMILTON COUNTY*					
Audit Year	**Name**	**Population**	**Total Spend**	**Spend/Captia**	**Rank**
2017	Harrison - TWP	4,247	1,128,242	265.66	1
2017	Crosby	2,808	1,097,633	390.89	2
2017	Colerain	59,217	27,489,275	464.21	3
2017	Cleves	3,422	1,726,504	504.53	4
2016	Symmes	14,876	7,895,564	530.76	5
2017	Deer Park	5,679	3,187,674	561.31	6
2018	Whitewater	5,477	3,108,909	567.63	7
2016	Elmwood Place	2,194	1,263,963	576.10	8
2016	Springfield	36,572	21,236,714	580.68	9
2016	North Bend	867	543,366	626.72	10
2016	Delhi	29,686	18,860,492	635.33	11
2017	Lincoln Heights	3,334	2,320,249	695.94	12
2017	Cheviot	8,292	6,039,536	728.36	13
2016	North College Hill	9,309	6,945,605	746.12	14
2018	Green	59,042	45,041,661	762.87	15
2013	Terrace Park	2,289	1,904,967	832.23	16
2017	Anderson	43,969	39,106,586	889.41	17
2018	Madeira	9,149	8,198,000	896.05	18
2016	Miami	10,807	9,724,559	899.84	19
2018	Mt. Healthy	6,063	5,622,552	927.35	20
2015	Addyston	944	906,792	960.58	21
2016	Greenhills	3,597	3,532,555	982.08	22
2014	Gof Manor	3,532	3,748,187	1,061.21	23
2013	Newtown	2,662	2,856,387	1,073.02	24
2017	Arlington Heights	740	803,050	1,085.20	25
2017	Reading	10,260	11,581,081	1,128.76	26
2017	Sycamore	19,422	23,141,433	1,191.51	27
2016	Glendale	2,180	2,671,257	1,225.35	28
2018	Forest Park	18,690	23,167,852	1,239.59	29
2016	Mariemont	3,433	4,274,437	1,245.10	30
2015	Columbia	4,502	5,778,988	1,283.65	31
2017	Harrison - City	11,300	15,989,151	1,414.97	32
2018	Silverton	4,753	6,762,964	1,422.88	33
2018	Wyoming	8,536	13,680,727	1,602.71	34
2018	Montgomery	10,746	18,283,484	1,701.42	35
2017	Amberley Village	3,778	6,863,454	1,816.69	36
2015	Woodlawn	3,298	6,307,061	1,912.39	37
2018	Lockland	3,462	6,678,189	1,929.00	38
2017	Norwood	19,870	38,493,117	1,937.25	39
2017	Springdale	11,213	24,012,242	2,141.46	40
2018	Cincinnati	301,301	749,687,000	2,488.17	41
2016	Fairfax	1,707	4,519,522	2,647.64	42
2018	Sharonville	11,376	31,102,681	2,734.06	43
2017	St. Bernard	4,363	13,750,465	3,151.61	44
2018	Indian Hill	5,874	21,360,694	3,636.48	45
2018	Blue Ash	12,199	48,572,054	3,981.64	46
2017	Evendale	2,864	19,876,312	6,940.05	47

*Based on most recent audit figures - Total Disbursements all funds.

AVERAGE TOTAL PROPERTY TAX - HAMILTON COUNTY*					
Audit Year	**Name**	**Population**	**Spend/Capita**	**Total Avg. P-Tx**	**Rank**
2017	Harrison - TWP	4,247	265.66	52.30	1
2018	Sharonville	11,376	2,734.06	56.85	2
2017	Crosby	2,808	390.89	57.30	3
2018	Blue Ash	12,199	3,981.64	59.93	4
2017	Evendale	2,864	6,940.05	60.10	5
2017	Harrison - City	11,300	1,414.97	62.12	6
2015	Addyston	944	960.58	63.89	7
2018	Indian Hill	5,874	3,636.48	64.13	8
2018	Whitewater	5,477	567.63	64.83	9
2016	Symmes	14,876	530.76	65.21	10
2015	Woodlawn	3,298	1,912.39	67.14	11
2016	North Bend	867	626.72	67.87	12
2017	Sycamore	19,422	1,191.51	68.23	13
2016	Miami	10,807	899.84	69.21	14
2018	Madeira	9,149	896.05	69.89	15
2017	Reading	10,260	1,128.76	70.74	16
2017	Springdale	11,213	2,141.46	71.90	17
2018	Lockland	3,462	1,929.00	72.02	18
2018	Green	59,042	762.87	72.15	19
2017	Cleves	3,422	504.53	72.77	20
2016	North College Hill	9,309	746.12	73.31	21
2018	Montgomery	10,746	1,701.42	74.07	22
2017	Norwood	19,870	1,937.25	75.07	23
2013	Newtown	2,662	1,073.02	75.61	24
2013	Terrace Park	2,289	832.23	76.46	25
2017	Arlington Heights	740	1,085.20	77.19	26
2017	Colerain	59,217	464.21	78.70	27
2016	Glendale	2,180	1,225.35	79.27	28
2017	Anderson	43,969	889.41	80.22	29
2018	Cincinnati	301,301	2,488.17	81.38	30
2018	Forest Park	18,690	1,239.59	84.57	31
2016	Mariemont	3,433	1,245.10	84.74	32
2017	Amberley Village	3,778	1,816.69	85.43	33
2018	Silverton	4,753	1,422.88	86.03	34
2016	Delhi	29,686	635.33	88.65	35
2017	Cheviot	8,292	728.36	88.72	36
2016	Fairfax	1,707	2,647.64	90.16	37
2017	Deer Park	5,679	561.31	90.93	38
2018	Mt. Healthy	6,063	927.35	91.12	39
2016	Springfield	36,572	580.68	91.15	40
2015	Columbia	4,502	1,283.65	93.34	41
2018	Wyoming	8,536	1,602.71	95.07	42
2017	St. Bernard	4,363	3,151.61	96.09	43
2016	Elmwood Place	2,194	576.10	103.06	44
2016	Greenhills	3,597	982.08	105.88	45
2014	Gof Manor	3,532	1,061.21	113.25	46
2017	Lincoln Heights	3,334	695.94	114.27	47

*Based on most recent audit figures - Total Disbursements all funds.

MUNICIPAL PROPERTY TAX RATE - HAMILTON COUNTY*					
Audit Year	**Name**	**Population**	**Spend/Capita**	**Muni-Tax Rate**	**Rank**
2018	Sharonville	11,376	2,734.06	-	1
2017	Evendale	2,864	6,940.05	-	2
2018	Indian Hill	5,874	3,636.48	0.91	3
2016	Fairfax	1,707	2,647.64	2.76	4
2017	Springdale	11,213	2,141.46	3.07	5
2018	Blue Ash	12,199	3,981.64	3.08	6
2017	Reading	10,260	1,128.76	3.53	7
2017	Harrison - TWP	4,247	265.66	5.24	8
2018	Madeira	9,149	896.05	7.50	9
2015	Addyston	944	960.58	8.09	10
2016	North Bend	867	626.72	8.12	11
2018	Silverton	4,753	1,422.88	8.15	12
2017	Sycamore	19,422	1,191.51	8.75	13
2018	Wyoming	8,536	1,602.71	9.02	14
2015	Woodlawn	3,298	1,912.39	10.08	15
2017	Crosby	2,808	390.89	10.24	16
2018	Mt. Healthy	6,063	927.35	10.36	17
2017	St. Bernard	4,363	3,151.61	11.28	18
2018	Cincinnati	301,301	2,488.17	11.31	19
2017	Norwood	19,870	1,937.25	11.40	20
2013	Newtown	2,662	1,073.02	11.45	21
2018	Lockland	3,462	1,929.00	11.52	22
2017	Deer Park	5,679	561.31	12.45	23
2016	Miami	10,807	899.84	13.41	24
2013	Terrace Park	2,289	832.23	13.56	25
2018	Green	59,042	762.87	14.66	26
2017	Amberley Village	3,778	1,816.69	15.00	27
2018	Montgomery	10,746	1,701.42	15.32	28
2016	Symmes	14,876	530.76	15.40	29
2016	North College Hill	9,309	746.12	15.43	30
2017	Harrison - City	11,300	1,414.97	15.69	31
2017	Cleves	3,422	504.53	16.14	32
2016	Mariemont	3,433	1,245.10	16.35	33
2018	Whitewater	5,477	567.63	16.81	34
2018	Forest Park	18,690	1,239.59	17.67	35
2016	Elmwood Place	2,194	576.10	17.78	36
2017	Anderson	43,969	889.41	18.12	37
2017	Cheviot	8,292	728.36	20.13	38
2017	Colerain	59,217	464.21	20.21	39
2017	Arlington Heights	740	1,085.20	20.52	40
2016	Glendale	2,180	1,225.35	21.58	41
2015	Columbia	4,502	1,283.65	22.01	42
2016	Springfield	36,572	580.68	23.80	43
2014	Gof Manor	3,532	1,061.21	32.52	44
2016	Greenhills	3,597	982.08	32.73	45
2016	Delhi	29,686	635.33	34.57	46
2017	Lincoln Heights	3,334	695.94	57.83	47

*Based on most recent audit figures - Total Disbursements all funds.

Attachment C

COLERAIN
Est. 1794

MEMORANDUM

To: Board of Trustees
Heather Harlow, Fiscal Officer

CC: Geoff Milz, Township Administrator

From: Jeff Weckbach, Assistant Township Administrator

Subject: Tax Burden by Character Area

Date: November 11, 2019

BACKGROUND

Colerain Township is a large community that possesses a variety of different service needs, depending on the area of the Township. The various areas of the Township have historically been broken out into "Character Areas." These areas, while sometimes wide in land area, are defined by several common traits typically related to economic, land use, and other pertinent information. At this time, the Township can be readily divided into the following Character Areas (see map on the next page for boundaries):

- Bevis/Pleasant Run
- Colerain Corridor
- Harrison
- A Greater Northbrook
- Peachgrove/Daleview
- Western Colerain
- Whiteoak/ A Greater Groesbeck

It is important to note that these areas can be subdivided into smaller neighborhoods and communities. An individual person's sense of place may vary from these broad character areas and nuances will exist in each character area.

Colerain Township is governed by a three-member Board of Trustees. Given that each of these character areas has vastly different service needs and expectations, the residents of these areas often times do not see eye-to-eye on matters of policy, spending, and other important Township decisions. Therefore, it is often difficult to identify and implement policy solutions that will not adversely affect one area or another, based on their needs. In order to provide an extra layer of insight into this dynamic, a review of the taxes paid by character area may assist in decision making.

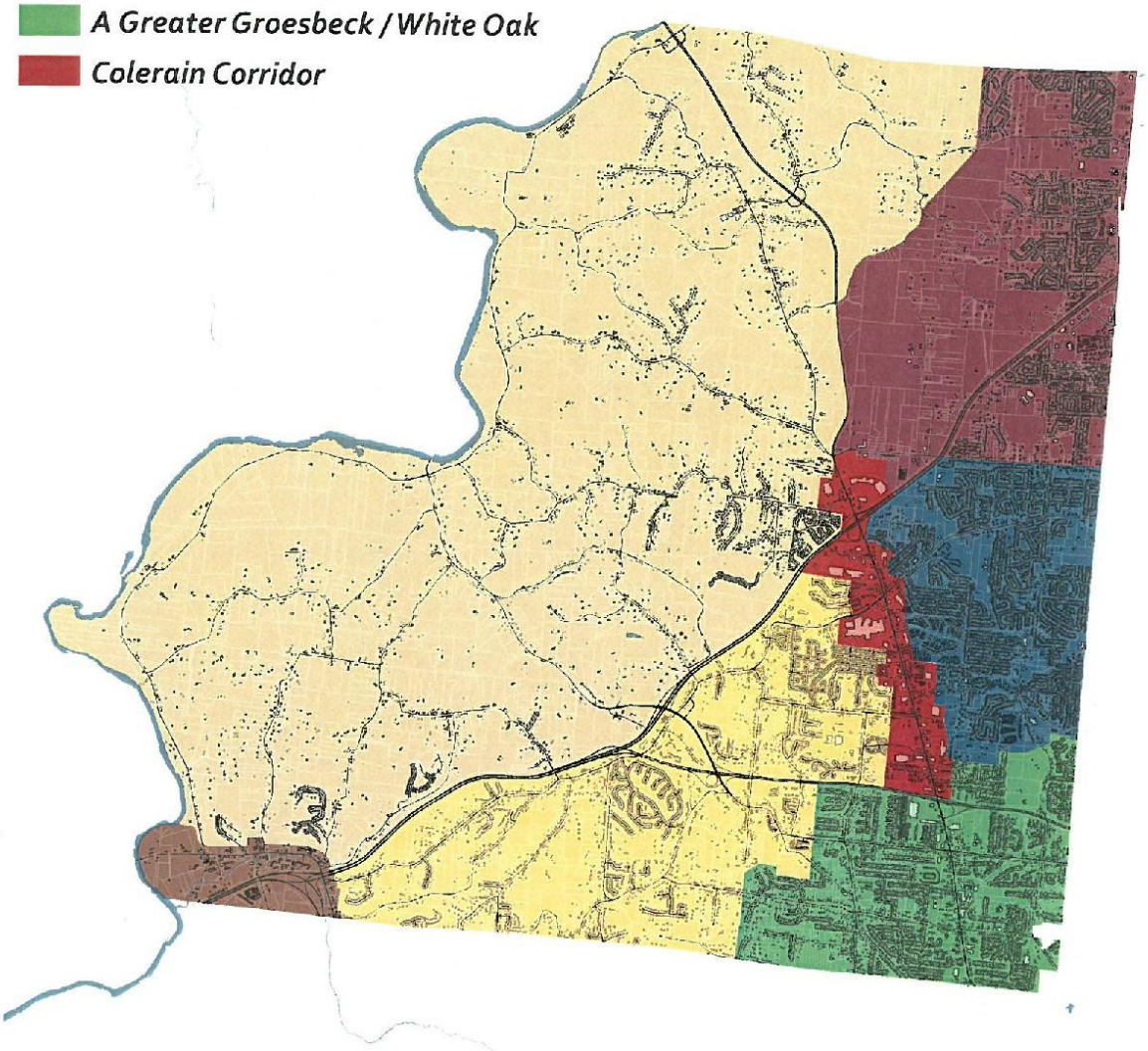
Colerain Township • 4200 Springdale Road • Colerain Township, Ohio 45251
gmilz@colerain.org • www.colerain.org
Phone (513) 385-7500 • Fax (513) 245-6503

Trustees: Greg Insco, Raj Rajagopal, Daniel Unger
Fiscal Officer: Heather E. Harlow
Administrator: Geoff Milz

COLERAIN
1794 225TH ANNIVERSARY 2019

COLERAIN TOWNSHIP CHARACTER AREAS | 2019

- *Peach Grove / Daleview*
- *Harrison*
- *A Greater Northbrook*
- *Western Colerain*
- *Bevis / Pleasant Run*
- *A Greater Groesbeck / White Oak*
- *Colerain Corridor*

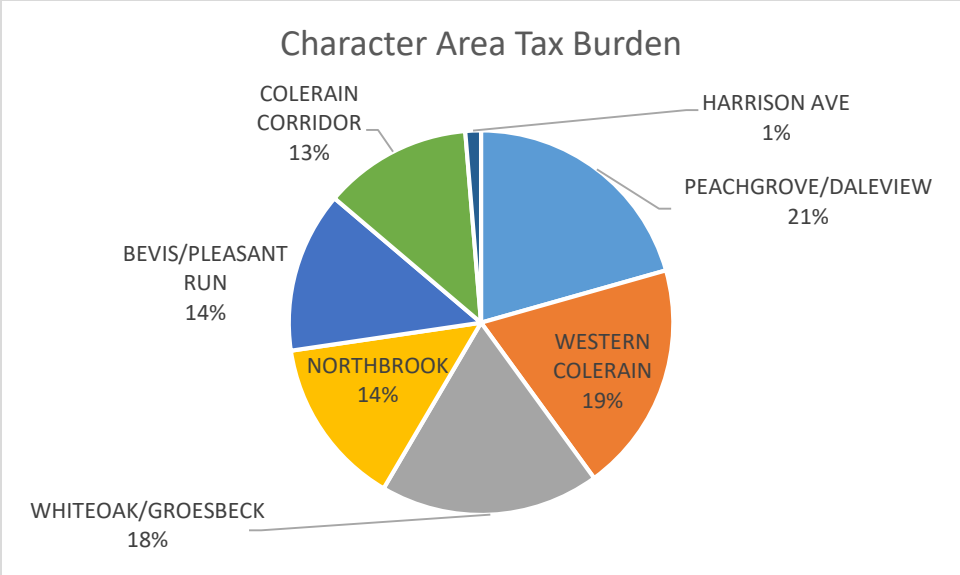


COLERAIN

ANALYSIS

TOTAL TAXES

Total Property Taxes across all Colerain Township parcels in collection year 2018 amounts to roughly $80,000,000. Colerain Township collects approximately 22% (or roughly $17.5M) of that total each year for Fire, EMS, Police, Roads, and General Fund purposes. While each character area has a different land mass, the below graphic outlines the percentage of total taxes collected from each character area.

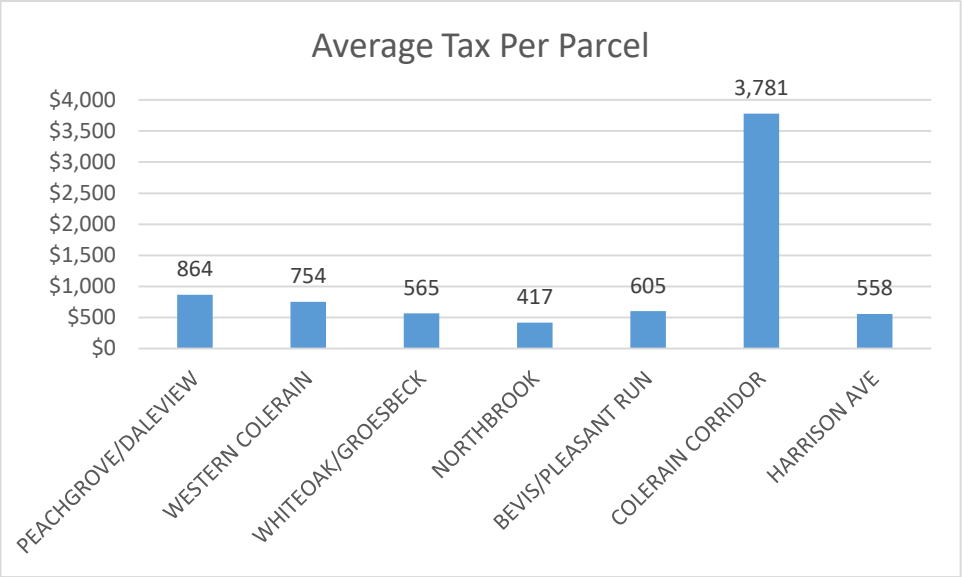


Observations:

- There is a relatively even distribution of taxes collections throughout the various character areas (with the exception of Harrison Avenue, likely due to its size).
- Despite being responsible for 19% of the overall tax base, the Western Colerain character area is primarily rural and most homes are located on County roads. These residents typically have large properties and may or may not use Township parks. The demand for Fire, EMS, and Police services is typically lower in this area as well as there are fewer people.

PER PARCEL TAXES

There are approximately 25,000 parcels of property in Colerain Township. The average property tax burden per parcel is $3,147.99. Per parcel tax analysis is important as it sheds light on where the largest sources of Township revenue are located and can be helpful in analyzing service levels against tax burden.



Observations:

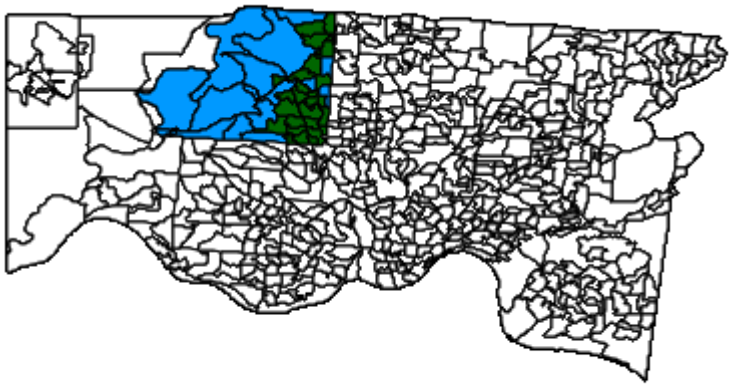
- Harrison Avenue and Colerain Corridor are similar in the respect that each of these character areas features a commercial and/or industrial corridor, and are markedly different in tax burden per parcel. This is likely due to the type of development and the existing flood plain that has infringed on the developable property in the Harrison Ave area.
- The Colerain Corridor is primarily comprised of retail business establishments and has the highest per parcel tax burden of any area at 6X the rate of any other character area. In short, the Township generates more per parcel and per acre in this area than anywhere else in the Township.
- High service users tend to be located in the eastern character areas, which generate a lower tax level per parcel and on the whole.

RECOMMENDATION

While there are no formal recommendations for consideration at this time, it is important to remember the variance between character areas for tax burden and total tax. Having said that, making progress on projects in each of these areas would ensure that all voices are weighed equally.

The dichotomy presented in this analysis also begs the question as to whether or not the Township form of government is the best form of government for all residents of Colerain Township. There appears to be a marked divide between the service needs and expectations of the various character areas. Based on voting records, there is also a notable difference in willingness to pay based on historical levy votes (see below for 2014 Police Levy). Also, having a Township form of government ensures that, at most, only three of the seven character areas will be directly represented by an individual from their part of the Township. Consideration could be given for incorporation of a portion of the Township to address the representation issue and service level need issue. However, the revenue distribution among the various character areas indicates that incorporation may not be fiscally sustainable.

2014 Colerain Township Police Levy



Green – Voted for the Levy (3,358)

Blue – Voted against the Levy (3,347)

COLERAIN

Attachment D

Department	Position	Job ID #
Administration	Township Administrator	100
Administration	Assistant Township Administrator	101
Administration	Director of Finance	102
Administration	IT Director	103
Administration	Finance Specialist	104
Administration	Accounting Specialist	105
Administration	Human Resources Specialist	106
Administration	Office Manager	107
Administration	Director of Transparency	168
Administration	Receptionist	169
Fire & EMS	Fire Chief	108
Fire & EMS	Assistant Fire Chief of Operations	109
Fire & EMS	Assistant Fire Chief of Administration	110
Fire & EMS	Administrative Assistant	111
Fire & EMS	Division Chief (Part-time)	112
Fire & EMS	Division Chief (Part-time)	112
Fire & EMS	Reservist	113
Fire & EMS	Part Time Fire Safety Inspector	114
Fire & EMS	Reservist - Public Educator	115
Fire & EMS	Reservist - Public Educator	115
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Vehicle Fleet Manager	117
Fire & EMS	Fleet Mechanic Technician	118
Fire & EMS	Fleet Mechanic Technician	118
Fire & EMS	Part Time Fleet Mechanic Technician	119
Fire & EMS	Co-Op Fleet Mechanic Technician	120
Fire & EMS	Medical Director	121
Fire & EMS	Battalion Chief	122
Fire & EMS	Battalion Chief	122
Fire & EMS	Battalion Chief	122
Fire & EMS	Captain - Emergency Medical Services	123
Fire & EMS	Captain - Community Risk Reduction	124
Fire & EMS	Captain - Training & Education	125
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Lieutenant	127
Fire & EMS	Fire Lieutenant	127

Fire & EMS	Fire Lieutenant	127
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Fire & EMS	Fire Lieutenant	127
Fire & EMS	Fire Lieutenant	127
Fire & EMS	Fire Lieutenant	127
Fire & EMS	Fire Lieutenant	127
Fire & EMS	Fire Safety Inspector	128
Fire & EMS	Firefighter EMT	129
Fire & EMS	Firefighter EMT	129
Fire & EMS	Firefighter EMT	129

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Fire & EMS	Firefighter EMT	129
Fire & EMS	Firefighter EMT	129
Fire & EMS	Firefighter EMT	129
Fire & EMS	Firefighter EMT	129
Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130

Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
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Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
Planning & Zoning	Director of Planning & Zoning	131
Planning & Zoning	Senior Planner	132
Planning & Zoning	Code Enforcement Officer	133
Planning & Zoning	Planner	134
Planning & Zoning	Seasonal Code Enforcement Officer	135
Planning & Zoning	Code Enforcement Specialist	167
Police	Police Chief	136
Police	Support Services Commander	137
Police	Patrol Commander	138
Police	Investigative Commander	139
Police	Administrative Sergeant	140
Police	Investigative Sergeant	141
Police	Patrol Sergeant	142
Police	Patrol Sergeant	142
Police	Patrol Sergeant	142

Police	Patrol Sergeant	142
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	School Resource Officer	144
Police	School Resource Officer	144
Police	School Resource Officer	144
Police	District Detective	145
Police	District Detective	145
Police	Uniformed Patrol Officer	146
Police	Uniformed Patrol Officer	146
Police	Canine Officer	147
Police	Uniformed Patrol Officer	146
Police	Uniformed Patrol Officer	146
Police	Uniformed Patrol Officer	146

Police	Public Safety Administrative Assistant	148
Police	Civilian Supervisor	149
Police	Accreditation Manager	150
Police	Property Room Manager	151
Police	Police Clerk	152
Police	Police Clerk	152
Police	Police Clerk	152
Police	Police Clerk	152
Police	School Safety Officer	153
Police	School Safety Officer	153
Police	Police Clerk (PT)	154
Police	Police Clerk (PT)	154
Police	Chaplain	155
Public Services	Director of Public Services	156
Public Services	Event Coordinator	157
Public Services	Facility Manager	158
Public Services	Supervisor Foreman	159
Public Services	Supervisor Foreman	159
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
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Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Bus Driver	161
Public Services	Event Setup Worker	162
Public Services	Event Setup Worker	162
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Director - Summer Camp	164
Public Services	Assistant Director - Summer Camp	165
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166

Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166

2.1 COLERAIN TOWNSHIP PURCHASING CARD POLICY

PURPOSE

Colerain Township will utilize Purchasing Cards in order to reduce the hours associated with the acquisition of certain commodities related to the normal operations and to simplify the process for purchasing and further the efficient delivery of services. Finally, this policy is constructed to comply with Ohio Revised Code (ORC) Section 9.21 - 9.22, and ORC Section 505.64. Purchasing Cards are not intended to be utilized to avoid traditional purchasing procedures.

PURCHASING CARD ISSUANCE

Every Purchasing 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 purchasing 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 Building Maint
7. Colerain Township Fire Dept Admin
8. Colerain Township Fire Dept Operations
9. Colerain Township Fleet Maintenance
10. Colerain Township GCWW
11. Colerain Township IT Dept
12. Colerain Township Parks Dept
13. Colerain Township Police Dept Admin
14. Colerain Township Police Dept
15. Colerain Township Roads Dept
16. Colerain Township Rumpke Public Services
17. Colerain Township Zoning Dept Admin
18. Colerain Township Zoning Dept

Nothing contained in this section shall prevent the addition, deletion, or modification of the designated and specified Purchasing Card accounts by the Fiscal Officer of the Township or their designee.

If multiple cards are required for each Department, the Department Head may request additional Purchasing Cards, which may be approved at the discretion of the Finance Director. Duplicate cards shall be maintained in the same manner as described in this policy.

AUTHORIZED USERS

The following officers, positions, or appointees ("Authorized Users") shall be specifically authorized to utilize, or cause to be utilized, a Colerain Township-Issued Purchasing Card Account:

1. Township Administrator
2. Assistant Township Administrator
3. Finance Director
4. Township Department Heads:
    a. Police Chief
    b. Fire Chief
    c. Public Services Director
    d. Planning & Zoning Director
    e. Information Technology Director
5. Township Supervisory or Administrative Staff, including, but not limited to, the following:
    a. Police Lieutenant, Operations Commander, or similar
    b. Police Lieutenant, Administrative Commander, or similar
    c. Parks Supervisor
    d. Roads Supervisor
    e. Assistant Fire Chief, Operations, or similar
    f. Assistant Fire Chief, Administration, or similar

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 Purchasing Card by an appointee, employee, or designee if the authorized purpose is in furtherance of an approved Township expenditure, made in accordance with this Policy, and provided that prior authorization is granted by the Authorized User. Such authorization is to be written via the attached Employee Acknowledgement form. Colerain Township may be appointed or designated pursuant to this Section.

The Finance Department shall be responsible for collecting and reconciling all charges with proper itemized receipts to the department-issued card statement, on a monthly basis in accordance with the reconciliation section of this policy.

RESPONSIBILITIES

The following non-exhaustive list defines the requirements and responsibilities of various parties, departments, or individuals within Colerain Township, relative to the use, administration, and reconciliation of the Township Purchasing Card program.

1. Authorized User (or Appointee)
    a. The Authorized User, appointee, employee, or designee shall have the following responsibilities regarding the use of Purchasing Cards, as applicable:
        i. Make purchases according to the requirements established in this policy/procedure;
        ii. Accountability for all transactions made against the card while in possession of Purchasing Card;
        iii. Provide timely information regarding monthly transactions made on the card and retention of an original, itemized sales/credit receipt;
        iv. Submit all itemized sales/credit receipt to the Department Head in a timely fashion, prior to monthly reconciliation of the card statement;
        v. Safeguard the Purchasing Card and keeping the account number confidential;

vi. Use the Purchasing 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 by telephone to PNC Bank Customer Service at 1(800) 685-4039; and to Colerain Township Finance Director;
x. Promptly return any issued Purchasing Card to the Fiscal Office at the conclusion of the intended purchase, with the exception of the Emergency Purchasing card which shall remain in a central lock box;
xi. Surrender the Purchasing Card in possession, upon termination of employment from Colerain Township, along with any final reconciliation or receipts.

2. Department Head (or Township Administrator)
    a. The Township Administrator, their designee, or the Department Head, as applicable, shall have the following responsibilities regarding the use of Purchasing Cards:
        i. Manage the usage and appointment of designees, for use of Department Purchasing Cards as applicable;
        ii. Request the issuance and approval of Purchasing Cards, where applicable, from the Fiscal Office in writing;
        iii. Approve specific expenditures and verify the intended purpose;
        iv. Ensure that charges made using the Purchasing Card were appropriate;
        v. Ensure that each expense is documented with an itemized receipt;
        vi. Ensures that appropriate project/overhead number is charged;
        vii. Initiate Card revocation and disciplinary action when necessary;
        viii. Interface with the Purchasing Card Issuer as needed;
        ix. Coordinate Cardholder training and policy compliance;
        x. Report unauthorized use or charges of the Purchasing Card to the Finance Director at the earliest possible opportunity;
        xi. Work with Authorized Users, appointees, employees, or designees to reconcile errors and billing disputes once the Authorized User or appointee has exhausted other avenues for resolution (Merchant, Card Issuer);
        xii. Request written authorization from Fiscal Officer if anticipated purchase(s) will exceed the established Per Diem Purchasing Card Limit or Monthly Purchasing Card Limit established within this Policy, prior to authorizing the Authorized User, appointee, or designee to proceed.

3. Fiscal Office (or Designee)
    a. The Township Fiscal Officer, or their designee, shall have the following responsibilities regarding the use of Purchasing Cards:
        i. Manage the distribution of Purchasing Cards to Authorized Users, appointees, employees, or designees, including the establishment of a log documenting Purchasing Card use;
        ii. Manage the approval and issuance of Purchasing Cards in writing, upon receipt of such request in writing from a Department Head, consistent with this Policy;
        iii. Confirm verification from Department Head of intended purpose of purchases;
        iv. Coordinate dispute resolution process in consultation with Department Heads and the Card Issuer;

v. Complete the reconciliation of monthly Purchasing Card Statement for their respective Departments;
vi. Maintain records of all Purchasing Card requests, credit limits, and purchasing controls for each card;
vii. Update the Purchasing Card policy/procedure as needed, in consultation with the Township Administrator and/or Board of Trustees, as applicable;
viii. Monitor/follow up to ensure that no future charges are incurred on an account where the card has been reported as lost or stolen
ix. Review and approve of exceptions to the standard, daily, or monthly credit limits, provided such requests are received, and approved in writing;
x. Review and grant approval for standard, daily and monthly credit limits;
xi. Ensure that accurate documentation is provided to, and received from, the Card Issuer.

CONTROL AND INVENTORY

The Colerain Township Finance Director shall maintain an inventory and centralized possession of all Township-Issued Purchasing Cards until such time that a card is assigned to an Authorized User, their appointee, employee, or designee to complete specified purchase or purchases, as contemplated within this Policy. There shall be one Emergency Purchasing Card available in a central lock box for authorized use when the Fiscal Office is not available. A sign out sheet will accompany this card and the Department utilizing this card will be responsible for notifying the Finance Department of use of the Emergency Card through an emailed copy of the receipt.

PROCUREMENT PROCESS

The following procedures are established to govern the process for an Authorized User, appointee, employee, or designee to obtain a Purchasing Card for intended use:

1. Before utilizing a Colerain Township Purchasing Card for any specific purchase, an Authorized User, their appointee, employee, or designee, shall obtain the appropriate department-issued purchasing card from the Colerain Township Fiscal Office prior to use. The Fiscal Office shall log each instance of assignment of a Purchasing Card to an Authorized User, appointee, employee, or designee as defined within this Policy. This log will be used as an administrative note, and will be destroyed when no longer relevant. The log shall demonstrate the following:
    a. Authorized User/Appointee/Employee/Designee Name
    b. Authorized User Department
    c. Date of Card Acquisition or Acquisition(s) from Fiscal Office
    d. Specified Vendor
    e. Purpose of Expenditure
    f. Date of Card Return to Fiscal Office

2. For monthly recurring billed Township expenditures where Purchasing Card information is stored by a third-party vendor, including, but not limited to, monthly periodical subscriptions, facilities rental charges or expenses, or other similar expenses, the Authorized User, appointee, employee, or designee shall not be required to obtain the card from the Fiscal Office 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.

3. In lieu of obtaining a physical Purchasing Card from the Fiscal Office, an Authorized User, appointee, employee, or designee may request, in writing (written or email), that the Fiscal Officer or their designee issue a Virtual Purchasing Card for a specific purchase or purchases. Such request shall detail the following:
    a. Vendor
    b. Purpose of Expense(s)
    c. Dollar Amount of Purchase (not to exceed)

The Fiscal Officer, or their designee shall review the request for Virtual Card issuance and may issue, at the sole discretion of the Fiscal Officer or their designee, the Virtual Purchasing Card to the requesting party, provided such issuance is provided to the Authorized User, appointee, employee, or designee in writing.

AUTHORIZED EXPENSES

The following is a partial, non-exhaustive listing of typical authorized Colerain Township-related purchases that can be made using a Purchasing Card:

1. Office supplies;
2. Computer supplies;
3. Computer software that will be expensed;
4. Hotel & Airline reservations for township business;
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. Approved professional memberships, licenses, certifications, or accreditations associated with Township duties or responsibilities;
7. Monthly, quarterly, or yearly billed services, subscriptions, periodical or literature subscriptions, or facilities rentals or equipment rentals with third-party vendors who allow the use of a Purchasing Card for automated or recurring billing purposes;
8. Supplies specific to the on-going provision of services or delivery of services to Township residents or in conjunction with Township-sponsored events;
9. Expenses incurred while traveling for Township business (example, parking);
10. 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 Head and/or Township Administrator on a "case-by-case" basis, such approval may be written or verbal.

If the Authorized User, appointee, employee, or designee is uncertain that the Township Purchasing Card is the correct purchasing tool to be used, he/she must contact the Department Head and/or Finance Director for additional clarification before making the purchase.

UNAUTHORIZED EXPENSES

The Colerain Township Purchasing 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 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 Head and/or Township Administrator, as applicable.

SPENDING LIMITS

The following spending limits shall be established for all Colerain Township Purchasing 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 $2,500.00 per day, per transaction. The Township Finance Director may authorize an increase in the Per Diem limit for individual transactions, provided such authorization is obtained in writing from the Fiscal Officer prior to the completion of the purchase.
2. Monthly Limit
    a. The Monthly Purchase Limit for each Department-Issued Purchasing 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 purchasing cards. For example, the card used to pay the monthly electricity bill will not be subject to the limit.

GENERAL RULES

Authorized Users, appointees, employees, and/or designees shall be required to adhere to the following rules when utilizing Township-issued Purchasing Cards in the process of completing transactions:

1. Single Transaction Required
    a. The total value of any single transaction shall not exceed a Cardholder's single Per Diem limit purchase limit defined in this Policy unless otherwise authorized pursuant to the Spending Limits Section of this Policy. Splitting of payment for a purchase into multiple transactions to stay within the single purchase Per Diem Limit shall be strictly 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, appointee, employee, or designee, 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 transaction 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, or their appointee, employee, or designee procuring the Purchasing Card, as applicable, shall be liable in person and upon any official bond that the Authorized User, appointee, or designee has given to the Township to reimburse the Township Treasury in the amount for which the Authorized User, appointee, employee, or designee does not provide itemized receipts in accordance with the requirements specified within this Policy.

MAKING A PURCHASE

An Authorized User, appointee, employee, or designee shall utilize the following process when making a purchase using a Colerain Township Purchasing Card, as applicable:

1. Determine that the Township-issued Purchasing Card is the appropriate purchasing tool (versus a purchase order). Ask the Department Head responsible for the specific department-issued card that the expense will be charged to, and/or the Township Administrator if uncertain;
2. Call or visit the merchant of choice (as appropriate);
3. Select or order the desired merchandise;
4. Identify yourself as a Colerain Township representative to ensure negotiated prices are charged;
5. Tell the merchant the sale is considered not taxable, so that sales tax is not charged at the point of sale by furnishing the appropriate Tax Exemption Form provided by Fiscal Office to the Vendor, either electronically or in person;
6. Give the Township's business address as the shipping address as the receipt will be needed for reconciliation;
7. Obtain an itemized receipt (even if the purchase is made by phone, internet, or fax) as charge/credit slips that do not itemize are inadequate documentation;
8. If delivery instructions are needed, the Authorized User, appointee, employee, or designee should give their business address.

The Authorized User, appointee, employee, or designee Instruct the merchant that the Purchasing Card number is not to be displayed anywhere on the outside of the package so the account number remains confidential.

RECEIVING AND RETURNING MERCHANDISE

An Authorized User, appointee, employee, or designee shall observe the following process when receiving merchandise purchased utilizing a Township Purchasing Card:

1. Upon receipt of a Purchasing Card-related package, the Authorized User, appointee, employee, or designee must verify that the shipment is correct. If it is not correct, the Authorized User, appointee, employee, or designee 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 to the Department Head responsible for final authorization and reconciliation of the monthly Purchasing Card statement.

An Authorized User, appointee, employee, or designee shall observe the following process when returning merchandise purchased utilizing a Township Purchasing Card:

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, appointee, employee, or designee 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 Head responsible for final authorization and reconciliation of the monthly Purchasing 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.

RECONCILIATION

An Authorized User is responsible for furnishing itemized receipts for any and all purchases made utilizing the Purchasing Card. Lost Receipts will not be tolerated. The authorized user will be responsible for obtaining a duplicate receipt. The authorized user must review the itemized receipts for accuracy prior to submitting it to the Department Head for approval. If there are discrepancies, you must attempt to resolve by contacting the supplier first then the bank.

The Township Fiscal Office will receive a statement directly from the Card Issuer monthly. The Fiscal Office designee will forward the itemized statement of transactions to the Department Head and/or their designee for reconciliation of the Purchasing Card transactions. In order to complete the reconciliation within five business days, the Department Head or their designee shall:

1. Review and approve the itemized statement and each transaction listed thereon and check for vendor accuracy, purpose, and amount.

2. Verify the vendor, transaction date, amount, and date of order/processing, and compare that to receipts submitted for all purchases for the then-current month.
3. Attach supporting itemized sales/credit receipts (originals) to the statement corresponding with the card or cards assigned the specific Department, previously compiled and collected throughout the then-current month, from Authorized Users.
4. Attach any documentation relative to credits or refunds listed on the statement.
5. Note specifically if any charges listed are disputed pursuant to this Policy, and attach the appropriate dispute reporting information required and established in this policy manual.
6. The department head must approve the purchase by signing the receipt.
7. .
8. Forward the approved reconciliation and the accompanying, itemized receipts to the Township Fiscal Office. This will allow prompt payment to the Card Issuer.

The failure of a Department Head to supply the information needed to properly reconcile the Purchasing Card according to the procedures found in this policy may result in disciplinary action.

PAYMENT

The Colerain Township Finance Director 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 or report format agreed to and established by the Fiscal Office and/or the Card Issuer. Such report shall indicate whether the charge is to be in error, fraudulent, or other such details reasonably necessary to document the nature of the dispute.
    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 any 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 Purchasing Card 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 Purchasing Card is lost or stolen, the Authorized User, appointee, employee, or designee responsible for the lost card shall timely report the lost or stolen card to their Department Head, the Finance Director. Failure to report the loss of a Purchasing Card may result in disciplinary action. The Finance Director shall then contact the lending institution immediately at the contact number provided for the Card Issuer. The Fiscal Officer or Finance Director shall be authorized to request that lost or stolen cards be reissued or replaced on an "as needed" basis.

TERMINIATION OF CARDS

The Purchasing Card is the property of lending institution; therefore, at termination it must be surrendered to the Township Finance Director, to be destroyed. If applicable the account will be closed. A final, approved reconciliation and supporting receipts should also accompany the card.

Colerain Township

PNC Purchasing 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 Purchasing 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 Purchasing 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 Visa Purchasing 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 Head Signature of Authorization

_____

Approved by Director of Finance

COLERAIN
EST. 1794

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 publically 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.

Definitions:

Property Value – This is the total dollar amount that your home is worth (likely the sale price or similar)

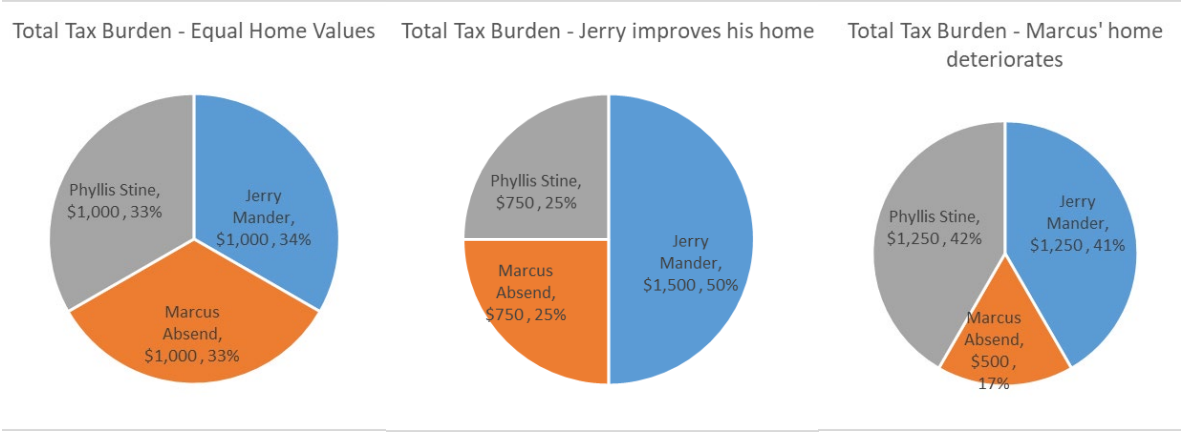
Assessed Property Value – 35% of the total property value

Millage/Mills – This is the amount of tax dollars that will be raised for each dollar of assessed valuation. One mill is equal to $1 in tax for each $1,000 of assessed property value.

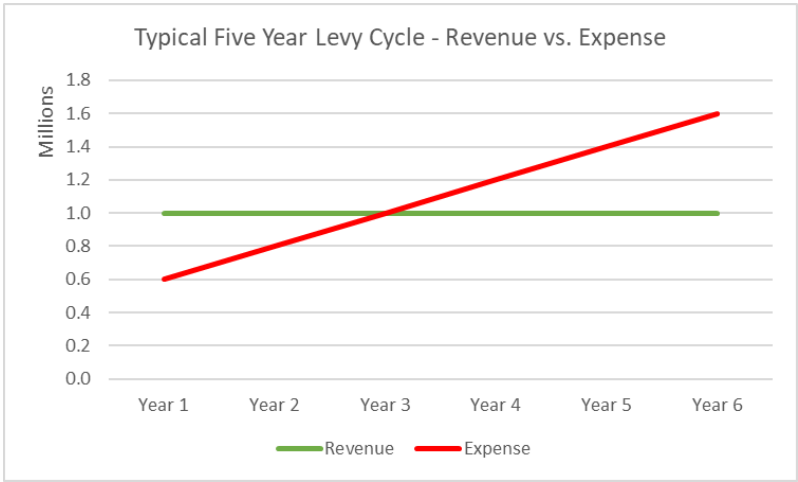
What is a levy?

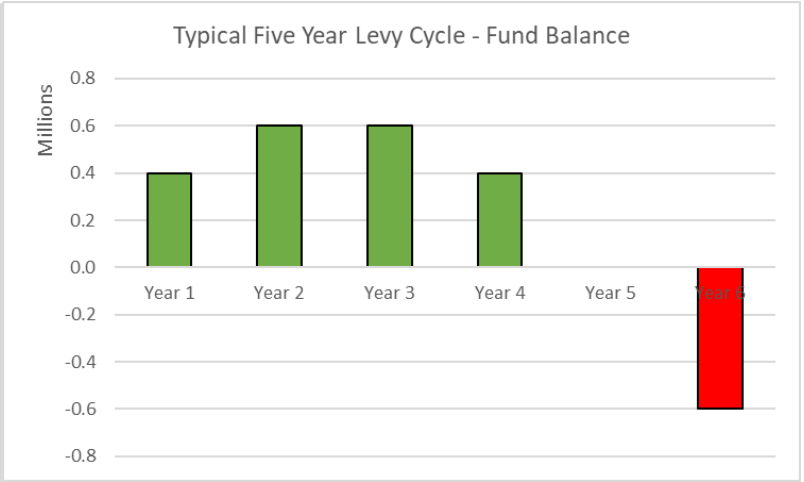
The Ohio Constitution states that property taxes shall be assessed at no more than 1% of value, unless otherwise approved by the electorate via *a voted tax levy*. This special tax is typically limited by the voters to fund specific expenses.

The voters establish a **set dollar value** for a levy. This is the ***maximum*** amount of money that a levy can ever generate in a given year. Therefore, growth in property values will not lead to an increase in tax revenue. The below example illustrates how changes in property values impact tax rates for a homeowner:



Since the total revenue collected never increases, it is unlikely that the costs associated with the levy will remain flat indefinitely as many costs will rise with inflation. Therefore, there is likely to be a need to increase a levy to cover increasing costs at a future date.





Colerain Levy Impacts

What does all of this mean for Colerain Township as it relates to the budget for 2019 and future years? For starters, we are currently in year 6 of a 5-year Police Levy and year 11 of a 5-year Fire levy.

Total Colerain Assessed Property Valuation* - $1,145,886,440

# of mills required to raise $1M in Colerain – 0.87

Dollar impact per $50,000 of property value to raise $1M in Colerain – $15.27

Calculation of tax:

Tax = .35*Assessed value*Millage rate/1000

Other items of note

There is a delay in the collection of property taxes. Taxes are not paid until the year after a levy is first assessed. A 2020 levy is not paid or received by the Township until 2021.

The Auditor's office performs a full reassessment of property values every six years and conducts "statistical" reassessment every three years.

Property tax collection rates are typically around 96% of all taxes levied, therefore any proposed levy should consider actual revenue collections to be 4% less than the full rate.

The exact property tax a home pays will depend on various reduction factors, including the owner occupancy tax credit and homestead exemption.

There are two other terms that affect the exact property tax: the effective millage and assessed millage. The assessed millage is the maximum rate that can be collected on any home. However, the effective millage is what is actually collected. The effective millage changes and accounts for factors such as state reimbursements for selected levies and changes in appraised and assessed property values that allow for decreases in millage to raise the amount of money specified in the original levy request. The effective millage cannot exceed the assessed millage. Therefore, there is a chance that, due to declines in property values, a levy could collect less revenue than voted on.

*In 2008, the total assessed value of all Colerain properties was $1,255,593,690. This represents a loss of 1.42% over 10 years.

GJ

ORGANIZATIONAL ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Approve 2020 Regular Meeting Dates for the Board of Trustees

Recommend adoption of a motion to establish the following dates as the regular trustee meetings for 2020.

Rationale:

The Regular Meeting schedule of the Board of Trustees is similar to last year with one regular meeting in January, February, March, November and December and two regular meetings in April, May, June, July, August, September and October.

COLERAIN
EST. 1794

2020 Meeting Dates
for the
Colerain Township Board of Trustees

Executive Session (6:00 p.m. if needed)
Public Session (7:00 p.m.)

January 14, 2020
February 11, 2020
March 10, 2020
April 14, 2020
April 28, 2020
May 12, 2020
May 26, 2020
June 9, 2020
June 23, 2020
July 14, 2020
July 28, 2020
August 11, 2020
August 25, 2020
September 8, 2020
September 22, 2020
October 13, 2020
October 27, 2020
November 10, 2020
December 8, 2020

COLERAIN

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gmilz@colerain.org • www.colerain.org
Phone (513) 385-7500 • Fax (513) 245-6503

Trustees: Raj Rajagopal, Daniel Unger, Matt Wahlert
Fiscal Officer: Heather E. Harlow
Administrator: Geoff Milz

ORGANIZATIONAL ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Approve the Continuation of Employment and Payment of Part-time Employees at the Current Rates

Recommend the adoption of a motion to approve the continuation of employment and payment of part-time employees at the current rates.

Rationale:

Each year the Township Trustees adopt this motion to continue the service of part-time employees.

ORGANIZATIONAL ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

Motion Appointing Members of Tax Incentive Review Committee

Recommend the appointment of Jeff Baker and Rachel McKinney as representatives to the Hamilton County Tax Incentive Review Committee.

Rationale:

Ms. McKinney has served as representatives of the Township on this Committee since January 2018. Mr. Baker is currently the Township's Fiscal Officer-Elect.

ORGANIZATIONAL ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Appoint Representative to Solid Waste Management District Policy Committee

Recommend the appointment of Trustee Rajagopal to the Solid Waste District Policy Committee.

Rationale:

Trustee Rajagopal has served as the representative to this board since January 2018.

ORGANIZATIONAL ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Appoint Members of the Board of Directors of the Colerain Township - City of Cheviot Joint Economic Development District I

Recommend the appointment of Chris Behm to a four year term on the Board of Directors of the Colerain Township - City of Cheviot Joint Economic Development District I to serve as the Worker Member.

Recommend the appointment of Trustee Matt Wahlert to the Board of Directors of the Colerain Township - City of Cheviot Joint Economic Development District I to serve as the Township Member to fill the unexpired term of Trustee Greg Insco, expiring in 2021.

Rationale:

Mr. Behm has served as the worker representative on this board since 2015.

Trustee Wahlert would fill the unexpired term of Former Trustee Insco.

ORGANIZATIONAL ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Appoint Representative and Alternate to the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of Governments

Recommend the appointment of Trustee Unger as the representative to the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of Governments and Mr. Milz as the alternate.

Rationale:

Trustee Unger has been the representative since January 2018. Mr. Milz has been the alternate since 2016.

ORGANIZATIONAL ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Authorize the Administrator to Sign Purchase Orders Equal to or Less Than $2,500

Recommend adoption of a motion authorizing the administrator to sign purchase orders equal to or less than $2,500.

Rationale:

State law allows township trustees to delegate authority to sign purchase orders with a value equal to or less than $10,000 to the Township Administrator so that business can be conducted efficiently. In 2019, the Board of Trustees chose to delegate their authority to sign purchase orders with a value equal to or less than $2,500.00.

ORGANIZATIONAL ITEMS

Department: Public Services

Department Head: Jackie O'Connell, Director - Public Services

Motion to Set Fees for Shelter Reservations and Community Center Rentals

Recommend adoption of a motion to modify the fee schedule for Shelter Reservations and Community Center Rentals.

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 proposing the following fee changes for 2020:

- Community Center Hall B: Increase of $50 for residents and increase of $100 for non-residents. Given the long term vacancy of the Event Setup worker position, Public Services staff have been paid overtime to work events at Hall B. The General Fund subsidy to the Community Center is expected to increase in future years and these small fee increases will help to offset that increase.

- Community Center Hall A: Increase of $100 for residents and increase of $150 for non-residents for the same reasons as the increase to Hall B.

As part of the 2020 strategic plan, the Department intends on conducting a full analysis of these rates to compare them to peer businesses and communities for a full scale fee review. Please see the attached fee schedule for reference for rates for 2020.

Public Services	2020 Proposed	
Rental Fees	**Resident**	**Non-Resident**
Baseball		
Dirt Infields	$250	$250
Grass Infields	$275	$275
Soccer		
Select	$125	$125
Recreation	$100	$100
Amphitheater	$300	$375
Shelters	$135	$225
Right of Way Permit	$15	$15
Hall A		
Mon-Th	$100/hour with $200 Janitorial Fee	
Fri-Sat-Sun	$1,500	$1,800
Extra Event Hour (Fri-Sun)	$250	$250
Extra Decorating Hour (Fri-Sun)	$75	$75
Hall B		
Mon-Th	$50/hour with $100 Janitorial Fee	
Fri-Sat-Sun	$600	$700
Extra Event Hour (Fri-Sun)	$200	$200
Extra Decorating Hour (Fri-Sun)	$75	$75

ORGANIZATIONAL ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Accept Ohio Plan's Proposal for Property and Casualty Liability Insurance

Recommend adoption of a motion to accept Ohio Plan's proposal for property and casualty liability insurance.

Rationale:

Our property and casualty liability insurance broker, Hylant, brought us the attached proposal from the Ohio Plan for property and casualty liability insurance for 2020. The proposed premiums for 2020 increased very slightly over 2019's premiums (1.7% or $3,965). The increase in our premiums is from $224,975 in 2019 to $228,940 in 2020.

HYLANT

INSURANCE SUMMARY

Colerain Township, Hamilton

PRESENTED BY:

MARK RENSKE
CLIENT EXECUTIVE

JENN GARIBAY
SR. CLIENT SERVICE SPECIALIST

Office – 50 E-Business Way, Ste 420 | Cincinnati, OH 45241
P (513) 985-2400 **F** (513) 985-2404

hylant.com

Premium Summary

POLICY	2018/19 PREMIUM	2019/20 PREMIUM
Package	$199,975	$208,542
Agency Fee	$25,000	$25,000
TOTAL **Advantage Credit*	**$224,975**	**$233,542** *-$4,602*
GRAND TOTAL		**$228,940**

1st year eligible for OPRM Advantage Credit

Advantage Credit is $4,602

OPTIONS:

Coverage	Limit	Additional Premium
UM/UIM	$250,000	$3,913
UM/UIM	$500,000	$5,349
UM/UIM	$1,000,000	$7,045

Coverage	Limit	Deductible	Premium
Cyber	$250,000	$25,000	$1,986
Cyber	$250,000	$10,000	$2,498
Cyber	$250,000	$5,000	$2,996
Cyber	$500,000	$25,000	$3,196
Cyber Cyber	$500,000 $500,000	$10,000 $5,000	$3,995 $4,794
Cyber	$1,000,000	$25,000	$3,971
Cyber *(Current Limits)*	$1,000,000	$10,000	$4,964
Cyber	$1,000,000	$5,000	$5,957

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Exposure Comparison

UNDERWRITING INFORMATION	2018/2019	2019/2020
Total TIV	$29,248,202	$29,339,893
Scheduled & Unscheduled Total Equipment	$2,374,679	$2,319,445

Automobile

• Actual Cash Value (All Other Vehicles)	$2,799,678	$2,896,542
• Replacement Cost (Fire & Rescue Vehicles)	$7,872,767	$6,690,531

Terrorism

- Blanket Building and Personal Property $32,466,960
  - Valuation – Replacement Cost (subject to $100,000,000 per occurrence limit and $100,000,000 aggregate limit per member for all covered losses with the exception of a $1,000,000 Ohio Plan annual aggregate sublimit for Biological and Chemical cleanup)
- Liability
  - Each Occurrence Limit per member $10,000,000
  - Annual Aggregate Limit per member $10,000,000

The premium reflects the following changes:

1. Operating expenditures increased $184,449

2. Property/Boiler values decreased $91,691

3. Inland marine values increased $123,793

4. EDP values increased $4,657

5. Auto units decreased 6

6. Auto cost new values increased $96,864

7. Emergency auto replacement cost values decreased $912,236

8. Number of law enforcement officers increased 2

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Entity Name: Colerain Township

SUMMARY OF COVERAGE

PROPERTY COVERAGE	LIMITS
Building and Personal Property	$29,339,893
Specific Building and Personal Property	$ 0
See the Property Schedule for those locations covered on a blanket limit vs. specific basis.	
Flood and Mudslide	$1,000,000
Earthquake and Volcanic Eruption	$2,000,000
Business Income with Extra Expense	$250,000
Legal Liability – Real Property	$1,000,000
Ordinance or Law Coverage	$250,000
Deductibles	
Building and Personal Property	$2,500
Electric Substations and Transformers	$10,000
Flood and Mudslide	$25,000
Earthquake and Volcanic Eruption	$25,000
Unmanned Aerial Systems	
Causes of Loss	Special Form
Coinsurance	Agreed Amount
Valuation	See Property Schedule
<u>Additional Property Coverage/Extensions</u>	
Accounts Receivable	$250,000
Animal Mortality/Injury	$10,000
Arson Reward	$5,000
Athletic Fields – Natural and Artificial Turf	$200,000
Builders Risk	$500,000
Cemetery Buildings	$10,000
Claim Preparation Expense	$50,000
Commandeered Property	$100,000
Crime Reward	$1,000 Per Person Subject to $5,000 Maximum
Electronic Data	$1,000
Expediting Expense	$250,000

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Entity Name: Colerain Township

SUMMARY OF COVERAGE

Additional Property Coverage/Extensions

Fine Arts	$25,000
Fire Department Service Charge	$1,000
Fire Protective Devices	$5,000
Lock Re-Keying	$2,500
Newly Acquired/Constructed	
Building	$2,000,000
Personal Property	$1,000,000
Non-owned Detached Trailers	$5,000
Outdoor Property	$100,000
Paved Surfaces	$50,000
Personal Effects of Employees – Per Claim	$2,500
Pollutant Clean-up	$100,000
Property in Transit	$100,000
Property Off Premises	$10,000
Spoilage	$25,000
Underground Pipes, Flues or Drains	$1,000,000
Unnamed Location	$250,000
Utility Services (Off Premises Power Interruption)	$25,000
Valuable Papers – Cost to Research	$250,000
No Foundations Exclusion	

EQUIPMENT BREAKDOWN COVERAGE	LIMITS
Property Damage – Any One Accident	$29,339,893
Deductibles	
Property Damage	$1,000
Deep Well Pumps, Electrical Substations and Transformers	$10,000

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OHIO PLAN
Risk Management, Inc

Entity Name: Colerain Township

PROPERTY SCHEDULE

PREM #	BLDG #	DESCRIPTION	ADDRESS	BUILDING LIMIT	PERSONAL PROPERTY LIMIT	PROPERTY IN OPEN LIMIT	VALUATION[1]	SPECIFIC LIMIT
1	1	Fire Station- #26	3360 W. Galbraith Road	$1,158,196	$41,910	$ 0	RC	
1	2	Flagpole	3360 W. Galbraith Road	$ 0	$ 0	$ 0	RC	
1	3	Wayne Storage Building	3360 W. Galbraith Road	$12,573	$2,620	$ 0	RC	
2	1	Fire Station #102	11474 Colerain Avenue	$1,158,196	$30,968	$ 0	RC	
2	2	Flagpole	11474 Colerain Avenue	$ 0	$ 0	$ 0	RC	
3	1	Fire House	3251 Springdale Road	$2,314,976	$83,819		RC	
3	2	Flagpole	3251 Springdale Road	$ 0	$ 0	$ 0	RC	
3	3	Pre-Fab Storage Building	3251 Springdale Road	$3,144	$5,239	$ 0	RC	
4	1	Fire House #103	6000 Thompson Road	$1,158,196	$10,477	$ 0	RC	
4	2	Storage	6000 Thompson Road	$12,863	$4,191	$ 0	RC	
4	3	Storage	6000 Thompson Road	$15,370	$4,191	$ 0	RC	
4	4	Flagpole	6000 Thompson Road	$ 0	$ 0	$ 0	RC	
5	1	Fire House #109	2850 West Kemper Road	$2,127,377	$52,387	$ 0	RC	
5	2	Flagpole	2850 West Kemper Road	$ 0	$ 0	$ 0	RC	
6	1	Training Center	11865 Old Colerain Road	$1,736,586	$25,806	$ 0	RC	

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OHIO PLAN
Risk Management, Inc

PREM #	BLDG #	DESCRIPTION	ADDRESS	BUILDING LIMIT	PERSONAL PROPERTY LIMIT	PROPERTY IN OPEN LIMIT	VALUATION[1]	SPECIFIC LIMIT
6	2	Flagpole	11865 Old Colerain Road	$ 0	$ 0	$ 0	RC	
7	1	Community Center	4300 Springdale Road	$1,822,702	$209,548	$ 0	RC	
7	2	Storage-Garage	4300 Springdale Road	$18,968	$5,239	$ 0	RC	
7	3	Flagpole	4300 Springdale Road	$ 0	$ 0	$ 0	RC	
8	1	Government Facility	4200 Springdale Road	$5,629,108	$209,548	$ 0	RC	
8	2	Fire Training Tower	4200 Springdale Road	$925,359	$ 0	$ 0	RC	
8	3	Gazebo	4200 Springdale Road	$3,924	$ 0	$ 0	RC	
8	4	Flagpole	4200 Springdale Road	$ 0	$ 0	$ 0	RC	
9	1	Public Services Facility	4160 Springdale Road	$3,589,156	$157,161	$ 0	RC	
9	2	Pole Barn (Heritage Way)	4160 Springdale Road	$146,941	$52,387	$ 0	RC	
9	3	Storage Buildng (Heritage Way)	4160 Springdale Road	$107,263	$ 106	$ 0	RC	
9	4	Salt Storage (Heritage Way)	4160 Springdale Road	$383,704	$10,477	$ 0	RC	
9	5	Flagpole	4160 Springdale Road	$ 0	$ 0	$ 0	RC	
9	6	Fleet Maintenance	4160 Springdale Rd	$ 0	$774,191	$ 0	RC	
11	1	Northgate Mall Police Substation	9687 Colerain Avenue	$ 0	$26,194	$ 0	RC	
12	1	Northgage Mall Fire Substation	9501 Colerain Avenue	$ 0	$26,194	$ 0	RC	
13	1	90 Light Poles with Fixtures	Various (5 Locations)	$ 0	$ 0	$312,958	RC	
14	1	10 Ornamental Lights/Poles	Various (3 Locations)	$ 0	$ 0	$14,389	RC	

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OHIO PLAN
Risk Management, Inc

PREM #	BLDG #	DESCRIPTION	ADDRESS	BUILDING LIMIT	PERSONAL PROPERTY LIMIT	PROPERTY IN OPEN LIMIT	VALUATION[1]	SPECIFIC LIMIT
15	1	Building & Garage - Colerain Park	4725 Springdale Road	$494,783	$78,581	$ 0	RC	
15	3	Storage - Colerain Park	4725 Springdale Road	$8,611	$104,774		RC	
15	4	Shelter - Colerain Park	4275 Springdale Road	$39,788	$ 106	$ 0	RC	
15	5	Shelter - Colerain Park	4725 Springdale Road	$40,551	$ 106	$ 0	RC	
15	6	Shelter - Colerain Park	4725 Springdale Road	$40,551	$ 106	$ 0	RC	
15	7	Shelter - Colerain Park	4725 Springdale Road	$40,551	$ 106	$ 0	RC	
15	8	Restroom - Colerain Park	4725 Springdale Road	$55,048	$ 106	$ 0	RC	
15	9	Restroom - Colerain Park	4725 Springdale Road	$56,139	$ 106	$ 0	RC	
15	10	Restroom with Concession Stand - Colerain Park	4725 Springdale Road	$97,126	$1,048	$ 0	RC	
15	11	Maintenance Garage - Colerain Park	4725 Springdale Road	$40,551	$1,048	$ 0	RC	
15	12	Ampitheater - Colerain Park	4725 Springdale Road	$64,533	$ 0	$ 0	RC	
15	13	Boardwalk w/ Observation Deck - Colerain Park	4725 Springdale Road	$24,418	$ 0	$ 0	RC	
15	14	Playground Equipment - Colerain Park	4725 Springdale Road	$ 0	$ 0	$42,731	RC	
15	15	Fencing, Playground Equipment, Benches, Ball Field	4725 Springdale Road - Colerain Park	$ 0	$ 0	$141,709	RC	
16	1	Shelter - Clippard Park	3514 Bevis Lane	$40,496	$ 0	$ 0	RC	
16	2	Shelter - Clippard Park	3514 Bevis Lane	$40,496	$ 0	$ 0	RC	

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PREM #	BLDG #	DESCRIPTION	ADDRESS	BUILDING LIMIT	PERSONAL PROPERTY LIMIT	PROPERTY IN OPEN LIMIT	VALUATION[1]	SPECIFIC LIMIT
16	3	Open Shelter (Large) - Clippard Park	3514 Bevis Lane	$46,220	$ 0	$ 0	RC	
16	4	Sprayground - Clippard Park	3514 Bevis Lane	$173,539	$ 0	$ 0	RC	
16	5	Playground Equipment, Fencing - Clippard Park	3514 Bevis Lane	$ 0	$ 0	$16,351	RC	
16	6	Playground - Clippard Park	3514 Bevis Lane	$346,968	$ 0	$ 0	RC	
16	7	Restrooms - Clippard Park	3514 Bevis Lane	$208,202	$ 106	$ 0	RC	
16	8	Restrooms - Clippard Park	3514 Bevis Lane	$208,202	$ 106	$ 0	RC	
16	9	Skatepark - Clippard Park	3514 Bevis Lane	$ 0	$ 0	$312,304	RC	
16	10	Round Shade Shelter - Clippard Park	3514 Bevis Lane	$4,687	$ 0	$ 0	RC	
16	11	Round Shade Shelter - Clippard Park	3514 Bevis Lane	$4,687	$ 0	$ 0	RC	
16	12	Square Shade Shelter - Clippard Park	3514 Bevis Lane	$5,778	$ 0	$ 0	RC	
16	13	Square Shade Shelter - Clippard Park	3514 Bevis Lane	$5,778	$ 0	$ 0	RC	
16	14	20 Picnic Tables - Clippard Park	3514 Bevis Lane	$ 0	$ 0	$13,298	RC	
16	15	2 Entry Signs - Clippard Park	3514 Bevis Lane	$ 0	$ 0	$6,868	RC	
16	16	Fencing, Benches, Signs, Lights, Poles	3514 Bevis Lane - Clippard Park	$ 0	$ 0	$57,774	RC	

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PREM #	BLDG #	DESCRIPTION	ADDRESS	BUILDING LIMIT	PERSONAL PROPERTY LIMIT	PROPERTY IN OPEN LIMIT	VALUATION[1]	SPECIFIC LIMIT
16	17	4 Dugouts - Clippard Park	3514 Bevis Lane	$ 0	$ 0	$18,423	RC	
17	1	Restroom - Groesbeck Park	8296 Clara Avenue	$138,766	$1,048	$ 0	RC	
17	2	Vinyl Fencing - Groesbeck Park	8296 Clara Avenue	$ 0	$ 0	$51,996	RC	
17	3	Concession Stand - Groesbeck Park	8296 Clara Avenue	$49,598	$1,048	$ 0	RC	
17	4	Maintenance Pole Building - Groesbeck Park	8296 Clara Avenue	$32,592	$1,048	$ 0	RC	
17	5	Scoreboard, Dugouts, Playground Equipment	8296 Clara Avenue - Groesbeck Park	$ 0	$ 0	$118,818	RC	
18	1	Playground Equipment - Palm Park	3251 Springdale Road	$88,950	$ 0	$ 0	RC	
19	1	Playground Equipment - Skyline Park	8400 Pippen Road	$19,125	$ 0	$ 0	RC	
20	1	Playground Equipment - Dravo Park	9225 East Miami River Road	$12,754	$ 0	$ 0	RC	
21	1	Disc Golf, Picnic Tables, Signs, Fence, Misc Items	11405 East Miami River Road - Heritage Park	$ 0	$ 0	$751,384	RC	
21	2	Outhouse Shelter - Heritage Park	11405 East Miami River Road	$9,047	$ 0	$ 0	RC	
21	3	Creedville Toll Booth - Heritage Park	11405 East Miami River Road	$ 0	$ 0	$ 0	RC	
22	1	Playground & Fencing - Wert Park	3460 West Galbraith Road	$88,950	$ 0	$ 0	RC	
22	2	Garage - Wert Park	3460 West Galbraith Road	$23,546	$5,239	$ 0	RC	
23	1	Colerain Gateway Memorial Wall, Signage, Lighting	Southwest Corner Springdale/Colerain	$ 0	$ 0	$585,840	RC	

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PREM #	BLDG #	DESCRIPTION	ADDRESS	BUILDING LIMIT	PERSONAL PROPERTY LIMIT	PROPERTY IN OPEN LIMIT	VALUATION[1]	SPECIFIC LIMIT
23	2	Decorative Brick Pavers	Southwest Corner Springdale/Colerain	$ 0	$ 0	$21,801	RC	
23	3	Decorative Lighting - 13 Poles	Southwest Corner Springdale/Colerain	$ 0	$ 0	$62,040	RC	
23	4	2 Park Benches, Litter Receptacles, Flagpole	Southwest Corner Springdale/Colerain	$ 0	$ 0	$8,241	RC	
TOTAL				**$24,875,633**	**$1,927,335**	**$2,536,925**		

(1) RC Replacement Cost
ACV Actual Cash Value
FRC Functional Replacement Cost
HV Historical Value

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Entity Name: Colerain Township

SUMMARY OF COVERAGE

SPECIAL PROPERTY COVERAGE	LIMITS
Special Property - Scheduled	$2,319,445
Special Property - Unscheduled Equipment (Any one item $5,000 or less)	$179,027
Deductible	$2,500
Causes of Loss	Special Form
Valuation	Replacement Cost

COMPUTER COVERAGE	LIMITS
Computer Equipment	$252,401
Media and Data	$26,194
Property Away from Premises	$50,000
Computer Virus	$1,000
Business Income	Not Covered
Extra Expense	$50,000
Deductibles	
Computer Equipment	$2,500
Business Income	Not Covered
Extra Expense	None
Causes of Loss	Special Form
Valuation	
Computer Equipment	Replacement Cost
Data and Media	Reconstruction Cost

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Entity Name: Colerain Township

SPECIAL PROPERTY SCHEDULE

ITEM#	DESCRIPTION	SERIAL NO.	VALUE
1	Mobileview Body Camera (54) and Kiosk (1)		$38,766
2	TI Training Use of Froce Simulator		$29,336
3	1979 Dyna-Pac Vibrator Roller	0530	$11,525
4	1989 Case International Model 2200	5751	$17,812
5	1992 Case Loader/Backhoe M#580SR	9885	$26,194
6	1981 Diamond Trailer Drag	8956	$3,667
7	Vermeer 1230 Chipper	0241	$15,716
8	Myers Snow Plow	9983	$3,667
9	Myers Snow Plow	9163	$3,667
10	Onan Generator	1591	$4,034
13	Hurst Power Unit	M#27	$4,716
14	1998 Case Front End Loader	5823	$89,058
15	HP DesignJet T2530 PostScipt Multifunction printer	L2Y26A#B1K; C0C66A	$10,240
16	Zodiac 15' Inflatable Boat		$6,286
17	Bobcat M773	3942	$18,335
18	Bobcat Trailer	0629	$3,929
19	Exmark Zero Turn Mower – LZX	316641719	$7,639
20	2002 Exmark Mower	4815	$7,858
21	2002 Exmark Mower		$7,858
22	Cub Cadet Mowers	40028	$1,572
23	Cub Cadet Mower	40098	$1,572
24	Cub Cadet Mower	60015	$1,572
25	JDE Gaator 6x4 Utility Vehicle	7509	$6,811
26	Rahn Field Groomer & Blade		$3,563
29	Hurst Power Unit	7782	$4,191

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ITEM#	DESCRIPTION	SERIAL NO.	VALUE
30	3-Hurst Combination Tools	4925	$5,239
31	3-Hurst Combination Tools	4097	$5,239
32	3-Hurst Combination Tools	8498	$5,239
37	Thermal Imaging Cameras/T1 Model	T113131	$15,716
38	Thermal Imaging Cameras	46004	$15,716
39	Thermal Imaging Cameras/T4 Model	44901	$15,716
40	Thermal Imaging Cameras/TA Model	46019	$15,716
41	Thermal Imaging Cameras	52086	$15,716
42	Thermal Imaging Cameras	43351	$15,716
43	Thermal Imaging Cameras	52085	$15,716
44	Thermal Imaging Cameras	50875	$15,716
45	Thermal Imaging Cameras	35663	$15,716
45	2005 Gator	5556	$8,382
46	Thermal Imaging Cameras	3535	$15,716
47	1979 Trailer	1295	$4,191
49	Hurst Power Unit	4805	$4,820
50	2006 Homesteader Trailer/OK6603	1671	$5,029
51	2006 X-Mark Walk Behind Mower	V725	$9,115
52	2004 Utility Trailer	8508	$8,382
53	2006 Marathon HMT-4000 Hauler	2096	$15,716
54	80 Motorola Portable APX6000 w/ remote Microphone		$319,356
55	49 Motorola Mobile APX6500 Radios		$187,501
56	55 Motorola Mobile APX6000 700/800 Model 2.5 Rad		$183,032
57	2008 John Deere 4720 Tractor	4944	$26,194
60	2008 G Force Fabrication Trailer	5010	$5,029
62	Magnum Light Trailer	6596	$8,382
63	2007 Swenson 1106-1267 Spreader	1844	$4,600
64	2002 Goodroads 120 Snow Plow	0616	$10,477
65	2000 Gledhill 10LSR Snow Plos	1078	$5,867

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ITEM#	DESCRIPTION	SERIAL NO.	VALUE
66	1996 Gledhill 10LSRH Plows	7543	$3,719
67	1996 Gledhill 10LSRH Plows	6201	$3,719
68	1996 Gledhill 10LSRH Plows	4003	$3,719
69	Gledhill 10 LSRH Snow Plow	1428	$3,719
70	2002 Brine Manufacturing ABS-1500		$4,610
71	2005 Caterpillar GP30K Fork Lift	5338	$12,573
72	Snoway Snow Plow	2514	$5,448
73	2002 Goodroads Snow Plow	0460	$11,002
74	2003 Anti-Icing System		$11,054
75	2010 John Deere 6x4 Gator	0479	$8,696
76	2010 Exmark 60" Mower		$7,230
77	2008 Vermeer BC1000XL Chipper	1113	$25,461
78	2008 Snowdogg EX85 Snow Plow		$3,615
79	2008 Woods Batwing Mower	3409	$10,215
80	2008 Woods Side Mower	4901	$3,877
81	2008 Exmark 72" Mower	6784	$7,754
82	2008 Exmark 72" Mower	2125	$7,754
83	2008 John Deere 4x2 Gator	5556	$6,129
84	1989 Case International Trailer	7551	$6,182
85	2010 Scap 60" Mower	5451	$6,129
86	2011 John Deere 6x4 Gator	6010	$6,601
87	MPH Speed Trailer		$10,477
88	Ultra Interactive Driving Simulator		$12,573
89	2009 Meyer Snow Plow	9401	$4,716
91	Honda Boat Motor 50 HP	1819	$7,858
95	Zodiac MK 111 GR Boat	MS008	$9,737
96	2012 Nboat Trailer	1026	$1,572
97	2001 Boat Trailer	7401	$1,572
98	Warren Plow		$3,039

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ITEM#	DESCRIPTION	SERIAL NO.	VALUE
99	Warren Spreader		$4,191
100	CRAFCO Supershot Tar Machine		$19,384
101	Western Plow		$2,986
102	Warren Spreader		$4,086
103	Hustler Super 104 Mower	3576	$20,693
104	Achilles SG-140 Rescue Boat	J415	$7,335
106	Honda 30 HP Boat Motor - BF3-DL, RTA	1053	$5,029
107	Cub Cadet Mower - Station 25	60082	$1,572
108	Cub Cadet Mower - Station 109	60086	$1,572
109	JAMAR Black Cat Speed Measuring Device		$4,233
110	“Total Station” Traffic Crash Investigation Tool		$25,806
111	2017 Caterpillar Excavator	308E2CF2 0FJX08657	$113,585
112	75 SCBA Packs @$5,900 each		$442,500
113	43 SCBA Bottles @$728 each		$31,304
114	37 SCBA Mask @$872 each		$32,264
115	Eforce S44-SL Spreader 2.0	1904ES181	$9,650
116	C236-SL2 Cutter	1904ES341	$9,650
117	Eforce 21-36" Ram 2.0	1904ES573	$7,650
118	Eforce Ram Kit W/12		$1,250
119	Eforce 110 Volt AC Adapter		$ 995
120	Eforce S53 Spreader 2.0	1901ES453	$9,850
121	C236-SL2 Cutter 2.0	1902ES273	$9,650
122	Eforce 31 Ram 2.0	1905CR3102	$7,900
123	Eforce 110 Volt AC Adapter		$ 995
124	Mach 3 Outlaw Honda 6.5	1902MO621	$6,556
125	S53-XL Spreader	1809MH125	$7,900
126	C365 Cutter	MH5121904	$7,150
127	41 Push-Pull NFPA Ram	1903RM4103	$2,925
128	Deluxe Ram Accessory Kit		$1,500

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TOTAL	**$2,319,445**

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Entity Name: Colerain Township

SUMMARY OF COVERAGE

LIBRARY MATERIALS COVERAGE	LIMITS
Scheduled Library Materials	
Library Materials in Storage	Not Covered
Library Materials on Exhibition	Not Covered
Library Materials in Transit	Not Covered
Library Materials on Loan	Not Covered
Unscheduled Rare Books and Periodicals	Not Covered
Scheduled Rare Books and Periodicals	Not Covered
Library Fine Arts	Not Covered
Deductible	Not Covered

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Entity Name: Colerain Township

SUMMARY OF COVERAGE

CRIME COVERAGE	LIMITS
Public Employee Dishonesty	$100,000
Inside the Premises – Theft of Money and Security	$50,000
Outside the Premise	$50,000
Forgery and Alterations	$100,000
Computer Fraud	$100,000
Funds Transfer Fraud	$100,000
Social Engineering Fraud	$5,000
Deductibles	
Public Employee Dishonesty	$1,000
Inside the Premises	$0
Outside the Premise	$0
Forgery and Alterations	$1,000
Computer Fraud	$1,000
Funds Transfer Fraud	$1,000
Social Engineering Fraud	$100

LIABILITY COVERAGE	LIMITS
General Liability	
Bodily Injury and Property Damage – Each Occurrence	$10,000,000
General Aggregate	$12,000,000
Personal & Advertising Injury – Each Offense	$10,000,000
Medical Expense – Per Person	$10,000
Medical Expense – Any One Accident	$50,000
Deductible	$0
Unmanned Aerial Systems	
Unmanned Aerial Systems Deductible	
Coverage Extensions	
Cemetery Professional	
Governmental Medical	
See Liability Exposures Schedule, if applicable	

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Entity Name: Colerain Township

SUMMARY OF COVERAGE

Employee Benefits Liability	
Each Incident	$10,000,000
Annual Aggregate	$12,000,000
Deductible	$0
Employers Liability	
Bodily Injury by Accident – Each Accident	$10,000,000
Bodily Injury by Disease – Each Employee	$10,000,000
Bodily Injury by Disease – Aggregate	$10,000,000
Deductible	$0

PRIOR ACTS COVERAGE	RETROACTIVE DATES
General Liability	01/01/91
Employee Benefits	01/01/91
Employers' Liability	01/01/91
Public Officials and Employment Practices Liability	01/01/91
Law Enforcement Liability	01/01/91
Auto Liability	01/01/91

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Entity Name: Colerain Township

LIABILITY EXPOSURES SCHEDULE

OPERATIONS/EXPOSURE AND EXPOSURE BASE	SUBCONTRACTED (YES/NO)	DESCRIPTION	EXPOSURE AMOUNT
Fireworks - Each	No		1
Skate Parks - Each	No		1
Special Events/Other - Each	No	4th of July Spectaclar	1
Street & Roads - Miles	No		113
Transportation Regular Route Pickup	No		1

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Entity Name: Colerain Township

SUMMARY OF COVERAGE

LIABILITY COVERAGE	LIMITS
Public Officials Errors and Omissions Liability	
Each Wrongful Act	$10,000,000
Annual Aggregate	$12,000,000
Errors and Omissions Deductible	$5,000
Employment Practices Liability	
Each Wrongful Act	$10,000,000
Annual Aggregate	$12,000,000
Employment Practices Deductible	$5,000
Back Wages – Annual Aggregate	$25,000
Back Wages Deductible	$5,000
Non-Monetary Defense	
Annual Aggregate	$25,000
Deductible	$5,000
Law Enforcement Liability	
Each Wrongful Act	$10,000,000
Annual Aggregate	$12,000,000
Medical Expense – Per Person	$10,000
Medical Expense – Any One Accident	$50,000
Deductible	$5,000

AUTOMOBILE COVERAGE		LIMITS
Bodily Injury and Property Damage Liability Combined Single Limit – Each Accident		$10,000,000
Uninsured/Underinsured Motorists Bodily Injury		$100,000
Medical Payments – Each Accident		$1,000
Automobiles		Refer to Auto Schedule
Deductibles	Liability	
	Comprehensive and Collision	Refer to Auto Schedule

The automobile coverage included in this quotation is subject to acceptable state motor vehicle reports. Automobile coverage may subsequently be excluded for any covered auto while being operated by a driver with an unacceptable report.

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OHIO PLAN
Risk Management, Inc

Entity Name: Colerain Township

AUTOMOBILE SCHEDULE

VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACE-MENT COST	DEPT	COMP DED.	COLL DED.
1		1991	International Dump Truck	2032	$37,000		Streets	$500	$500
2		2004	Ford F350 Truck	3438	$45,000		Streets	$500	$500
3		1989	International Dump Truck	9345	$25,047		Streets	$500	$500
4		1992	International Utility Truck	4269	$32,565		Streets	$500	$500
5		1993	International Dump Truck	2728	$38,598		Streets	$500	$500
6		1995	International Dump Truck	9094	$43,107		Streets	$500	$500
7		1995	International Dump Truck	9093	$43,107		Streets	$500	$500
9		1998	Ford Crown Victoria	9349	$2,100		Fire	$500	$500
10		1998	Ford Crown Victoria	9348	$2,100		Fire	$500	$500
12		2000	IHC 4700 Dump Truck	2989	$52,388		Streets	$500	$500
13		2001	International Truck	3088	$53,193		Streets	$500	$500
14		2001	Dodge Durango	32	$2,900		Fire	$500	$500
15		2001	Dodge Durango	33	$2,900		Fire	$500	$500
16		2002	International Truck	4445	$53,193		Streets	$500	$500
17		2003	Chevrolet S10 Pickup	891	$25,000		Streets	$500	$500
20		2005	International Truck	6317	$46,291		Streets	$500	$500
21		2005	International Truck	6318	$46,291		Streets	$500	$500

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACE-MENT COST	DEPT	COMP DED.	COLL DED.
22		1994	E1 Cyclone Pumper	3441		$350,000	Fire	$500	$500
24		2007	Ford F-450 Pickup	2149	$46,450		Streets	$500	$500
25		2007	Ford F150	4455	$25,000		Streets	$500	$500
26		2001	Dodge Durango	34	$2,900		Fire	$500	$500
28		2008	Ford E-450 Champ Challenger Bus	5432	$60,000		Senior Citizen Services	$500	$500
29		2008	Ford Expedition	2818	$14,500		Fire	$500	$500
30		2008	Ford Expedition	2821	$14,500		Fire	$500	$500
31		2008	Ford Expedition	2819	$14,500		Fire	$500	$500
32		2008	Ford Expedition	2820	$14,500		Fire	$500	$500
33		2009	Chevrolet Impala	4772	$20,000		Police	$500	$500
34		2009	Ford Dump Truck	8665	$45,000		Streets	$500	$500
35		2010	International 740 Dump Truck	3990	$63,981		Streets	$500	$500
36		2011	Ford Ranger Pickup	6889	$25,000		Parks & Recreation	$500	$500
38		2001	Dodge Pickup	5708	$22,528		Streets	$500	$500
39		1994	110' Aerial Fire Apparatus	3875		$500,000	Fire	$500	$500
41		2012	Chevrolet Tahoe	7943	$23,800		Fire	$500	$500
42		2012	Chevrolet Tahoe	6760	$23,800		Fire	$500	$500
43		2012	Chevrolet Tahoe	1180	$23,800		Fire	$500	$500
44		2014	Ford SUV	3812	$25,324		Streets	$500	$500
45		2015	International Dump Truck 7400	3309	$140,000		Streets	$500	$500
46		2015	Ford Dump Truck F350	8481	$59,381		Streets	$500	$500
47		2015	Ford Truck Dump Truck	8480	$59,381		Streets	$500	$500
49		2016	Ford F150	4755	$54,000		Fire	$500	$500

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACE-MENT COST	DEPT	COMP DED.	COLL DED.
			Command Vehicle						
51		2002	Freightliner Emergency One Rescue Vehicle	2978		$260,000	Fire	$500	$500
52		2015	Ford Inteceptor Sedan	9002	$29,320		Police	$500	$500
53		2016	Ford Interceptor Sedan	2296	$32,000		Police	$500	$500
54		2017	Ford Interceptor Sedan	1777	$32,000		Police	$500	$500
55		2015	Ford Interceptor SUV	7777	$30,675		Police	$500	$500
56		2006	Mercury Milan	5538	$2,500		Police	$500	$500
57		2017	Ford Interceptor Sedan	1778	$32,000		Police	$500	$500
58		2015	Ford Interceptor SUV	7778	$30,675		Police	$500	$500
59		2015	Ford Interceptor SUV	7779	$30,675		Police	$500	$500
64		2002	Emergency One Typhoon Pumper	4667		$350,000	Fire	$500	$500
65		2017	Ford Interceptor Sedan	1779	$32,000		Police	$500	$500
66		1990	International Tanker	7811		$150,000	Fire	$500	$500
67		2011	Chevrolet Impala	2052	$18,000		Police	$500	$500
68		2015	Ford Interceptor Sedan	9003	$29,320		Police	$500	$500
69		2012	Toyota Camry	8281	$15,448		Police	$500	$500
70		2002	Emergency One Typhoon Pumper	4668		$350,000	Fire	$500	$500
71		2010	Ford Fusion	4398	$18,000		Police	$500	$500
72		2002	Emergency One Typhoon Pumper	4669		$350,000	Fire	$500	$500
73		2013	GMC Terrain	5303	$19,000		Police	$500	$500

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACE-MENT COST	DEPT	COMP DED.	COLL DED.
74		2001	Ford Windstar	2722	$2,500		Police	$500	$500
76		2011	Toyota Camry	1757	$15,448		Police	$500	$500
77		2012	Toyota Camry	453	$15,448		Police	$500	$500
78		2016	Ford Interceptor Sedan	1776	$32,000		Police	$500	$500
79		1990	International Tanker	7812		$150,000	Fire	$500	$500
80		2015	Ford Taurus	2153	$26,000		Police	$500	$500
82		1993	Senry Emergency One	2884		$300,000	Fire	$500	$500
83		2015	Ford Interceptor Sedan	5882	$29,320		Police	$500	$500
84		2016	Ford Interceptor SUV (QRT)	8007	$34,210		Police	$500	$500
86		2011	Toyota Camry	5615	$14,950		Police	$500	$500
87		2011	Toyota Camry	9323	$15,200		Police	$500	$500
88		1994	International 4700 Truck Command Van	6495	$12,000		Police	$500	$500
90		1993	Emergency One Hush	2431		$400,000	Fire	$500	$500
92		2013	Braun Ambulance	4203		$205,000	EMS	$500	$500
93		2019	Ford E-450 Cab and Chassis	4940		$205,500	EMS	$500	$500
94		2014	Braun Ambulance	3862		$205,000	EMS	$500	$500
95		2014	Braun Ambulance	6108		$205,000	EMS	$500	$500
96		2015	Rosenbauer Commander Pumper	909		$484,500	Fire	$500	$500
97		2015	Braun Ambulance	6658		$205,000	EMS	$500	$500
98		2016	Ford E-450 Braun Ambulance	6487		$205,000	EMS	$500	$500
99		2016	Ford E-450 Braun Ambulance	4063		$205,000	EMS	$500	$500

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACE-MENT COST	DEPT	COMP DED.	COLL DED.
100		2016	Rosenbauer Pumper	1541		$484,532	Fire	$500	$500
101		2017	Braun Ambulance EMS	7258		$205,000	EMS	$500	$500
103		2017	Ford Explorer	9061	$31,498		Police	$500	$500
104		2017	Ford Explorer	9062	$31,498		Police	$500	$500
105		2017	Ford Explorer	9063	$31,498		Police	$500	$500
106		2017	Ford Explorer	9064	$31,498		Police	$500	$500
107		2017	Ford Explorer	9065	$31,498		Police	$500	$500
108		2017	Ford Explorer	9066	$31,498		Police	$500	$500
109		2017	Ford Explorer	9067	$31,498		Police	$500	$500
110		2017	Ford Explorer	9068	$31,498		Police	$500	$500
111		2016	Nissan Altima		$12,000		Police	$500	$500
118		2006	Nissan Altima		$8,000		Police	$500	$500
119		2018	Ford F250		$31,713		Other	$500	$500
120		2018	Ford F250		$28,424		Fire	$500	$500
121		2018	Ford F250		$32,793		Fire	$500	$500
122		2018	Ford Explorer		$32,215		Fire	$500	$500
123		2018	Ford Explorer		$34,168		Other	$500	$500
124		2018	Ford Explorer		$34,168		Other	$500	$500
125		2018	Ford Explorer		$34,168		Other	$500	$500
126		2018	Ford Explorer		$34,168		Other	$500	$500
127		2018	Ford Explorer		$34,168		Other	$500	$500
128		2018	Ford Explorer		$34,168		Other	$500	$500
129		2018	Ford F350 Cab, Chassis		$34,520		Parks & Recreation	$500	$500
130		2018	Ford F250		$30,468		Other	$500	$500
131		2018	International 4300 Tymco 600 Sweeper			$254,201	Streets	$500	$500

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACE-MENT COST	DEPT	COMP DED.	COLL DED.
132		2018	E-One Quest HP100 Rear Mount Aerial Ladder			$936,798	Fire	$500	$500
133		2016	Toyota	3941	$12,000		Police	$500	$500
134		2004	Ford F450	6035	$10,000		Other	$500	$500
135		2016	Nissan Altima	2604	$12,000		Police	$500	$500
136		2016	Nissan Altima	4702	$12,000		Police	$500	$500
137		2016	Nissan Altima	2312	$12,000		Police	$500	$500
138		2019	Ford F-150 4x4 Super Cab		$34,215		Water	$500	$500
139		2019	Ford F-150 4x4 Crew Cab		$31,846		Fire	$500	$500
140		2019	Ford F-150 4x4 Crew Cab		$31,846		Fire	$500	$500
141		2019	Ford F250 4X4 Crew Cab		$32,519		Parks & Recreation	$500	$500
142		2019	Ford F150		$30,827		Fire	$500	$500
143		2019	Ford E-450		$132,350		Senior Citizen Services	$500	$500
TOTAL					$2,896,542	$6,960,531			

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Entity Name: Colerain Township

SUMMARY OF COVERAGE

CYBER	LIMITS
Data Breach and Privacy Liability – Each Claim	$1,000,000
Data Breach Loss to Member – Each Unauthorized Access	$1,000,000
Electronic Media Liability – Each Claim	$1,000,000
Breach Mitigation Expense – Each Unintentional Data Compromise	$1,000,000
Policy Aggregate	$1,000,000
Deductibles	
Data Breach and Privacy Liability	$10,000
Data Breach Loss to Member	$10,000
Electronic Media Liability	$10,000
Breach Mitigation Expense	$10,000

TERRORISM COVERAGE	LIMITS

Terrorism means an act, including the use of force or violence, of any person or group(s) of persons, whether acting alone or on behalf of or in connection with any organizations(s) committed for political, religious or ideological purposes including the intention to influence any government and/or to put the public in fear for such purposes.

Coverage Term – November 1, 2019 to November 1, 2020

Property

Building and Personal Property	$32,466,960[1]
Deductible	$25,000

[1] Subject to a $100,000,000 per occurrence limit and a $100,000,000 aggregate limit per member for all covered losses with the exception of a $1,000,000 Ohio Plan annual aggregate sublimit for Biological and Chemical Cleanup.

Liability

Each Occurrence per Member	$10,000,000
Annual Aggregate per Member	$10,000,000
Deductible	$10,000

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Entity Name: Colerain Township

MALICIOUS ACT

COVERAGE DESCRIPTION	LIMITS
Malicious Act General Aggregate Limit	$1,000,000
Death Benefit Aggregate Limit	$1,000,000
Death Benefit Limit - Per Member	$25,000
Medical Expense Aggregate Limit	$25,000
Medical Expense Limit - Per Member	$5,000
Funeral Services Aggregate Limit	$25,000
Funeral Services Limit - Per Member	$1,000
Personal Counseling Aggregate Limit	$10,000
Personal Counseling Limit - Per Member	$2,500
Travel Services Aggregate Limit	$25,000
Travel Services Limit - Per Member	$5,000

SUPPLEMENTARY PAYMENTS:

- Group Trauma Counseling Services
- Extra Security
- Temporary Workers
- Rental Substitute
- Job Retraining Expenses
- Recruitment Costs
- Crisis Management

COVERAGE: Pays a death benefit, medical expenses and additional expenses in addition to the Supplementary Payments noted above as a result of bodily injury arising out of a malicious act including hostage taking.

WHO IS A MEMBER:

- Elected or Appointed Officials
- Employees, Temporary Workers, Authorized Volunteers
- Visitors, Customer, Contractors, and Vendors

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MAJOR EXCLUSIONS:

- Asbestos
- Lead
- Fungi or Bacteria
- Gang Members
- Pollution
- Suicide
- Toxic Materials
- War

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Entity Name: Colerain Township

GENERAL CONDITIONS

NOTICE OF CANCELLATION:

The company will provide sixty (60) days written notice of cancellation or non-renewal except for non-payment of premium, which remains ten (10) days written notice.

POLICY CHANGES:

The policy contains all the agreements between the member and the Ohio Plan Risk Management Inc. concerning the property and liability coverage afforded. The Named Member is authorized to make changes in the terms of the policy with the consent of the Ohio Plan.

POLICY PREMIUM:

See Premium Summary

Once bound, premiums are fully earned unless the policy is cancelled by Ohio Plan Risk Management Inc. or a subsequent policy with no lapse in coverage issued. If Ohio Plan Risk Management Inc. cancel the policy the refund will be pro rata.

Premium financing is available upon request.

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Entity Name: Colerain Township

PREMIUM SUMMARY

COVERAGE	PREMIUM
Package	$235,147
Ohio Plan Advantage Premium Contribution -or-	$4,602
Ohio Plan Safety Allowance	$0
Total Annual Premium	**$230,545**

OHIO PLAN ADVANTAGE

The Ohio Plan Advantage is available to members with 4 or more consecutive years of membership with the Ohio Plan. The Named Member received the following premium contribution.

Active Ohio Plan Member since	2016
Loss Ratio Points (Up to 60 points) (60 – 29 = Advantage Loss Ratio Points)	31
Risk Management Points (Up to 40 points)	40
Advantage Potential Premium Contribution	$6,482
Advantage Final Premium Contribution	$4,602
Eligible	Yes

OPTIONS

NOTES

- Premium includes Ohio Plan's risk management services.

Disclaimer: The abbreviated outlines of coverage used throughout this document are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverage and do not detail all policy terms nor do they alter any policy conditions. Please read your policy for specific coverages, limitations and restrictions and call us with questions.

REINSURANCE

The following companies are the reinsurance companies providing strength to the Ohio Plan Risk Management Inc. including their A.M. Best ratings.

Aspen Group
A.M. Best Rating: A, XV
Reinsuring the Ohio Plan since 2007

XL Bermuda Ltd
A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2014

Chubb Group of Insurance Companies
A.M. Best Rating: A++, XV
Reinsuring the Ohio Plan since 2001

Sompo Insurance Company
A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2003

Everest Reinsurance
A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2005

Great American Insurance Company
A.M. Best Rating: A+, XIV
Reinsuring the Ohio Plan since 2012

Hanover Re
A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2017

American Agricultural Insurance Company
A.M. Best Rating, A, X
Reinsuring the Ohio Plan since 2011

Lloyd's of London
A.M. Best Rating: A, XV
Reinsuring the Ohio Plan since 2005

Markel Global Reinsurance Company
A. M. Best Rating: A, XIII
Reinsuring the Ohio Plan since 2006

Odyssey Reinsurance Company
A.M. Best Rating: A, XV
Reinsuring the Ohio Plan since 2007

Swiss Reinsurance America Corporation
A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2004

The Cincinnati Insurance Company
A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2016

Arch Reinsurance Company
A.M. Best Rating: A+, XV
Reinsuring the Ohio Plan since 2011

A.M. Best Rating Classifications

Secure Ratings
A++ and A+ .....Superior
A and A- .....Excellent
B++ and B+ .....Very Good

Vulnerable Ratings
B and B- .....Fair
C++ and C+ .....Marginal
D .....Poor
S .....Rating Suspended

Poor Ratings
E.....Under State Supervision
F .....In Liquidation

Financial Size Category

XV	$2 Billion or Greater
XIV	$1.5 Billion to $2 Billion
XIII	$1.25 Billion to $1.5 Billion
XII	$1 Billion to $1.25 Billion
XI	$750 Million to $1 Billion
X	$500 Million to $750 Million
IX	$250 Million to $500 Million
VIII	$100 Million to $250 Million

Note: Effective 11/1/2018, the Ohio Plan collects premium and makes claims payments for liability losses up to $250,000 and property losses up to 30% of a covered loss up to $300,000.

Comprehensive Risk Management for Public Safety Organizations

Lexipol is America's leading provider of risk management solutions for public safety organizations. They provide police and fire departments with comprehensive, customizable, state-specific policies on a broad range of risk-centric topics, along with integrated Daily Training Bulletins that address department-specific policy areas – all through a unique web-based system.

Lexipol can help you address issues related to risk, liability, safety and best practices for your safety service departments. They also can help you comply with current laws and regulations and then document that you have trained your staff on approved policies.

Key Features and Benefits

There is no other system that offers the following integration in one package:

1. Lexipol provides comprehensive Ohio-specific policies written by legal and safety service professionals.
2. Supervisors can track staff training using reporting tools.
3. Lexipol experts constantly monitor major court decisions, legislation, and emerging trends affecting safety service operations and provide policy updates in response.
4. Lexipol archives your department's policy manual and Daily Training Bulletin records to provide an invaluable resource in defense litigation or personnel matters.
5. The Lexipol system allows cross-referencing to any accreditation standard.
6. Policy and training components are 100% web-based. There is no software to purchase or maintain.

Nationwide collaboration between the largest private network of legal and public safety experts and Lexipol's risk management tools provide agencies the most complete solution for policy manual management, training and documentation.

Return on Investment

According to a five-year post-Lexipol implementation study performed by a risk management association, agencies that adopted Lexipol saw:

- A significant decrease (45%) in the number of litigated claims
- A dramatic reduction (48%) in the cost of claims paid out
- No personnel or employment claims

The study found that Lexipol agencies in this study have yet to incur a personnel or employment claim, while non-Lexipol agencies in the in the study had eight claims for over $448K.

Ohio Plan Member Estimated Cost

Police Department:

# of Full Time Sworn Officers	Lexipol Standard Pricing	OPRM Discounted Pricing	OPRM Board Subsidy	Final Lexipol Subscription Cost
56.00	$15,115	$14,359	0.50	$7,180

Fire Department:

# of Career & Volunteer FF	Lexipol Standard Pricing	OPRM Discounted Pricing	OPRM Board Subsidy	Final Lexipol Subscription Cost
148.00	$11,054	$10,501	0.50	$5,251

An additional discount may be available to OPRM members who are also members of the Ohio Fire Chiefs Associations, (OFCA).
Disclaimer: The above are estimates based upon information submitted to The Ohio Plan. Actual costs will be determined by Lexipol.

Additional Base Member Services

Cyber Assessment

CyberClearSafe provides cybersecurity service for public entities. Service offerings include:

- a questionnaire assessment and recommendations
- "Dark Web" Check-up
- Cyber Security Policy Review
- On-Site or Log In Network Diagnostic Review

Training

- **Ohio Plan Leadership Institute**
  - Supervisory Training (6 Events, 6 People attend)
- **Elected Officials Leadership & Certification Program**
  - Multi Topic (1 Event, 6 People attend)
- **Members Only Training**
  - Multi Topic (2 Events, 8 People attend)
- **Special Topic Training Sessions**
  - Staff Leadership (1 Event, 8 People Attend)

Programs

- **Community Energy Savings Programs**
  - Reduce energy costs while providing security in volatile market conditions
    - Community facilities
    - Community Aggregation
    - Building Commission

Other Available Services

Offered at a discounted rate to all Ohio Plan Members

- Executive and Staff Hiring and Assessment Centers
- Legal Consultation
- HR Consultation
- Emergency Operations Plan Development and Training
- Labor Negotiation Assistance
- Board/Council Meeting and Retreat Facilitation
- Strategic Planning
- Grant Writing
- Competitive Bidding/RFP Assistance
- Levy/Campaign Strategy Assistance
- Bond/Capital Financing Consultation
- Police and Fire Organizational and Personnel Studies
- Zoning, Planning and Economic Development Studies and Consultation
- Staff and Special Study Assessments
- Other Special-Needs Request

ORGANIZATIONAL ITEMS

Department: Administration

Department Head: Geoff Milz, Administrator

Resolution Adopting Organizational Chart and Job Descriptions

Recommend adoption of a resolution establishing a Table of Organization, Position Roster, and Job Descriptions for the Township.

Rationale:

Attached to this document is the formal table of organization for the Township that aligns with the 2020 Budget Recommendation for personnel. It includes updated job descriptions for all roles. Below is a summary list of changes that were made to job descriptions for 2020:

- New Description Created: Communications Manager
- New Description Created: Receptionist
- Minimum Qualifications Update: Director of Finance
- Minor Text Edits: Assistant Township Administrator, Office Manager, Assistant Fire Chief of Administration, Director of Public Services, Firefighter EMT.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the second day of January, 2020, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Raj Rajagopal, Dan Unger, Matthew Wahlert

Mr. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION ADOPTING ORGANIZATIONAL CHART AND JOB DESCRIPTIONS

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

WHEREAS, Colerain Township policy 1.3, Colerain Township Employment Process Policy, requires a formally adopted organizational chart and roster approved by the Board of Trustees; and;

WHEREAS, the attached organizational chart and roster includes all appropriated positions for the Township for the 2020 Budget Fiscal Year; and;

WHEREAS, the Township Administrator shall bring forward all new hires to the Board of Trustees as an agenda item, after a formal job offer is made; 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 chart, 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 attached Organizational Chart, 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.

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

Vote Record: Mr. Rajagopal_____, Mr. Unger_____, Mr. Wahlert_____

ADOPTED this second day of January, 2020.

BOARD OF TRUSTEES:

_____
Raj Rajagopal, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Heather E. Harlow,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

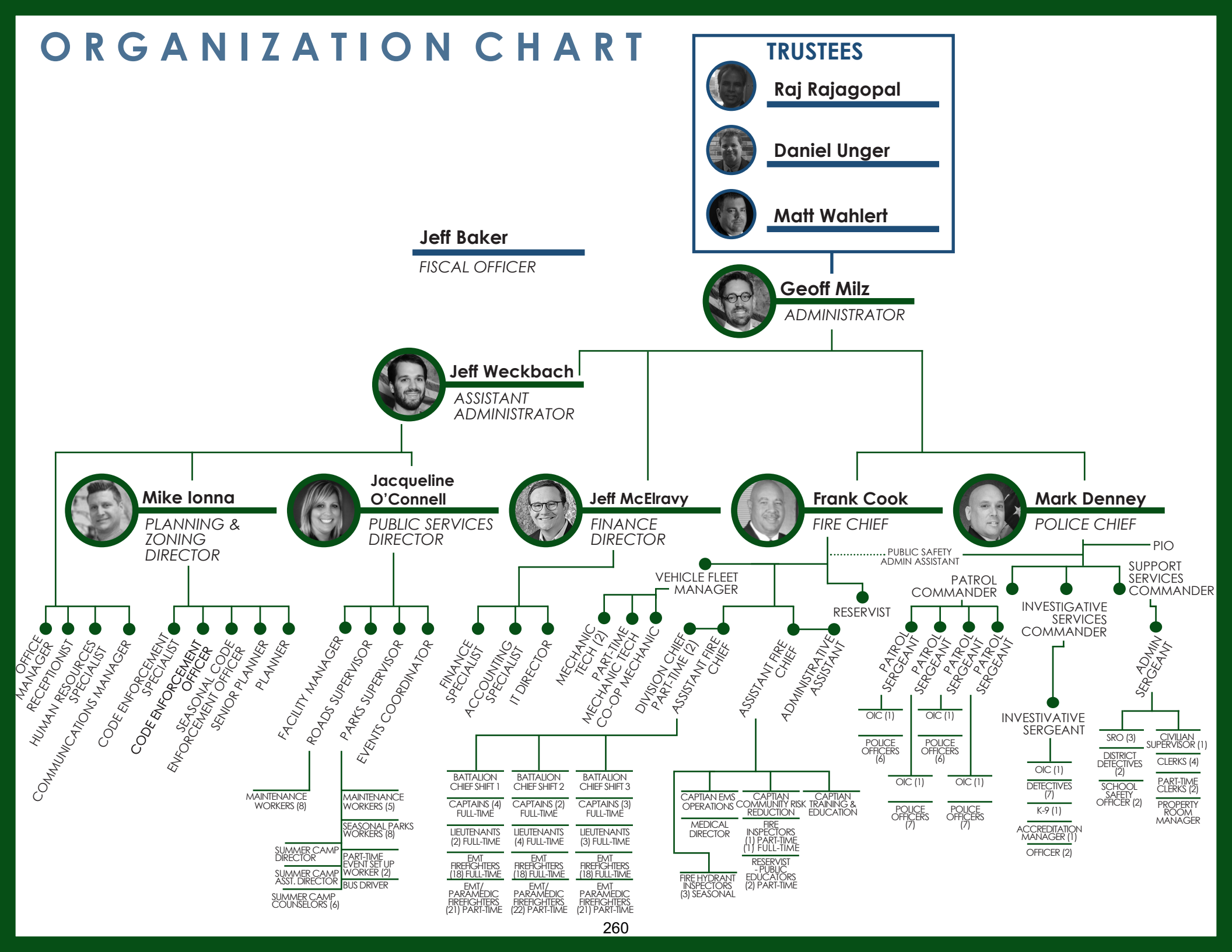
_____
Lawrence E. Barbiere (0027106)
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Colerain Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this second day of January, 2020.

_____
Heather E. Harlow
Colerain Township Fiscal Officer

ORGANIZATION CHART



100 - Township Administrator.doc

101 - Assistant Township Administrator.doc

102 - Director of Finance.doc

103 - IT Director.doc

168 - Communications Director.doc

104 - Finance Specialist.doc

105 - Accounting Specialist.doc

106 - Human Resources Specialist.doc

107 - Office Manager.doc

169 - Receptionist.doc

108 - Fire Chief.doc

109 - Assistant Fire Chief of Operations.doc

110 - Assistant Fire Chief of Administration.doc

111 - Administrative Assistant.doc

112 - Division Chief.doc

113 - Reservist.doc

114 - Part Time Fire Safety Inspector.doc

115 - Reservist - Public Educator.doc

116 - Fire Hydrant Maintenance Worker (seasonal).doc

117 - Vehicle Fleet Manager.doc

118 - Fleet Mechanic Technician.doc

119 - Part Time Fleet Mechanic Technician.doc

120 - Co-Op Fleet Mechanic Technician.doc

121 - Medical Director.doc

122 - Battalion Chief.doc

123 - Captain- Emergency Medical Services.doc

124 - Captain - Community Risk Reduction.doc

125 - Captain - Training and Education.doc

126 - Fire Captain.doc

127 - Fire Lieutenant.doc

128 - Fire Safety Inspector.doc

129 - Firefighter EMT.doc

130 - Firefighter EMT PT.doc

130 - Paramedic PT.doc

131 - Director of Planning and Zoning.doc

132 - Senior Planner.doc

133 - Code Enforcement Officer.doc

134 - Planner.doc

167 - Code Enforcement Specialist.doc

135 - Seasonal Code Enforcement Officer.doc

136 - Police Chief.doc

137 - Support Services Commander.doc

138 - Patrol Commander.doc

139 - Investigative Services Commander.doc

140 - Administrative Sergeant.doc

141 - Investigative Sergeant.doc

142 - Patrol Sergeant.doc

143 - Detective.doc

144 - School Resource Officer.doc

145 - District Detective.doc

146 - Uniformed Patrol Officer.doc

147 - Canine Officer.doc

148 - Public Safety Administrative Assitant.doc

149 - Civilian Supervisor.doc

150 - Accreditation Manager.doc

151 - Property Room Manager.doc

152 - Police Clerk.doc

153 - School Safety Officer.doc

154 - Police Clerk (PT).doc

155 - Public Information Officer.doc

156 - Director of Public Services.doc

157 - Event Coordinator.doc

158 - Facility Manager.doc

159 - Supervisor Foreman.doc

160 - Maintenance Worker.doc

161 - Bus Driver.doc

162 - Event Setup Worker.doc

163 - Seasonal Maintenance Worker.doc

164 - Summer Camp Director.doc

165 - Summer Camp Assistant Director.doc

166 - Summer Camp Counselor.doc

999 - Other - PD - Bike Officer.doc

999 - Other - PD - Cadet.doc

999 - Other - PD - Chaplain.doc

999 - Other - PD - DARE Officer.doc

999 - Other - PD - FTC.doc

999 - Other - PD - FTO.doc

999 - Other - PD - FTS.doc

999 - Other - PD - Impound Lot Clerk.doc

999 - Other - PD - Special Investigative Unit.doc

999 - Other - PD - Traffic Safety Officer.doc

999 - Other - PS - Laborer.doc

POSITION TITLE Township Administrator	STATUS Full time - Exempt
REPORTS TO Board of Trustees	**Salary Range:** $115,000 - $145,000
SUPERVISES Asst. Admin., Director of Finance, Fire Chief, & Police Chief	**Minimum Education:** Bachelor's Degree

PURPOSE:

The Township Administrator is the Chief Executive 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.

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.

ESSENTIALS 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 principles and best practices in all facets of Township Government.
- Manages the economic development efforts of the Township.
- Serves as the primary liaison to businesses in the community.
- Recruits and retains businesses into the community.

CRITICAL SKILLS /

- Ability to act as administrative head and supervisor of department heads.

POSITION TITLE Township Administrator	STATUS Full time - Exempt
REPORTS TO Board of Trustees	**Salary Range:** $115,000 - $145,000
SUPERVISES Asst. Admin., Director of Finance, Fire Chief, & Police Chief	**Minimum Education:** Bachelor's Degree

EXPERTISE:

- 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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- 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 REQUIREMENT:

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.

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

POSITION TITLE Township Administrator	STATUS Full time - Exempt
REPORTS TO Board of Trustees	**Salary Range:** $115,000 - $145,000
SUPERVISES Asst. Admin., Director of Finance, Fire Chief, & Police Chief	**Minimum Education:** Bachelor's Degree

time as needed.

SIGNATURE **PRINTED NAME**

POSITION TITLE Assistant Township Administrator	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $85,000 - $115,000
SUPERVISES Director of PS, P/Z & Transp., Office Manager, Recep., & HR	**Minimum Education:** Bachelor's Degree

PURPOSE:

The responsibilities of the Assistant Township Administrator 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 development incentives, technology issues, safety regulations, human resources, and public management concepts.

ESSENTIALS 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' complaints.
- Serves as secondary negotiator for Collective Bargaining.
- Oversees grievances for Administration and assigned departments before the level of Township Administrator / Trustee.
- Serves on the Colerain Corridor Task Force and aids businesses in the knowledge and conformance with access management plans as dictated by the Ohio Department of Transportation and the Colerain Corridor Plan.
- 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.
- 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.
- Oversees 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.
- May act as a liaison between civic groups and township administration.
- May assist in the preparation and processing of grant applications.
- May represent the township at various functions that are dedicated to the promotion of economic development.
- 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

POSITION TITLE Assistant Township Administrator	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $85,000 - $115,000
SUPERVISES Director of PS, P/Z & Transp., Office Manager, Recep., & HR	**Minimum Education:** Bachelor's Degree

improvement.
- Assists in the development of the Township's strategic plan.
- Responsible for evaluating and developing various data dashboards and analytics for internal and external use.
- Assists the Administrator with the development of and presentation of recommendations for the Board of Trustees.
- Special projects as assigned.

CRITICAL SKILLS / EXPERTISE:

- 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.
- Ability to communicate succinctly and effectively.
- Ability to conduct complex research and prepare succinct, yet thorough, reports.
- Ability to analyze issues and render difficult recommendations.
- Ability to report for duty dependably and punctually.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

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 REQUIREMENT:

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 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 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**

POSITION TITLE Director of Finance	STATUS Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $73,000 - $98,000
SUPERVISES Finance Specialist, Accounting Specialist, IT Director	**Minimum Education:** Bachelor's Degree

PURPOSE:

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

SCOPE:

The Director of Finance will play an integral role in the success of Colerain Township. This person will plan, organize, coordinate, and direct financial activities related to the management of Colerain Township Administration. Under direction of the Township Administrator, the Director of Finance will manage the Township's financial activities according to the rules of the Ohio Revised Code, and assist the Township Administrator, Assistant Administrator, and Department Heads with a variety of financial management matters, including payroll, accounts receivable, accounts payable, budget/forecast, risk/insurance, benefits administration and information technology. The Finance Director will also be the lead resource in regularly providing the Board of Trustees all financial analytics and summarized management reporting that it requires.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- 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.
- 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 approved bankers, brokers, and other professionals within the financial and business communities to maximize the quality and available investment opportunities.
- Insures the integrity of the financial functions of the Township.
- Reconciles daily/monthly cash flow statements and reconciles to monthly bank statements.
- Reconciles payroll including entering of new employees.
- Assist Fiscal Officer in managing all facets of the township accounting and financial management system consistent with township policy, generally

POSITION TITLE Director of Finance	STATUS Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $73,000 - $98,000
SUPERVISES Finance Specialist, Accounting Specialist, IT Director	**Minimum Education:** Bachelor's Degree

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 Department.
- 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 General Financial Report according to Governmental General Accepted Accounting Principles, linking management objectives to financial obligations.
- 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.
- 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.
- 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

POSITION TITLE Director of Finance	STATUS Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $73,000 - $98,000
SUPERVISES Finance Specialist, Accounting Specialist, IT Director	**Minimum Education:** Bachelor's Degree

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.

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.
- 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

POSITION TITLE Director of Finance	STATUS Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $73,000 - $98,000
SUPERVISES Finance Specialist, Accounting Specialist, IT Director	**Minimum Education:** Bachelor's Degree

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.
- 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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Graduation from an accredited college or university with a baccalaureate degree in business/public administration, accounting or finance. Master's degree is preferred.
- Knowledge of database and accounting computer application systems.
- Minimum 5-7 years of experience in finance related field with deep understanding of governmental accounting and systems.
- Highly proficient with Microsoft Office applications, with advanced Excel skills. Highly proficient in financial management systems on a fund accounting platform 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE IT Director	STATUS Full time – Exempt
REPORTS TO Director of Finance	**Salary Range:** $60,000 - $85,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To universally and wholly support the continually evolving IT needs of Colerain Township. Including all related updates, upgrades, and advancements. This position demands continuous knowledge of technological advances in networked PC hardware and software ranging from hubs, switches, PC's, servers, and peripherals, to the various software applications that operate them. Work sites include the township administration building and all other township buildings.

SCOPE:

Being the sole IT "Person" for the entire Township, 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. This position also requires people 'soft' skills as much of this position also involves face-to-face, end-user support and troubleshooting. This position demands continuous knowledge of the current advances in technology. The scope of responsibilities is varied and progressive as the technology field is constantly changing and advancing. Duties of the position are performed under the general direction of the Township Director of Finance.

ESSENTIALS 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 software purchases for each department.
- Coordinates shared software applications between all departments.
- Recommends purchase of new software and upgrades.
- Responsible for installation and integration of all software in township networking environment.
- Maintains working knowledge of the operations and processing of all software applications.
- Strategically 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, and expected to identify and report policy

POSITION TITLE IT Director	STATUS Full time – Exempt
REPORTS TO Director of Finance	**Salary Range:** $60,000 - $85,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

violations to the Finance Director, and the Assistant Township Administrator or Township Administrator.

- Aids Finance Director and Department Heads in preparing budgets for computer related accounts.
- Helps direct and maintain the Township web site and internet functions and communications.
- 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 creation and 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, Microsoft Office Suite, Microsoft Exchange Server.
- 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 Cisco Firewalls, including configuring access lists, Nat rules and site-to-site tunnels from Pix IOS 6.x to the new ASA Firewalls.
- 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 Exchange Server experience including setting up new servers and joining to existing forest along with migrating from previous versions of Exchange (i.e. 2010 to 2016).
- 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 with regard to 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 in order to setup and install projectors and multimedia environments within the different departments.

POSITION TITLE IT Director	STATUS Full time – Exempt
REPORTS TO Director of Finance	**Salary Range:** $60,000 - $85,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or GED required. Graduation from an accredited college or university with a baccalaureate degree in Information Systems, Computer Science or other related field, preferred. Two years of technical experience in a Microsoft Networking /Exchange environment as well as a CISCO or HP/ARUBA hardware networking. 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 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 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.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Communications Manager	STATUS Full time – Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $60,000 - $75,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

PURPOSE:

Under direction of the Assistant Administrator, the Communications Manager will be primarily responsible for coordinating, managing, and producing content for all of the Township's external communication platforms.

SCOPE:

The Communications Manager will be responsible for enhancing the Township's 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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Responsible for development of external 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 on 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.
- Will assist the Public Information Officers for the Police and Fire Department, when necessary.
- Works with Department Heads to develop, posts, 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.
- Will have access to all Township data and files and will be responsible for overseeing all of the organization's transparency initiatives.
- Uses data analysis to drive efficiency throughout the organization.
- Other duties as assigned.

POSITION TITLE Communications Manager	STATUS Full time – Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $60,000 - $75,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

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 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 REQUIREMENT:

- 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 deep understanding of governmental systems.
- Highly proficient with computer systems (including Microsoft Office applications), with advanced presentation skills.

PHYSICAL & MENTAL REQUIREMENT:

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 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**

POSITION TITLE Finance Specialist	STATUS Full time – Non Exempt
REPORTS TO Director of Finance	**Salary Range:** $42,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under direction of the Director of Finance, the Finance Specialist will plan, organize, process and manage all facets of the township financial processes consistent with township policy, collective bargaining agreements, department of labor and the Ohio Revised Code.

SCOPE:

The Finance Specialist will play an integral role in the success of the Finance Department. Under direction of the Director of Finance, the Finance Specialist will assist with financial activities according to the rules of the Ohio Revised Code, and assist with a variety of financial management matters such as accounts receivable, accounts payable and payroll. This position requires a thorough knowledge of the principals of fund accounting and an extensive background in computerized financial systems. Extensive experience in all financial areas are essential.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Plan, organize, process and manage, township financial records with all facets consistent with township policy, collective bargaining agreements and the Ohio Revised Code.
- Maintain a system of internal control over expenditures in compliance with state law and coordinate all required audits as necessary with the Fiscal Officer and Director of Finance.
- Ensure all payroll transactions and associated reports and filings are accurate & timely and executed in accordance with law.
- Preparation of W2s and timely filing.
- Prepares and balances deposits; entering deposits by accounts; examines receipts for accuracy and completeness; deposits monies into the bank.
- Oversee the lighting district program by assisting with new requests and preparing annual assessments to Hamilton County Auditor's office.
- Processing of all internal and external mail related to payroll and accounts receivable.
- Filing into Onbase Electronic Human Resource System.
- Develop ideas and proposals that improve production, organizational performance, or result in cost or timesaving for the department.
- Maintains Township Financial Records; submitting records for destruction as permitted.
- Prepares periodic financial, statistical or operational reports as assigned.
- Serve as backup to the Accounting Specialist by assisting with the processing of Purchase Orders; updating tracking log daily.
- Reconciliation of purchasing card receipts and payment of statement on a monthly basis.
- May serve as the Township Purchasing Card Compliance Officer, if necessary.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- 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

POSITION TITLE Finance Specialist	STATUS Full time – Non Exempt
REPORTS TO Director of Finance	**Salary Range:** $42,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 payroll and financial procedural best practices, and standard office and accounting systems and software.
- Ability to plan, organize and direct the work of subordinate employees in the financial areas.
- A mature and pragmatic individual with strong people skills.
- A person of high integrity, energy and enthusiasm who can work independently, and as part of a team; consistently exercises good professional judgment.
- 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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High School Diploma or equivalent. Graduate of accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field preferred.
- At least 3-5 years of experience in payroll with deep understanding of governmental accounting & systems. Consistently been a top performer in their peer group.
- Highly proficient with Microsoft Office applications, with advanced Excel skills. Proficient with financial management systems on a fund accounting platform is preferred.

PHYSICAL & MENTAL REQUIREMENT:

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 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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POSITION TITLE Finance Specialist	STATUS Full time – Non Exempt
REPORTS TO Director of Finance	**Salary Range:** $42,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

SIGNATURE **PRINTED NAME**

POSITION TITLE Accounting Specialist	STATUS Full time – Non Exempt
REPORTS TO Director of Finance	**Salary Range:** $42,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under direction of the Director of Finance, the Accounting Specialist will plan, organize, process and manage all facets of the township accounts payables and benefits consistent with township policy, collective bargaining agreements and the Ohio Revised Code.

SCOPE:

The Accounting Specialist will play an integral role in the success of the Finance Department. Under direction of the Director of Finance, the Accounting Specialist will plan, organize, coordinate, and direct activities related to the accounting functions of the Finance Department, as well as the Public Services, Public Safety, Planning, and Zoning departments. This person will assist with financial activities according to the rules of the Ohio Revised Code, and assist with a variety of financial management matters in addition to the duties associated with the Fiscal Office.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Plan, organize, process and manage township accounting records, all facets of accounts payable consistent with township policy, collective bargaining agreements and the Ohio Revised Code.
- Maintain a system of internal control over expenditures in compliance with state law and coordinate all required audits as necessary with the Fiscal Officer and Director of Finance.
- Manage preparation of invoices, ensure all invoices are accurate and paid timely.
- Maintain vendor relations regarding accounts payable.
- Process Purchase Orders; updating tracking log daily.
- Inputs budgetary data into financial accounting system.
- Processing of all internal and external mail related to accounts payable.
- Prepares periodic financial, statistical or operational reports as assigned.
- Manage the appropriation maintenance for utility account lines.
- Develop ideas and proposals that improve production, organizational performance, or result in cost or timesaving for the department.
- Provides clerical support to Director of Finance as needed.
- Maintains Township Financial Records; submitting records for destruction as permitted.

CRITICAL SKILLS / EXPERTISE:

- Must have strong communication skills, both written and oral. Excellent customer service skills.
- 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 employees.

POSITION TITLE Accounting Specialist	STATUS Full time – Non Exempt
REPORTS TO Director of Finance	**Salary Range:** $42,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Must be a mature and pragmatic individual with strong people skills.
- 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 constantly and consistently a top performer. Pushes self and the entire organization for results.
- Must be an initiator, both in thinking and in relationships.
- 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 REQUIREMENT:

- 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.
- At least 3-5 years of experience in accounting with deep understanding of governmental accounting & systems. Consistently been a top performer in their peer group.
- Highly proficient with Microsoft Office applications with advanced Excel skills. Proficient with financial management systems on a fund accounting platform is preferred.

PHYSICAL & MENTAL REQUIREMENT:

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 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**

POSITION TITLE Human Resources Specialist	STATUS Full time – Non Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $42,000 - $60,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

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 Director of Finance.

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

POSITION TITLE Human Resources Specialist	STATUS Full time – Non Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $42,000 - $60,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

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 REQUIREMENT:

- 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 REQUIREMENT:

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 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**

POSITION TITLE Office Manager	STATUS Full time – Non Exempt
REPORTS TO Assistant Administrator	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Serves as the primary backup to the Township Receptionist and fills in at the front desk in absence of a receptionist.
- 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 Planning and Zoning Department with input of complaints into CSR system.
- Liaison with Code Enforcement Officer to gain knowledge of any "problem" areas that have arisen.
- Assist Planning and Zoning with permit intake.
- Process payments/revenue for Planning & Zoning Department.
- Assist HVAC, pest control, and other vendors by providing access as needed.
- Prepare annual inventory to be reported to Hamilton County Engineer by the second Tuesday of every January.
- Sort incoming mail and insure lobby area is tidy.
- Schedule meetings and update the Township electronic 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; order coffee 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 established ethics of the profession.

CRITICAL SKILLS /

- Ability to understand and follow oral and written instructions.

POSITION TITLE Office Manager	STATUS Full time – Non Exempt
REPORTS TO Assistant Administrator	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

EXPERTISE:

- 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 REQUIREMENT:

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 driver's license. Prior experience working in a local government is preferred.

PHYSICAL & MENTAL REQUIREMENT:

Required to talk, hear, and/or use hands to handle or feel objects, tools or controls, and reach with arms and hands. Required to sit for a significant portion of the work hours and may also need to stand for an extended period of time. Occasionally must lift and/or move objects up to 25 pounds. Specific vision abilities required by this position are the ability to read handwritten and typewritten documents of varying quality, and to distinguish colors on maps and other documents.

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

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**

POSITION TITLE Receptionist	STATUS Full time – Non Exempt
REPORTS TO Assistant Administrator	**Salary Range:** $31,200 - $41,600
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The 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 Administration. This position requires excellent customer service skills and the ability to perform various tasks simultaneously.

ESSENTIALS 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 request while maintaining security as it relates to allowing individuals into the office.
- 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.
- Assist Planning and Zoning Department with input of complaints into CSR system.
- Liaison with Code Enforcement Officer to gain knowledge of any "problem" areas that have arisen.
- Process payments/revenue for Planning & Zoning Department.
- 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 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 REQUIREMENT:

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 driver's license. Prior experience working in a local government is preferred.

POSITION TITLE Receptionist	STATUS Full time – Non Exempt
REPORTS TO Assistant Administrator	**Salary Range:** $31,200 - $41,600
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PHYSICAL & MENTAL REQUIREMENT:

Required to talk, hear, and/or use hands to handle or feel objects, tools or controls, and reach with arms and hands. Required to sit for a significant portion of the work hours and may also need to stand for an extended period of time. Occasionally must lift and/or move objects up to 25 pounds. Specific vision abilities required by this position are the ability to read handwritten and typewritten documents of varying quality, and to distinguish colors on maps and other documents.

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

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**

POSITION TITLE Fire Chief	STATUS Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $115,000
SUPERVISES Assistant Fire Chiefs, Reservist, and Vehicle Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred

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.

ESSENTIALS 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.
- Oversee and participate in the development and administration of the department budget. Determines levels of staff, equipment, and other resources needed to

POSITION TITLE Fire Chief	STATUS Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $115,000
SUPERVISES Assistant Fire Chiefs, Reservist, and Vehicle Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred

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.

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.
- 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

POSITION TITLE Fire Chief	STATUS Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $115,000
SUPERVISES Assistant Fire Chiefs, Reservist, and Vehicle Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred

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, data base 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 REQUIREMENT:

- 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.
- Valid State Driver's License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Emergency Medical Technician
- Valid State of Ohio Fire Instructor's Certification

PHYSICAL & MENTAL REQUIREMENT:

- 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.

POSITION TITLE Fire Chief	STATUS Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $115,000
SUPERVISES Assistant Fire Chiefs, Reservist, and Vehicle Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred

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**

POSITION TITLE Assistant Fire Chief of Operations	STATUS Full Time - Exempt
REPORTS TO Fire Chief	**Salary Range** $85,000 – $100,000
Supervises Full Time and Part Time Fire Personnel	**Minimum Education** Bachelor's Degree

PURPOSE:

To define the essential roles and responsibilities of the Assistant Fire Chief of Operations.

SCOPE:

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

ESSENTIALS 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.
- Upon learning or observing various behavior requiring disciplinary measures or commendations, may determine the discipline or commendation to be received or may

POSITION TITLE Assistant Fire Chief of Operations	STATUS Full Time - Exempt
REPORTS TO Fire Chief	**Salary Range** $85,000 – $100,000
Supervises Full Time and Part Time Fire Personnel	**Minimum Education** Bachelor's Degree

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.

EDUCATION, LICENSING & CERTIFICATION

- Valid State Driver's License
- Valid State Firefighter II

POSITION TITLE Assistant Fire Chief of Operations	STATUS Full Time - Exempt
REPORTS TO Fire Chief	**Salary Range** $85,000 – $100,000
Supervises Full Time and Part Time Fire Personnel	**Minimum Education** Bachelor's Degree

REQUIREMENTS:

- Valid EMT – P
- Certified as a Fire Instructor
- Valid State of Ohio Emergency Medical Technician
- Valid State of Ohio Fire Instructor's Certification
- Minimum of a Bachelor's Degree in a related field
- Completion of the Ohio Fire Executive Program or National Executive Fire Officer Program
- A minimum of five years of command level experience

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**

POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time - Exempt
REPORTS TO Fire Chief	**Salary Range:** $85,000 – $100,000
Supervises Admin. Assist. and Captains– CRR, EMS, Training & Education	**Minimum Education:** Bachelor's Degree

PURPOSE:

To define the essential roles and responsibilities of the Assistant Fire Chief of Administration.

SCOPE:

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

ESSENTIALS 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 commendations, may determine the discipline or commendation to be received or may

POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time - Exempt
REPORTS TO Fire Chief	**Salary Range:** $85,000 – $100,000
Supervises Admin. Assist. and Captains– CRR, EMS, Training & Education	**Minimum Education:** Bachelor's Degree

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.

EDUCATION, LICENSING & CERTIFICATION

- Valid State Driver's License
- Valid State Firefighter II

POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time - Exempt
REPORTS TO Fire Chief	**Salary Range:** $85,000 – $100,000
Supervises Admin. Assist. and Captains– CRR, EMS, Training & Education	**Minimum Education:** Bachelor's Degree

REQUIREMENT:

- Valid State of Ohio Emergency Medical Technician
- Valid State of Ohio Fire Instructor's Certification
- Minimum of a Bachelor's Degree in a related field
- Completion of the Ohio Fire Executive Program or National Executive Fire Officer Program
- A minimum of five years of command level experience

PHYSICAL & MENTAL REQUIREMENT:

- 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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Administrative Assistant	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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.

ESSENTIALS 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.

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.

POSITION TITLE Administrative Assistant	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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 REQUIREMENT:

Shall possess a high school diploma. Shall possess a valid driver's license. Valid CPR card or the ability to obtain CPR certification within 90 days of hire.

PHYSICAL & MENTAL REQUIREMENT:

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 50 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.

POSITION TITLE Administrative Assistant	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

SIGNATURE **PRINTED NAME**

POSITION TITLE Division Chief	STATUS Part Time – Non Exempt
REPORTS TO Assistant Fire Chief of Operations	**Salary Range:** $21.59 / hour
SUPERVISES Subordinate Part-Time Personnel	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Division Chief acts as a liaison to the department's administrative staff and is responsible for administration of part-time employees 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 administer, plan, organize, and work collaboratively with the full-time officers and staff for all activities pertaining to the part-time employees assigned to the Operations Bureau. Additionally, the person in this position is expected to contribute to the overall effective and efficient operation of the department.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Ensures and reviews performance evaluations of part-time personnel assigned to the Operations Bureau.
- Performs a liaison function to Battalion Chiefs, Captains, Lieutenants and divisional and program managers to facilitate the completion of needed details (e.g. vehicle maintenance, training, and customer service, etc.).
- Responsible for part time staff administration and paperwork related to hiring, transferring, and separation.
- Develops and implements policies, guidelines, and standards for efficient operation and maintenance of 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 subordinate personnel.
- Responds to emergencies in a separate command vehicle and initiates the Incident Command System.
- May work from Station 25 or the Fire Administration Offices.
- Will be the initial incident commander until relieved by a senior officer. If a senior officer assumes command, the Division Chief will be assigned another sector within the command system.
- May discipline subordinate personnel, as needed, in accordance with township and department guidelines.
- Provides guidance and supervision to all subordinates in the proper performance of department duties.
- May tour all facilities on a periodic basis to verify readiness of fire and EMS resources and 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 Division Chief	STATUS Part Time – Non Exempt
REPORTS TO Assistant Fire Chief of Operations	**Salary Range:** $21.59 / hour
SUPERVISES Subordinate Part-Time Personnel	**Minimum Education:** H.S. Diploma/GED

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.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of organizational philosophy and policies that define the department's goals and objectives.
- Knowledge of Department rules and policies relating to the management of all service delivery and support programs.
- Knowledge of Department EMS operations, and specifically, the interface between basic and advanced levels of service.
- Administrative and executive management skills.
- Skills in the principles, practices, procedures, and equipment used in modern firefighting and the protection of life and property from fire damage.
- Knowledge of the geography of the township including special hazards, water distribution systems, and private fire protection systems and devices.
- Knowledge of the Fire Command Systems (FGC) and the National Incident Management System (NIMS).
- Knowledge of arson detection methods and techniques.
- Knowledge of the use and limitation of various types of equipment and apparatus.
- Ability to execute a moderate level of administrative competence and managerial skills.
- Ability to establish command and activate the command system on all emergencies, including EMS and mass casualty incidents.
- The ability to analyze problems and develop methodical solutions.
- Ability to understand both theoretical and practical concepts.
- Ability to perform a wide range of complicated tasks with consistent accuracy and minimal supervision.
- Ability to make accurate predictions about future trends, directives and developments by keeping current on the latest technological advancements.
- Ability to use effective verbal and written communication.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Ability to 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 REQUIREMENT:

- Valid State issued driver's license.
- Must be certified as Firefighter II, EMT, and Fire Instructor.
- Course completions in: Hazardous Materials and Instructor Training.
- Any related combination of training and experience.
- The Division Chief is expected to attend seminars, conferences, and educational sessions on an annual basis. No rigid requirement has been established, however, the

POSITION TITLE Division Chief	STATUS Part Time – Non Exempt
REPORTS TO Assistant Fire Chief of Operations	**Salary Range:** $21.59 / hour
SUPERVISES Subordinate Part-Time Personnel	**Minimum Education:** H.S. Diploma/GED

Chief or Assistant Chief will notify the Division Chief if it's determined that this individual is not maintaining an adequate amount of continuing education.

PHYSICAL & MENTAL REQUIREMENT:

- 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 **PRINTED NAME**

POSITION TITLE Reservist	STATUS Part time – Non Exempt
REPORTS TO Assistant Fire Chief of Operations	**Salary Range:** $15/hour - $16/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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.

ESSENTIALS 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 REQUIREMENT:

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

PHYSICAL & MENTAL REQUIREMENT:

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.

POSITION TITLE Reservist	STATUS Part time – Non Exempt
REPORTS TO Assistant Fire Chief of Operations	**Salary Range:** $15/hour - $16/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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**

POSITION TITLE Part Time Fire Safety Inspector	STATUS Part time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $15/hour - $16.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To define the roles and responsibilities of the part- time Fire Safety Inspector.

SCOPE:

This role will assist in community risk reduction activities by means of performing a wide variety of prevention activities ranging from fire and life safety inspections, fire and building code enforcement, public education, and emergency preparedness.

ESSENTIALS 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 REQUIREMENT:

- 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 driver's license.
- Valid Firefighter II Certification.
- Valid EMT or Paramedic.
- Valid State of Ohio Fire Safety Inspector's Certification.

PHYSICAL & MENTAL REQUIREMENT:

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

POSITION TITLE Part Time Fire Safety Inspector	STATUS Part time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $15/hour - $16.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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**

POSITION TITLE Reservist - Public Educator	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $15/hour - $16.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To define the roles and responsibilities of the Public Educator.

SCOPE:

The Public Educator must be able to coordinate and oversee special programs/public events, and manage all programs/events budgets. Additional 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.

ESSENTIALS 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 groups, such as the media, business interest, community groups and the general public.
- Manages Northgate Mall station.
- Assist other department and township management staff with public education details and events.
- Research, creates and implements “new” education programs.
- Research, prepares and disseminates material and coordinates interaction of members of the department, Township staff, business interest, community groups and the general public.
- Assist administration with other details as deemed necessary.
- Responsible for programs monthly statistics and general record keeping.

CRITICAL SKILLS / EXPERTISE:

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

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Shall possess a high school diploma.
- Shall possess a valid driver’s license.
- Shall be at least 18 years of age.
- State of Ohio Firefighter II, EMT-B.

PHYSICAL & MENTAL REQUIREMENT:

As set forth by the departments General Operating Guidelines.

POSITION TITLE Reservist - Public Educator	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	**Salary Range:** $15/hour - $16.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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**

POSITION TITLE Fire Hydrant Maintenance Worker (seasonal)	STATUS Part time – Non Exempt (temp.)
REPORTS TO Fire Hydrant Program Coordinator	**Salary Range:** $11/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The purpose of this job description is to define the essential roles and responsibilities of the seasonal fire hydrant maintenance worker.

SCOPE:

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

ESSENTIALS 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 & CERTIFICATION REQUIREMENT:

- High school diploma or GED required.
- A background working with municipal water supply, fire hydrants, or fire department is desirable.
- Valid driver's license.

POSITION TITLE	STATUS
Fire Hydrant Maintenance Worker (seasonal)	Part time – Non Exempt (temp.)
REPORTS TO Fire Hydrant Program Coordinator	**Salary Range:** $11/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PHYSICAL & MENTAL REQUIREMENT:

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:

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**

POSITION TITLE Vehicle Fleet Manager	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $70,000 - $85,000
SUPERVISES Fleet Mechanic Technician, Co-Op and Part Time Fleet Tech.	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To define the essential roles and responsibilities of the Vehicle Fleet Manager.

SCOPE:

The Vehicle Fleet Manager is a management-level position and is responsible for directing and monitoring all staff and maintenance activities in the Fleet Maintenance Division, including outside contractors in the purchase, inventory, maintenance, and repair, of all vehicles and equipment assigned to the Fleet Maintenance Division. This position is also responsible for planning, organizing, supervising, and reviewing the work of the Fleet Maintenance 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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- The employee is responsible for maintaining records on all assigned vehicles.
- 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) for multiple departments.
- Is responsible for GPS Preemption systems in vehicles and intersections.
- Is responsible for the Township's Gasoline and Diesel fueling stations.
- 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.
- 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

POSITION TITLE Vehicle Fleet Manager	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $70,000 - $85,000
SUPERVISES Fleet Mechanic Technician, Co-Op and Part Time Fleet Tech.	**Minimum Education:** H.S. Diploma/GED

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.
- 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 REQUIREMENT:

Shall possess a high school diploma or equivalent. Shall possess a valid driver's license with a CDL. Shall be at least 18 years of age. Certified ASE Master Med/Heavy Truck Certifications.

PHYSICAL & MENTAL REQUIREMENT:

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.

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**

POSITION TITLE Fleet Mechanic Technician	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $40,000 - $70,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To define the essential roles and responsibilities of the Colerain Township Department of Fire and Emergency Medical Services Fleet Mechanic.

SCOPE:

The purpose of this position is to perform 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.

ESSENTIALS 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-line technical repair data bases and scan tools.

POSITION TITLE Fleet Mechanic Technician	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $40,000 - $70,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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.
- Be "on-call" varying weekends, holidays and/or evenings.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

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
- Must possess a valid driver's license.
- Commercial Driver's License Class B or the ability to obtain license within probationary period.

PHYSICAL & MENTAL REQUIREMENT:

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	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $40,000 - $70,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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**

POSITION TITLE Part Time Fleet Mechanic Technician	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $15/hour – $16.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To define the essential roles and responsibilities of the Colerain Township Department of Fire and Emergency Medical Services Part-Time Fleet Mechanic.

SCOPE:

The purpose of this position is to perform 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.

ESSENTIALS 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-line technical repair data bases and scan tools.

POSITION TITLE Part Time Fleet Mechanic Technician	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $15/hour – $16.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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.
- Be "on-call" varying weekends, holidays and/or evenings.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

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.).
  - Multiplex electrical experience.
- Must possess a valid driver's license.
- Commercial Driver's License Class B or the ability to obtain license within probationary period.

PHYSICAL & MENTAL REQUIREMENT:

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.

WORK ENVIRONMENT:

Work is performed in a variety of environmental conditions, indoors and out with exposure to

POSITION TITLE Part Time Fleet Mechanic Technician	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $15/hour – $16.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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**

POSITION TITLE Co-Op Fleet Mechanic Technician	STATUS Part time – Non Exempt (temp.)
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $12/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

To define the essential roles and responsibilities of the Colerain Township Department of Fire and Emergency Medical Services Co-Op Fleet Mechanic.

SCOPE:

The purpose of this position is to perform 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.

ESSENTIALS 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. Also must possess basic computer skills.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

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

PHYSICAL & MENTAL REQUIREMENT:

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.

EMPLOYEE

POSITION TITLE Co-Op Fleet Mechanic Technician	STATUS Part time – Non Exempt (temp.)
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $12/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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**

POSITION TITLE Medical Director	STATUS Contract
REPORTS TO Fire Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** M.D.

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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

Primary duties include and are not limited to:

- 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 HIPPA and other pertinent Statutes and Regulations.

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.

POSITION TITLE Medical Director	STATUS Contract
REPORTS TO Fire Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** M.D.

- 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 REQUIREMENT:

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 REQUIREMENT:

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:

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**

POSITION TITLE Battalion Chief	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Operations	**Salary Range:** Per CBA
SUPERVISES Station Captain and / or Lieutenant	**Minimum Education:** Associate's Degree

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.

ESSENTIALS 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 either as a Company Officer or in a separate command vehicle and initiates the Incident Command System.
- Works at Fire Headquarters.
- Reviews and approves deployment assignments. In some cases, the Battalion Chief will make the assignments him or herself.
- Will be the initial incident commander until relieved by a senior officer. If a senior officer assumes command, the Battalion Chief will be assigned another sector within the command system.
- 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.

POSITION TITLE Battalion Chief	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Operations	**Salary Range:** Per CBA
SUPERVISES Station Captain and / or Lieutenant	**Minimum Education:** Associate's Degree

- Establishes rapport with community groups and other civic organizations through 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.

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.
- 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 REQUIREMENT:

- Valid Driver's License.
- Must be certified as Firefighter II, EMT-P, and Fire Instructor.
- An Associate's degree.
- Served as a career officer at the company level for the last two (2) years in a line capacity. The ability to complete the Ohio Fire Executive Program or National

POSITION TITLE Battalion Chief	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Operations	**Salary Range:** Per CBA
SUPERVISES Station Captain and / or Lieutenant	**Minimum Education:** Associate's Degree

Executive Fire Officer Program.

- Certified EMT-B or higher level of EMS expertise.
- Course completions in: Hazardous Materials, Instructor Training, Fire Prevention, and Arson Investigation.
- Any related combination of training and experience.
- The Battalion Chief is expected to attend seminars, conferences, and educational sessions on an annual basis. No rigid requirement has been established, however, the Chief, Deputy Chief, or Assistant Chief will notify the Battalion Chief if it's determined that this individual is not maintaining an adequate amount of continuing education.

PHYSICAL & MENTAL REQUIREMENT:

- 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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Captain - Emergency Medical Services	STATUS Full time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The purpose of the position is to provide managerial oversight of all aspects of the Department's Emergency Medical Services (EMS) activities, which support the operations and delivery of emergency medical 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; 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; and reports progress of major activities through periodic conferences and meetings.

ESSENTIALS 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 incident reports.
- Manages the EMS Quality Assurance Program for compliance with best practices and other established standards.
- Provides oversight of EMS and equipment purchasing and procurement.
- Establishes and implements EMS training goals for the department.
- Uses a computerized recordkeeping system to enter 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, employee activity reports, and meeting sign ins.
- On occasion, will be assigned to complete special projects or research and development as requested by the Assistant Chief or Fire Chief and should coordinate such projects with the Assistant Chief.
- Attends meetings and in-services as required.
- Performs all functional duties of a captain when necessary.
- 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 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, company officers 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

POSITION TITLE Captain - Emergency Medical Services	STATUS Full time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

and maintenance of EMS operations.

- Prepares a variety of studies, reports and related information for strategic analysis.
- 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 director(s) to develop topics and scheduling for EMS continuing education.
- Coordinates the orientation program for new EMS personnel.
- Act as liaison with the department's EMS medical director(s).
- Coordinate research and development of new EMS equipment and pre-hospital medical procedures.
- Complete the appropriate application forms for the state EMS grant on an annual basis.
- Works in conjunction with the Fleet Services Division in the development of specifications (i.e., new acquisitions, refurbishments and modifications) 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 insures that subordinate personnel follow department policies, procedures and 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 EMS resources and follows-up on completion of assigned duties.
- Participates in planning of EMS Division 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 meetings, speeches and presentations.
- Any other various duties and responsibilities as assigned by the Assistant Chief or Fire 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

POSITION TITLE Captain - Emergency Medical Services	STATUS Full time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 REQUIREMENT:

- 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
- 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

PHYSICAL & MENTAL REQUIREMENT:

- As set forth by the departments 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 **PRINTED NAME**

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/GED

PURPOSE:

The person in this position has a strong responsibility to the department 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.

ESSENTIALS 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.
  - Oversees and assists in the development and implementation of the curriculum for the Juvenile Fire Awareness program.

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/GED

- 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.
- Use effective verbal and written communication.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

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/GED

- 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 REQUIREMENT:

- Valid Driver's License. Must meet all 1001 Firefighter Professional Qualifications (including: FFII, state of Ohio EMT-B), 1002 Fire Department Vehicle Driver/Operator Qualifications (including: Chapters 1-3), 1021 Fire Officer Professional Qualifications (including: Fire Officer III), 1041 Fire Service Instructor Professional Qualifications (including: Instructor III), 1031 Professional Qualifications for Fire Inspections (including: Fire Inspector III), and 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.

PHYSICAL & MENTAL REQUIREMENT:

- 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,

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/GED

or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Captain - Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES All Training Division Personnel	**Minimum Education:** H.S. Diploma/GED

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.

ESSENTIALS 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.
- Budgeting and expenditures- Submits the training 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.
  a) Address training and related issues.
  b) Foster working relationships.
  c) Create a compatible working environment between first responders and department members.

POSITION TITLE Captain - Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES All Training Division Personnel	**Minimum Education:** H.S. Diploma/GED

- 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.
    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

POSITION TITLE Captain - Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES All Training Division Personnel	**Minimum Education:** H.S. Diploma/GED

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.
- 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

POSITION TITLE Captain - Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** Per CBA
SUPERVISES All Training Division Personnel	**Minimum Education:** H.S. Diploma/GED

firefighter/EMT job description).

- Performs other duties and responsibilities not specifically described above as assigned by the Chief as necessary.

CRITICAL SKILLS / EXPERTISE:

- Meet or exceed all State of Ohio requirements for a firefighter/EMT-B.
- 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.

LICENSING & CERTIFICATION REQUIREMENT:

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. High school diploma or equivalent.

PHYSICAL & MENTAL REQUIREMENT:

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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Fire 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

PURPOSE:

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.

SCOPE:

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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

Fire Captain

- The Fire 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 insures 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 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 Fire 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

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 REQUIREMENT:

- 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.
- Must be at current Hazard Materials Operations Level.
- State of Ohio EMT – Paramedic certification.
- State of Ohio Fire or EMS Instructor certification.

PHYSICAL & MENTAL REQUIREMENT:

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.

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 Fire 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

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**

POSITION TITLE Fire Lieutenant	STATUS Full time – Non Exempt
REPORTS TO Station Captain or Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full time and Part time Firefighters and Paramedics	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) fire lieutenant functions as a *first-level* working supervisor 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 or events of the assigned personnel. In the absence of the fire captain, the lieutenant assumes the duties of the captain.

SCOPE:

Under the general supervision of a fire captain or battalion chief, the lieutenant 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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- The Lieutenant 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 or Captain 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 insures that personnel follow department rules and regulations.
- Any other duties as assigned by the Captain, Battalion Chief, Assistant Chief, or Fire Chief.

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, vehicles, 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,

POSITION TITLE Fire Lieutenant	STATUS Full time – Non Exempt
REPORTS TO Station Captain or Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full time and Part time Firefighters and Paramedics	**Minimum Education:** H.S. Diploma/GED

presentation and data-base software, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school diploma or GED required.
- A minimum of five years of "full-time" experience with Colerain Fire & EMS.
- Designated as an acting company officer for a minimum of two-years.
- Must be authorized to drive and operate all department apparatus and vehicles.
- Must have successfully completed Fire Officer I training.
- Must be at current Hazard Materials Operations Level.
- State of Ohio EMT – Paramedic certification.
- State of Ohio Fire or EMS Instructor certification.
- 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
- Independent Study(IS)-700: NIMS, An Introduction
- IS-800: National Response Framework, An Introduction

PHYSICAL & MENTAL REQUIREMENT:

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.

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.

POSITION TITLE Fire Lieutenant	STATUS Full time – Non Exempt
REPORTS TO Station Captain or Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full time and Part time Firefighters and Paramedics	**Minimum Education:** H.S. Diploma/GED

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

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/GED

PURPOSE:

To define the roles and responsibilities of the Fire Safety Inspector.

SCOPE:

This role will assist in community risk reduction activities by means of performing a wide variety of prevention activities ranging from fire and life safety inspections, fire and building code enforcement, public education, and emergency preparedness.

ESSENTIALS 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 REQUIREMENT:

- 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 driver's license.
- Valid Firefighter II Certification.
- Valid EMT or Paramedic.
- Valid State of Ohio Fire Safety Inspector's Certification.

PHYSICAL & MENTAL REQUIREMENT:

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

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/GED

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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Firefighter Paramedic	STATUS Full time - Non Exempt
REPORTS TO Lieutenant or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

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 or events typically assigned to firefighter and basic EMS operations.

SCOPE:

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.

ESSENTIALS 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.
- Must conduct a daily inventory of all EMS units.
- Must assist with EMS training.
- Must follow the established infection control program.
- Must respond to, and render aid in the event of a natural disaster.
- Must respond to fires, emergency medical scenes, and any other emergency scenes to render assistance and/or care where needed.
- Must 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.
- Must have the ability to properly perform 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.
    - Efficiently operate an AED
    - Defibrillate and perform cardioversion.

POSITION TITLE Firefighter Paramedic	STATUS Full time - Non Exempt
REPORTS TO Lieutenant or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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 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:

- Must be capable of operating both as a member of a team, and working independently at incidents of uncertain duration.
- Must be capable of physically and emotionally coping with highly stressful situations.
- Must be capable of using a variety of hand tools.
- Must be capable of using a self-contained breathing apparatus.
- Must 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.
- Must be capable of operating portable fire extinguishers.
- Must be capable of working with ropes and tying certain knots used in the fire service.
- Must be capable of handling highly pressurized fire hoses.
- Must be capable of safely operating portable power equipment, such as a chain saw.
- Must be capable of clearly communicating on a two-way radio, and on the telephone.
- Must be capable of passing the department's job related physical performance evaluation.
- Must 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.
- Must 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.
- 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 Firefighter Paramedic	STATUS Full time - Non Exempt
REPORTS TO Lieutenant or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- 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 must 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 years with the Department and separated in "good standing" within the past 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 12 months prior to the assessment process.
- State of Ohio EMT –Paramedic certification.
- State of Ohio Fire or EMS Instructor certification.

PHYSICAL & MENTAL REQUIREMENT:

- 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.
- Must be capable of working in a very dark, hot, and dangerous environment.
- Must be capable of climbing ladders ranging from 16-feet to 110-feet.
- Must be capable of carrying ground ladders.
- Must be capable of dragging, carrying, and connecting fire hose.
- Must be capable of opening and closing a fire hydrant.
- Must be capable of driving large fire department vehicles.
- Must 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 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

POSITION TITLE Firefighter Paramedic	STATUS Full time - Non Exempt
REPORTS TO Lieutenant or Captain	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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**

POSITION TITLE Firefighter Paramedic/EMT	STATUS Part time - Non Exempt
REPORTS TO Lieutenant	**Salary Range:** $14.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

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.

SCOPE:

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.

ESSENTIALS 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.
- Works with other agencies such as the Health Department, Police Department, and local Hospitals to ensure resident safety in the home.

POSITION TITLE Firefighter Paramedic/EMT	STATUS Part time - Non Exempt
REPORTS TO Lieutenant	**Salary Range:** $14.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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.
- 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.

POSITION TITLE Firefighter Paramedic/EMT	STATUS Part time - Non Exempt
REPORTS TO Lieutenant	**Salary Range:** $14.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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 REQUIREMENT:

- 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 12 months prior to the assessment process.
- State of Ohio EMT –Paramedic certification
- State of Ohio Fire or EMS Instructor certification

PHYSICAL & MENTAL REQUIREMENT:

- 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 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,

POSITION TITLE Firefighter Paramedic/EMT	STATUS Part time - Non Exempt
REPORTS TO Lieutenant	**Salary Range:** $14.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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**

POSITION TITLE Paramedic	STATUS Part time – Non Exempt
REPORTS TO Lieutenant or Captain of Assigned Station	**Salary Range:** $15.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 require 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.

ESSENTIALS 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.
    - Administer medications.

POSITION TITLE Paramedic	STATUS Part time – Non Exempt
REPORTS TO Lieutenant or Captain of Assigned Station	**Salary Range:** $15.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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 REQUIREMENT:

- 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 REQUIREMENT:

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 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.

POSITION TITLE Paramedic	STATUS Part time – Non Exempt
REPORTS TO Lieutenant or Captain of Assigned Station	**Salary Range:** $15.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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**

POSITION TITLE Director of Planning and Zoning	STATUS Full time – Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $70,000 - $90,000
SUPERVISES Senior Planner, Planner, Code Enforcement Officer, & Seasonal	**Minimum Education:** Bachelor's Degree

PURPOSE:

The position of the Director of Planning and Zoning reports directly to the Assistant Township Administrator and oversees all operations of the Planning and Zoning Department.

SCOPE:

Responsible for long-range planning, permitting, code enforcement, and responsible for daily operation of office. Supervises employees within department, maintains related documentation, and acts as the Zoning Administrator and as staff for the Zoning Commission and Board of Zoning Appeals.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Encourages economic development and assists public with zoning questions and complaints.
- Ensure zoning code compliance for all residential and commercial properties; oversees visual inspection and review of site plans; preparation of plans for Zoning Commission approval; maintains and updates zoning maps.
- Supervise and direct employees in the department; plan and assign work; review performance; participate in selection process; train new employees, determine work processes; provide counseling or discipline as needed, etc.
- Supervises the preparation, storage and distribution of various records, reports, and related materials (monthly and annual activity and zoning permit reports, records of appeals, conditional uses, zone changes, etc.); ensure proper processing of applications and permits; serves as staff to the Zoning Commission and serves or provides departmental staffing to the Board of Zoning Appeals.
- Makes recommendation for the Zoning Commission and Board of Zoning Appeals.
- 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.
- Perform various administrative duties; ensure staff reports to Zoning Commission and Board of Zoning Appeals are prepared.
- Complete administrative duties such as managing staff hours, make departmental purchases, responsible for all inspections and permits; coordinate with departmental objectives; distribute reports and resolutions.
- Responsible for the code enforcement program for nuisance complaints and property maintenance program.
- Responsible for the Vacant Building Maintenance License (VBML) program and Vacant Foreclosed Property Registry (VFPR) program.
- Liaison with external agencies including, OKI and Hamilton County Regional Planning Commission, as appropriate.
- Develops and leverages relationships with other internal departments and external neighborhood/community groups.
- Analyze community-wide issues and opportunities; develop and execute innovative strategies to address issues and opportunities (i.e. comprehensive plan, neighborhood revitalization).
- Coordinates with other governmental agencies to develop best practices and ensure

POSITION TITLE Director of Planning and Zoning	STATUS Full time – Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $70,000 - $90,000
SUPERVISES Senior Planner, Planner, Code Enforcement Officer, & Seasonal	**Minimum Education:** Bachelor's Degree

consistency to the best of our abilities.

- Assist in the preparation of resolutions for the Trustees for all text and zone map amendments.
- Maintain roster and contact lists of the Board of Zoning Appeals and the Zoning Commission members.
- Responsible for matters dealing with zoning, including advising the public concerning the rules and regulations.
- Responsible for review of plans submitted for issuance of zoning certificates and other matters affecting and relating to zoning.
- Responsible for collection of data required for special projects.
- Responsible for review of zoning maps and preparation of studies and reports for projects as assigned.
- Attends and prepares documentation for Board of Trustee Meetings related to Planning and Zoning activities.
- Perform other duties as required or 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, high intensity computer projections, and other equipment germane to this position.
- Computer skills with experience in ArcGIS and preferably experienced in Microsoft Office Suite and Adobe Creative Suite.
- Ability to handle situations that require diplomacy, fairness, firmness, and sound judgement.
- Excellent Customer Service.
- Ability to apply Township policies and procedures.
- 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 and employee supervision.
- Maintain the trust of superiors, peers (both internal and external) and abide the established ethics of the profession.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid state driver's license.
- Background in comprehensive planning, grants, administration and historical preservation, desired experience in public relations and/or marketing.
- Demonstrated Leadership training/experience.
- Exceptional customer service skills.
- Extensive knowledge in geographic information systems (GIS).
- AICP certified or the ability to obtain AICP certification within one year of hire.
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Geography, or related field.

POSITION TITLE Director of Planning and Zoning	STATUS Full time – Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $70,000 - $90,000
SUPERVISES Senior Planner, Planner, Code Enforcement Officer, & Seasonal	**Minimum Education:** Bachelor's Degree

- Must possess a minimum of eight years of relevant experience (with a preference of two years of supervisory experience) which evidences knowledge of zoning review and processing, planning administration, land development, city planning and zoning enforcement.

PHYSICAL & MENTAL REQUIREMENT:

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 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 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**

POSITION TITLE Senior Planner	STATUS Full time – Non Exempt
REPORTS TO Director of Planning and Zoning	**Salary Range:** $53,000 - $75,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

PURPOSE:

The position of the Senior Planner reports directly to the Director of Planning and Zoning 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 Planning and Zoning, 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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Serves as staff to the Township Zoning Commission 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.
- Other duties 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, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite; ArcGIS, Adobe Creative Suite.
- Require a valid operator's permit.
- Ability to handle situations that require diplomacy, fairness, firmness, and sound judgement.
- Efficient Customer Service.
- Ability to apply Township policies and procedures.
- 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.

POSITION TITLE Senior Planner	STATUS Full time – Non Exempt
REPORTS TO Director of Planning and Zoning	**Salary Range:** $53,000 - $75,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

- 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 REQUIREMENT:

- 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 REQUIREMENT:

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 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 may include meetings of the 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**

POSITION TITLE Code Enforcement Officer	STATUS Full time – Non Exempt
REPORTS TO Director of Planning and Zoning	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The position of Code Enforcement Officer reports directly to the Director of Planning and Zoning to assist in the daily work load with respect to inspections, communications, and follow up on nuisance, property maintenance, and zoning enforcement issues.

SCOPE:

Under the supervision of the Director of Planning and Zoning 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 enforces 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 Director of Planning and Zoning 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.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of personal computers, oversized plotters, copiers, calculators, two way radios, telephones, fax machine, audio/visual and video recording equipment, high

POSITION TITLE Code Enforcement Officer	STATUS Full time – Non Exempt
REPORTS TO Director of Planning and Zoning	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 REQUIREMENT:

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

PHYSICAL & MENTAL REQUIREMENT:

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**

POSITION TITLE Planner	STATUS Full time – Non Exempt
REPORTS TO Director of Planning and Zoning	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

PURPOSE:

The position of Planner reports directly to the Director of Planning and Zoning 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 Director of Planning and Zoning in the performance of planning duties and other zoning matters related to amendments, enforcement and other activities incumbent upon the Planning and Zoning 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 Director of Planning and Zoning.
- 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 by the Director of Planning and Zoning.

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, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite; ArcGIS, Adobe Creative Suite.

POSITION TITLE Planner	STATUS Full time – Non Exempt
REPORTS TO Director of Planning and Zoning	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

- 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 REQUIREMENT:

- A valid state driver's license. Ability to obtain AICP certification.
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Geography, or 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 REQUIREMENT:

Requires the ability to perform office related duties and access 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. The employee must occasionally lift and/or move objects up to 25 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 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 may include meetings of the 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.

POSITION TITLE Planner	STATUS Full time – Non Exempt
REPORTS TO Director of Planning and Zoning	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

SIGNATURE **PRINTED NAME**

POSITION TITLE Code Enforcement Specialist	STATUS Part time – Non Exempt
REPORTS TO Director of Planning and Zoning	**Salary Range:** $11/hour - $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The position of Code Enforcement Specialist reports directly to the Director of Planning and Zoning to assist in the daily work load 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 Director of Planning and Zoning this position:

- Assists the Code Enforcement Officer with daily responsibilities;
- Proactively monitors the Township in an effort to identify potential code enforcement violations and enters 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 Director of Planning and Zoning 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 Director of Planning and Zoning with reports and memos to ensure a thorough presentation of facts and staff consideration.
- Complete other tasks as assigned.

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 REQUIREMENT:

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.

PHYSICAL & MENTAL REQUIREMENT:

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,

POSITION TITLE Code Enforcement Specialist	STATUS Part time – Non Exempt
REPORTS TO Director of Planning and Zoning	**Salary Range:** $11/hour - $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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**

POSITION TITLE Seasonal Code Enforcement Officer	STATUS Part time – Non Exempt (temp.)
REPORTS TO Director of Planning and Zoning	**Salary Range:** $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The position of Seasonal Code Enforcement Officer reports directly to the Director of Planning and Zoning to assist in the daily work load with respect to inspections, communications, and follow up on nuisance enforcement issues. A heavy emphasis is placed on the inspection of tall grass and weeds nuisance complaints.

SCOPE:

Under the supervision of the Director of Planning and Zoning this position:

- Assists the Code Enforcement Officer with daily responsibilities;
- 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 enforces 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 Director of Planning and Zoning 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.

CRITICAL SKILLS /

- Knowledge of personal computers, oversized plotters, copiers, calculators, two way

POSITION TITLE Seasonal Code Enforcement Officer	STATUS Part time – Non Exempt (temp.)
REPORTS TO Director of Planning and Zoning	**Salary Range:** $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

EXPERTISE:

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 REQUIREMENT:

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.

PHYSICAL & MENTAL REQUIREMENT:

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 occasional 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**

POSITION TITLE Police Chief	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $115,000
SUPERVISES Patrol, Support Services, and Investigative Commander	**Minimum Education:** BA/BS, MA/MS preferred

PURPOSE:

The Police Chief 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.

ESSENTIALS 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 Department personnel, with appropriate action taken.

POSITION TITLE Police Chief	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $115,000
SUPERVISES Patrol, Support Services, and Investigative Commander	**Minimum Education:** BA/BS, MA/MS preferred

  - 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 advance 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 within the police agency, suggesting procedures to be followed.

POSITION TITLE Police Chief	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $115,000
SUPERVISES Patrol, Support Services, and Investigative Commander	**Minimum Education:** BA/BS, MA/MS preferred

- Insure 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 available for duty at all times 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 supervisors.
- 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 are 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 effectively and efficiently provide departmental services and programs.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Other duties as assigned by the Township Administrator or Board of Trusteees.

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 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.
- The normal office hours for the Chief of Police are 8:00 a.m. to 4:00 p.m., Monday

POSITION TITLE Police Chief	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $115,000
SUPERVISES Patrol, Support Services, and Investigative Commander	**Minimum Education:** BA/BS, MA/MS preferred

through Friday, and the normal workweek shall be 40 hours. However, given the nature of the position, the Chief of Police will be expected to put in whatever hours are necessary to effectively perform his duties, without expectation of additional compensation. It is the employee's obligation to have regular and predictable attendance.

- Ability to get along with other employees.
- 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 REQUIREMENT:

- 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 the F.B.I. National Academy, Ohio Peace Officer Training Academy (OPOTA), Southern Police Institute, Certified Law Enforcement Executive (CLEE), Police Executive Leadership College (PELC.) and four-year degree from an accredited college/university. 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 REQUIREMENT:

- Chief 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, 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 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. The noise level in the work environment is usually quiet.

POSITION TITLE Police Chief	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $115,000
SUPERVISES Patrol, Support Services, and Investigative Commander	**Minimum Education:** BA/BS, MA/MS preferred

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**

POSITION TITLE Support Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $85,000 - $100,000
SUPERVISES Administrative Sergeant	**Minimum Education:** Associate's Degree

PURPOSE:

The position of the Support Services Commander (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 Support Services Commander provides direct supervision of the support function and serves as a liaison between the Support Services Division, Investigative Unit, the Traffic Unit, the School Resource Officers, the Neighborhood Resource Officers, the Bicycle Unit, and civilian staff. The Support Services Commander is responsible in assisting the Chief of Police in organizing and implementing Department programs, goals and objectives. The Support Services Commander must be able to assume command in the absence of the Chief of Police.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, the Support Service Commander 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 the Patrol Division and ensure the division operates in accordance with policy and procedure to include but not limited to:
    a) Shift selections.
    b) Maintaining minimum staffing levels.
    c) Ensure annual evaluations are completed.
    d) 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 for the efficient operation of the Department in conformity with established policies and procedures.
- 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:
    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.

POSITION TITLE Support Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $85,000 - $100,000
SUPERVISES Administrative Sergeant	**Minimum Education:** Associate's Degree

- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
    a. Training Personnel.
    b. Prevention and suppression of crime.
    c. Protection of life and property.
    d. Apprehension and prosecution of offenders.
    e. Preservation of the peace.
    f. 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.
- 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 arms, ammunition, belts and holsters 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.
- Insure 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 available for duty at all times 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.

POSITION TITLE Support Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $85,000 - $100,000
SUPERVISES Administrative Sergeant	**Minimum Education:** Associate's Degree

- Shall develop and coordinate special projects as directed by the Chief of Police.
- Shall be responsible for the overall care and maintenance of the building and all equipment assigned herein.
- 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 inter-personal 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. Must possess ability to effectively present information and respond to questions from groups of managers, employees, and the general 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 REQUIREMENT:

- 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 (O.P.O.T.A.) certified, a four-year degree from an accredited college/university or advanced training in specialized police field Southern Police Institute, Certified Law Enforcement Executive (CLEE), Police Executive Leadership College (PELC) 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 two years' experience as a police sergeant.

PHYSICAL & MENTAL REQUIREMENT:

- 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.

POSITION TITLE Support Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $85,000 - $100,000
SUPERVISES Administrative Sergeant	**Minimum Education:** Associate's Degree

- 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.
- Commander must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Commander is provided 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.

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**

POSITION TITLE Patrol Commander (Lieutenant)	STATUS Full time - Exempt
REPORTS TO Police Chief	**Salary Range:** $85,000 - $100,000
SUPERVISES Patrol Sergeants	**Minimum Education:** Associate's Degree

PURPOSE:

The position of the Patrol Commander (lieutenant) is supervisory in nature and is to assist the Chief of Police in the overall direction of the Colerain Police Department.

SCOPE:

The Patrol Commander provides direct supervision of the overall patrol function, and serves as a liaison between the two patrol shifts and the Chief of Police. The Patrol Commander is responsible in assisting the Chief of Police in organizing and implementing Department programs, goals and objectives. The Patrol Commander must be able to assume command in the absence of the Chief of Police.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, the Patrol Commander 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 the Patrol Division and ensure the division operates in accordance with policy and procedure to include but not limited to:
    a) Shift selections.
    b) Maintaining minimum staffing levels.
    c) Ensure annual evaluations are completed.
    d) All patrol 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 for the efficient operation of the Department in conformity with established policies and procedures.
- 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 preparation 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:
    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) Training personnel.

POSITION TITLE Patrol Commander (Lieutenant)	STATUS Full time - Exempt
REPORTS TO Police Chief	**Salary Range:** $85,000 - $100,000
SUPERVISES Patrol Sergeants	**Minimum Education:** Associate's Degree

b) Prevention and suppression of crime.
c) Protection of life and property.
d) Apprehension and prosecution of offenders.
e) Preservation of the peace.
f) Enforcement of regulatory measures.

- Develop working relationships with front line agents of the other service agencies to accelerate the response to neighborhood problems by cutting through bureaucratic red tape.
- Use various news media (television, radio and print - special emphasis on local newspapers) to keep citizens informed, announce new programs and initiatives and celebrate successes.
- 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 an 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.
- Periodically inspect subordinates' uniforms and equipment, and provide them with legal papers and materials necessary to the performance of their duties.
- Inspect and brief all subordinates who begin a shift during his/her tour of duty.
- Report any instance of unfitness detected at inspection or during his/her tour of duty.
- 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.
- 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 weekly examinations of the arms, ammunition, belts and holsters 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.
- Insure 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 function 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 available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.

POSITION TITLE Patrol Commander (Lieutenant)	STATUS Full time - Exempt
REPORTS TO Police Chief	**Salary Range:** $85,000 - $100,000
SUPERVISES Patrol Sergeants	**Minimum Education:** Associate's Degree

- 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 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 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 inter-personal 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 of get along with other employees.
- 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. Must possess ability to effectively present information and respond to questions from groups of managers, employees, and the general 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 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 REQUIREMENT:

- A valid state driver's license. Must be bondable. Must maintain Ohio Peace Officer's Training Academy (OPOTA) certification.
- Ohio Peace Officer Training Academy (O.P.O.T.A.) certified, a four-year degree from an accredited college/university or advanced training in specialized police field Southern Police Institute, Certified Law Enforcement Executive (CLEE), Police Executive Leadership College (PELC) 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 two years of experience as a police sergeant.

PHYSICAL & MENTAL REQUIREMENT:

- Commander must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Commander is provided 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.

POSITION TITLE Patrol Commander (Lieutenant)	STATUS Full time - Exempt
REPORTS TO Police Chief	**Salary Range:** $85,000 - $100,000
SUPERVISES Patrol Sergeants	**Minimum Education:** Associate's Degree

- 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.
- 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**

POSITION TITLE Investigative Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $85,000 - $100,000
SUPERVISES Investigative Sergeant, Accreditation Manager	**Minimum Education:** Associate's Degree

PURPOSE:

The position of the Investigative Services Commander (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 Investigative Services Commander provides direct supervision of the investigative function and serves as a liaison between the Investigative Unit, Patrol Division and Support Services Division. The Investigative Services Commander is responsible in assisting the Chief of Police in organizing and implementing Department programs, goals and objectives. The Investigative Services Commander must be able to assume command in the absence of the Chief of Police.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department the Investigative Services Commander 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 the Investigative Division and ensure the division operates in accordance with policy and procedure to include but not limited to:
    a) Shift selections.
    b) Maintaining minimum staffing levels.
    c) Ensure annual evaluations are completed.
    d) All investigative 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 for the efficient operation of the Department in conformity with established policies and procedures.
- 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:
    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.

POSITION TITLE Investigative Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $85,000 - $100,000
SUPERVISES Investigative Sergeant, Accreditation Manager	**Minimum Education:** Associate's Degree

- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
    a. Training Personnel.
    b. Prevention and suppression of crime.
    c. Protection of life and property.
    d. Apprehension and prosecution of offenders.
    e. Preservation of the peace.
    f. 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.
- 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 arms, ammunition, belts and holsters 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.
- Insure 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 available for duty at all times 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.

POSITION TITLE Investigative Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $85,000 - $100,000
SUPERVISES Investigative Sergeant, Accreditation Manager	**Minimum Education:** Associate's Degree

- Shall develop and coordinate special projects as directed by the Chief of Police.
- Shall be responsible for the overall care and maintenance of the building and all equipment assigned herein.
- 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 inter-personal 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. Must possess ability to effectively present information and respond to questions from groups of managers, employees, and the general 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 REQUIREMENT:

- 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 (O.P.O.T.A.) certified, a four-year degree from an accredited college/university or advanced training in specialized police field Southern Police Institute, Certified Law Enforcement Executive (CLEE), Police Executive Leadership College (PELC) 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 two years' experience as a police sergeant.

PHYSICAL & MENTAL REQUIREMENT:

- 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.

POSITION TITLE Investigative Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $85,000 - $100,000
SUPERVISES Investigative Sergeant, Accreditation Manager	**Minimum Education:** Associate's Degree

- 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.
- Commander must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Commander is provided 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.

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**

POSITION TITLE Administrative Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES School Resource Officers and Civilian Supervisor	**Minimum Education:** Associate's Degree

PURPOSE:

The position of Administrative Sergeant is supervisory in nature and assists in the overall direction of the Colerain Police Department.

SCOPE:

The Administrative Sergeant provides direct supervision of the specialized units. The Administrative Sergeant is responsible for the daily operations of each unit's activities. The Administrative Sergeant must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, an Administrative 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.

- Perform, as necessary, within the Township, the general duties common to all police sergeants assigned to Patrol.
- Develop collaborative working relationships with other supervisors in the Township to help them understand their role and involvement with Community Policing and problem solving initiatives.
- Become acquainted with the citizens (residents, merchants, school officials, church leaders and others) in the Township
- Network with other service agencies to contribute to problem solutions. This would include local government departments, social services, other public and private agencies and so forth.
- Represent the Department at community meetings, keeping the citizens informed of Police Department policies and activities that affect them.
- Share crime statistics and trends with the citizens of the Township.
- Give presentations on Community Policing, upon request, to neighborhood groups, service agencies, business groups, schools and so forth.
- Work hours varying to meet the needs of the citizens and Police Department.

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 manpower.
- When on duty in the station, be responsible for its conditions and for its economical and efficient operation.
- Continually review and inspect subordinates appearance and work to ensure compliance with Department policy and procedures.

POSITION TITLE Administrative Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES School Resource Officers and Civilian Supervisor	**Minimum Education:** Associate's Degree

- 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 the Support Services Commander 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 the Support Services Commander 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 Support Services 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.
- When on first shift, at the second and fourth Sunday of each month, inspect, or delegate, the thorough inspection of each vehicle in the Department to ensure cleanliness and good working order, promptly reporting in writing every instance of damage, neglect or improper use.
- Patrol the Township, enforce the laws, and respond to calls for service on a daily basis to ensure delivery of professional law enforcement services.
- Observe and impartially report to the Chief of Police 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.

POSITION TITLE Administrative Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES School Resource Officers and Civilian Supervisor	**Minimum Education:** Associate's Degree

- 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 available for duty at all times 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.

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 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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Must currently have an associate's degree from an accredited university/college or be in the process of actively obtaining an associate's degree. Ohio Peace Officer Training Academy (O.P.O.T.A.), minimum of three years' experience as a police officer and one year as a Colerain Police Officer.
- A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification.

PHYSICAL & MENTAL REQUIREMENT:

- Sergeants 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,

POSITION TITLE Administrative Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES School Resource Officers and Civilian Supervisor	**Minimum Education:** Associate's Degree

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.

- 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 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**

POSITION TITLE Investigative Sergeant	STATUS Full time – Non exempt
REPORTS TO Investigative Services Commander	**Salary Range:** Per CBA
SUPERVISES Investigative Personnel (OIC, Detectives, K-9)	**Minimum Education:** Associate's Degree

PURPOSE:

The position of Investigative Sergeant is supervisory in nature and is to assist in the overall direction of the Colerain Police Department.

SCOPE:

Investigative Sergeant provides direct line supervision and is responsible for the daily operations of the Investigative Unit. Investigative Sergeant must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, an Investigative 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.

- Oversees and performs various law enforcement related functions such as undercover investigation, covert investigations by surveillance, infiltrating unlawful groups and operations, and securing information by means of covert identity.
- Investigates any and all cases assigned by the Support Services Commander, or Chief of Police, including but not limited to, any criminal offense not closed by arrest at the time of occurrence to ensure a complete, thorough, timely investigation.
- Develops and manages all Confidential Informants, as well as maintaining complete and accurate reports and records pertaining to same to aid in obtaining information for the investigation and successful prosecution of offenders.
- Patrol assigned areas in an unmarked vehicle as a plain clothes officer in the conduct of patrol activities; enforces criminal code, maintains surveillance as required to preserve the rights of all citizens.
- Oversees and maintains and processes any and all evidence that has been turned over and utilizes those resources available from other departments that would aid in enhancing the value of the evidence within 72 hours.
- Responds and assists other investigative units that request assistance such as Ohio Department of Public Safety (Liquor Control), DART, Cincinnati Police Street, Corner, Hamilton County Regional Enforcement Narcotics Unit (RENU), or any other additional law enforcement agency requesting assistance, while maintaining a professional attitude and image.
- Oversees and maintains complete and concise case files neatly and accurately prepared that will help ensure proper court presentation and reflect positively on the department as a whole.
- 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.
- 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

POSITION TITLE Investigative Sergeant	STATUS Full time – Non exempt
REPORTS TO Investigative Services Commander	**Salary Range:** Per CBA
SUPERVISES Investigative Personnel (OIC, Detectives, K-9)	**Minimum Education:** Associate's Degree

    b) Conduct 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 manpower.
- 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.
- 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 the Support Services Commander 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 the Support Services Commander 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 Support Services 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 routine basis to ensure delivery of professional law enforcement services.

POSITION TITLE Investigative Sergeant	STATUS Full time – Non exempt
REPORTS TO Investigative Services Commander	**Salary Range:** Per CBA
SUPERVISES Investigative Personnel (OIC, Detectives, K-9)	**Minimum Education:** Associate's Degree

- Observe and impartially report to the Support Services 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.
- 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.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniformed Patrol Officer, Detective, Special Investigative Unit, Traffic Safety Officer. -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to the Investigative Sergeant.

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 law enforcement strategies related to vice and narcotics investigations. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public. Develop and maintain working relationships with associates, superiors and general public. Build working relationships with outside agencies to collect and share data and or criminal activity
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations and other documents such as safety rules. 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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Must currently have an associate's degree from an accredited university/college or be in the process of actively obtaining an associate's degree. Ohio Peace Officer Training Academy (O.P.O.T.A.), minimum of three years' experience as a police officer and one

POSITION TITLE Investigative Sergeant	STATUS Full time – Non exempt
REPORTS TO Investigative Services Commander	**Salary Range:** Per CBA
SUPERVISES Investigative Personnel (OIC, Detectives, K-9)	**Minimum Education:** Associate's Degree

year as a Colerain Police Officer.

- A valid state driver's license. Must be bondable. Must maintain Ohio Peace Officers Training Academy (OPOTA) certification.

PHYSICAL & MENTAL REQUIREMENT:

- Sergeants 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.
- 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 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**

POSITION TITLE Patrol Sergeant	STATUS Full time – Non Exempt
REPORTS TO Patrol Commander	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** Associate's Degree

PURPOSE:

The position of Patrol Sergeant is supervisory in nature and is to assist in the overall direction of the Colerain Police Department.

SCOPE:

Patrol Sergeants provide direct line supervision and are responsible for the daily operations of a shift. Patrol Sergeants must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a Patrol 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.

- 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 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 the Patrol Commander 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 the Patrol Commander 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.

POSITION TITLE Patrol Sergeant	STATUS Full time – Non Exempt
REPORTS TO Patrol Commander	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** Associate's Degree

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.
- 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 oenself 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 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.

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 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

POSITION TITLE Patrol Sergeant	STATUS Full time – Non Exempt
REPORTS TO Patrol Commander	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** Associate's Degree

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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid state driver's license. Must be bondable. Maintain Ohio Peace Officer's Training Academy (OPOTA) certification.
- Must currently have an associate's degree from an accredited university/college or be in the process of actively obtaining an associate's degree. Ohio Peace Officer Training Academy (O.P.O.T.A.), minimum of three years' experience as a police officer and one year as a Colerain Police Officer.

PHYSICAL & MENTAL REQUIREMENT:

- Sergeants 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.

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.

POSITION TITLE Patrol Sergeant	STATUS Full time – Non Exempt
REPORTS TO Patrol Commander	**Salary Range:** Per CBA
SUPERVISES Patrol Officers	**Minimum Education:** Associate's Degree

SIGNATURE **PRINTED NAME**

POSITION TITLE Detective	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Investigative Sergeant, the primary responsibility of the Detective is to follow up assigned cases.

SCOPE:

The Detective will collect and process evidence, provide testimony and protect the lives and property of the people of the Colerain Township, to 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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a Detective 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.

- Report to various crime scenes, as assigned, to conduct investigations and to assist in investigations by collecting evidence, conducting interviews, taking photographs, lifting fingerprints and reconstructing the crime; conducts in-depth investigations to obtain sufficient and adequate evidence to charge and prosecute perpetrators of crime.
- Develop, maintain and complete accurate and detailed records and reports of investigations and collections of evidence for use in determining whether to charge and prosecute violators of criminal code.
- Patrol assigned areas in an unmarked vehicle as a plain clothes officer in the conduct of patrol activities; enforces criminal code, maintains surveillance as required to preserve the rights of all citizens.
- Perform various law enforcement related functions such as undercover investigation, covert investigations by surveillance, infiltrating unlawful groups and operations, and securing information by means of covert identity.
- 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.
- Perform other related duties as required.

CRITICAL SKILLS / EXPERTISE:

- High school diploma or equivalent and Ohio Peace Officer Training Academy (O.P.O.T.A.) certified. Upon selection the detective must successfully complete the following basic investigative training: Interview and Interrogation; Basic Criminal Investigations; and Techniques of Evidence Collection and Preservation.
- Requires strength in inter-personal 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. Develop and maintain working relationships with associates, superiors and general public. Build working relationships with outside agencies to collect and share data and or criminal activity.
- Ability to solve practical problems and deal with a variety of concrete variables in

POSITION TITLE Detective	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

A valid state driver's license. Must be bondable. Must maintain Ohio Peace Officers Academy (OPOTA) certification.

PHYSICAL & MENTAL REQUIREMENT:

- 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.
- 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
- Meet O.P.O.T.A. yearly firearm standards. Will be issued and must use handcuffs, 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. Evidence Collection Items; Protection Equipment for Blood Bourne Pathogens; Fingerprint Equipment; Photography Equipment, Tape Recorder.

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**

POSITION TITLE School Resource Officer	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Sergeant, the primary responsibility of the School Resource Officer is to provide necessary police services in and around school property located in Colerain Township.

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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a School Resource 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 Resource Officer (SRO) is to enforce the law.
- Provide necessary police services in and around school property, while providing protection of the school staff, students, and property.
- Have primary accountability to the Administrative Sergeant.
- Establish a liaison with school personnel in a cooperating effort to prevent juvenile delinquency.
- 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 Administrative Sergeant thoroughly advised of all incidents coming to the SRO's attention. Extraordinary incidents are to be immediately reported.
- Deliver presentations to school personnel as requested.
- Perform other 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 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 (e.g., assisting motorists in "lockout" situations, pushing vehicles out of traffic, assisting stranded motorists with mechanical difficulties, investigating and arranging for removal of disabled and abandoned autos along the roadways, etc.).
- 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.

POSITION TITLE School Resource Officer	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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 inter-personal 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 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.
- In accordance with hours scheduled by the Chief of Police. It is the employees' obligation to have regular and predictable attendance.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

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 REQUIREMENT:

- 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 O.P.O.T.A. 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 Resource Officer	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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**

POSITION TITLE District Detective	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Administrative Sergeant, the primary responsibility of the District Detective is to follow up assigned cases, collect and process evidence, provide testimony and protect the lives and property of the people of the Colerain Township, to 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.

SCOPE:

The District Detective will collect and process evidence, provide testimony and protect the lives and property of the people of the Colerain Township, to 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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a District Detective 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.

- Report to various crime scenes, as assigned, to conduct investigations and to assist in investigations by collecting evidence, conducting interviews, taking photographs, lifting fingerprints and reconstructing the crime; conducts in-depth investigations to obtain sufficient and adequate evidence to charge and prosecute perpetrators of crime.
- Develop, maintain and complete accurate and detailed records and reports of investigations and collections of evidence for use in determining whether to charge and prosecute violators of criminal code.
- Patrol assigned areas in an unmarked vehicle as a plain clothes officer in the conduct of patrol activities; enforces criminal code, maintains surveillance as required to preserve the rights of all citizens.
- Perform various law enforcement related functions such as undercover investigation, covert investigations by surveillance, infiltrating unlawful groups and operations, and securing information by means of covert identity.
- 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.
- Perform other related duties as required.

CRITICAL SKILLS / EXPERTISE:

- High school diploma or equivalent and Ohio Peace Officer Training Academy (O.P.O.T.A.) certified. Upon selection the detective must successfully complete the following basic investigative training: Interview and Interrogation; Basic Criminal Investigations; and Techniques of Evidence Collection and Preservation.
- Requires strength in inter-personal 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. Develop and maintain working relationships with associates, superiors and general public. Build working relationships with outside agencies to collect and share data and or criminal activity.

POSITION TITLE District Detective	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

A valid state driver's license. Must be bondable. Must maintain Ohio Peace Officers Academy (OPOTA) certification.

PHYSICAL & MENTAL REQUIREMENT:

- 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.
- 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
- Meet O.P.O.T.A. yearly firearm standards. Will be issued and must use handcuffs, 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. Evidence Collection Items; Protection Equipment for Blood Bourne Pathogens; Fingerprint Equipment; Photography Equipment, Tape Recorder.

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**

POSITION TITLE District Detective	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

POSITION TITLE Uniformed Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Sergeant, the primary responsibility of all Uniform Patrol 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 ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBLILITIES:

Uniformed Patrol Officer of 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 ensure suppression of crime and increased overall safety of the community.
- Utilize highly-visible patrol techniques.
- Conducting daily inspections of open businesses such as convenient stores, banks, retail stores, and service stations to create a visual deterrent to prevent crime.
- Ensuring that businesses are secure at all times, immediately summoning aid to search the premises when evidence of tampering or entry is found, and apprehending any trespassers.
- Recognizing and observing suspicious behaviors of persons which may indicate involvement in criminal offenses, stopping and interviewing suspicious persons, and successfully completing field interrogation cards.
- Accurately and expeditiously using communications systems to relay description, method, direction of flight, and other relevant information concerning wanted persons or vehicles.
- Observing traffic flow for violations and issuing warnings or citations to violators in an effort to reduce auto accidents and traffic congestion.
- Observing erratic driving, conducting field sobriety tests, and making DUI arrests, when appropriate, to ensure the safety of persons on Township roadways.
- Noting and recording the license number and description of vehicles under questionable circumstances, querying individuals through RCIC, LEADS, and NCIC for wants and warrants, where appropriate, and taking appropriate action when necessary.
- Providing assistance to citizens in a professional and courteous manner when answering radio calls or when summoned on the street.
- Observing liquor-permit establishments routinely for violations and criminal activities, taking appropriate legal action when necessary to ensure compliance with state laws.
- 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,

POSITION TITLE Uniformed Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

e.g., assisting motorists in "lockout" situations, pushing vehicles out of traffic, assisting stranded motorists with mechanical difficulties, investigating and arranging for removal of disabled and abandoned autos along the roadways, etc.

- 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 minor 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.
    a. Assume duties such as preliminary investigation of a crime scene when investigative personnel are not needed or immediately available, properly and legally collect evidence to establish probable cause, prepare and serve search warrants.
- 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.
- 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 or his/her designee 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

POSITION TITLE Uniformed Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 report 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 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 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 advance 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 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.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal 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

POSITION TITLE Uniformed Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 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 REQUIREMENT:

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 REQUIREMENT:

- 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 O.P.O.T.A. 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.

POSITION TITLE Uniformed Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

SIGNATURE **PRINTED NAME**

POSITION TITLE Canine Officer	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Sergeant, the primary responsibility of all Uniform Patrol Officers is to protect the lives and property of the people of the Colerain Township, to 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. The Canine Patrol Officer is tasked with many other duties to include tracking suspects, locating lost property or evidence, conducting public speaking engagements, ongoing training and crowd control.

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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

As the essential job functions of their positions, all Patrol Officers, including the canine officer, of Colerain Police Department must perform each of the following tasks:

- 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 ensure suppression of crime and increased overall safety of the community.
- Utilize highly-visible patrol techniques.
- Conducting daily inspections of open businesses such as convenient stores, banks, retail stores, and service stations to create a visual deterrent to prevent crime.
- Ensuring that businesses are secure at all times, immediately summoning aid to search the premises when evidence of tampering or entry is found, and apprehending any trespassers.
- Recognizing and observing suspicious behaviors of persons which may indicate involvement in criminal offenses, stopping and interviewing suspicious persons, and successfully completing field interrogation cards.
- Accurately and expeditiously using communications systems to relay description, method, direction of flight, and other relevant information concerning wanted persons or vehicles.
- Observing traffic flow for violations and issuing warnings or citations to violators in an effort to reduce auto accidents and traffic congestion.
- Observing erratic driving, conducting field sobriety tests, and making DUI arrests, when appropriate, to ensure the safety of persons on Township roadways.
- Noting and recording the license number and description of vehicles under questionable circumstances, querying individuals through RCIC, LEADS, and NCIC for wants and warrants, where appropriate, and taking appropriate action when necessary.
- Providing assistance to citizens in a professional and courteous manner when answering radio calls or when summoned on the street.
- Observing liquor-permit establishments routinely for violations and criminal activities, taking appropriate legal action when necessary to ensure compliance with state laws.
- 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

POSITION TITLE Canine Officer	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

   b. Miscellaneous calls for service are handled in a professional and timely manner, e.g., assisting motorists in "lockout" situations, pushing vehicles out of traffic, assisting stranded motorists with mechanical difficulties, investigating and arranging for removal of disabled and abandoned autos along the roadways, etc.

- 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 minor 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.
   a. Assume duties such as preliminary investigation of a crime scene when investigative personnel are not needed or immediately available, properly and legally collect evidence to establish probable cause, prepare and serve search warrants.
- 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.
- 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 or his/her designee 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

POSITION TITLE Canine Officer	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

   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 report 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 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 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 advance 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 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.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal 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

POSITION TITLE Canine Officer	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 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 REQUIREMENT:

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. Canine officers are required to complete an OPOTA certified canine training program before working as a canine officer.

PHYSICAL & MENTAL REQUIREMENT:

- 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 O.P.O.T.A. 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

POSITION TITLE Canine Officer	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

time as needed.

SIGNATURE **PRINTED NAME**

POSITION TITLE Public Safety Administrative Assistant	STATUS Full time – Non Exempt
REPORTS TO Chief of Police	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Public Safety 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, Fire Department, and Finance.

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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Perform written communication assignments for the Police and Fire Chief, 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, and others authorized by the Chief. Maintain police and fire department administrative files.
- Compile information necessary to prepare reports and summaries requested by the Chief.
- 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.
- Attend meetings and staff meetings as required by Chief and represent the department in a professional manner.
- Provide clerical support to members of the fire and 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) and annual (fire) 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 and fire posting, billing and audit of QRT Grant.
- Assist in Police Selection Process and Fire Recruit Class Process.
- Wage Changes for Public Safety personnel.

POSITION TITLE Public Safety Administrative Assistant	STATUS Full time – Non Exempt
REPORTS TO Chief of Police	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Tow Lot monthly Reconciliation and reporting, payment to tow companies.
- Rental billing and reconciliation (YWCA).
- 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 public safety 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 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 Fire and Police Chief 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. Prepares pay journals and pay rate change requests for Fire Chief for Board meetings.
- 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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or GED equivalent, and at least two years' office experience to include use of word processing software.

POSITION TITLE Public Safety Administrative Assistant	STATUS Full time – Non Exempt
REPORTS TO Chief of Police	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PHYSICAL & MENTAL REQUIREMENT:

- 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**

POSITION TITLE Civilian Supervisor	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** $40,000 - $60,000
SUPERVISES Clerks, Accreditation Mngr., Impound Lot Clerk	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Civilian Supervisor performs a wide variety of administrative tasks to support the day-to-day operation.

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.

ESSENTIALS 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.

- 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 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.
- Serves as the missing persons scribe.
- 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.
- Provide supervision to civilian employees to include conducting evaluations and scheduling.

POSITION TITLE Civilian Supervisor	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** $40,000 - $60,000
SUPERVISES Clerks, Accreditation Mngr., Impound Lot Clerk	**Minimum Education:** H.S. Diploma/GED

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal 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, 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 REQUIREMENT:

- 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 REQUIREMENT:

- 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

POSITION TITLE Civilian Supervisor	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** $40,000 - $60,000
SUPERVISES Clerks, Accreditation Mngr., Impound Lot Clerk	**Minimum Education:** H.S. Diploma/GED

time as needed.

SIGNATURE **PRINTED NAME**

POSITION TITLE Accreditation Manager	STATUS Full time – Non Exempt
REPORTS TO Investigative Services Commander	**Salary Range:** $33,000 – $50,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The position of the Accreditation Manager reports directly to the Administrative Sergeant and will be responsible for performing analytical and administrative work with minimal supervision.

SCOPE:

Emphasis is on planning and coordinating accreditation activities assigned by the Chief of Police. The Accreditation Manager will be encouraged to make independent judgments 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 Police Department.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the requirements of a police clerk, the Accreditation manager 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.
- Attend meetings and staff meetings as required by 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.
- Perform miscellaneous assignments as directed by the Chief of Police.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal 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,

POSITION TITLE Accreditation Manager	STATUS Full time – Non Exempt
REPORTS TO Investigative Services Commander	**Salary Range:** $33,000 – $50,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 operate a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, copy machine and fax machine.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

A valid state driver's license. Must be bondable. High school diploma or equivalent.

PHYSICAL & MENTAL REQUIREMENT:

- 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.
- 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.
- 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.

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

POSITION TITLE Accreditation Manager	STATUS Full time – Non Exempt
REPORTS TO Investigative Services Commander	**Salary Range:** $33,000 – $50,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE **PRINTED NAME**

POSITION TITLE Property Room Manager	STATUS Full time – Non Exempt
REPORTS TO Civilian Supervisor	**Salary Range:** $33,000 - $50,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the general supervision the Civilian Supervisor and Support Services Commander, primary responsibility of the Property Room Manager is to oversee 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.

SCOPE:

Administrative, secretarial and clerical activities related to the day-to-day operation of the police department.

ESSENTIALS ROLES & RESPONSIBLILITIES:

The Property Room Manager 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.

- Sort, separate, copy and route the various types of reports and other documentation submitted by police officers daily.
- Track all property under the Department's control.
- Enter data of all property activity into the in-house computer system.
- Maintain department records in an orderly manner.
- Inspect every piece if submitted property to ensure proper labeling and packaging.
- Safeguard any found property.
- Locate, retrieve, copy and disseminate records upon request.
- Inspect the property room on a daily basis, prepare inspection reports.
- Retrieve statistical data from the department's in-house computer system for administrative reporting and analysis.
- Assist the citizens by answering phone calls and assisting with personal inquiries.
- Purchase office and property room supplies when necessary.
- Release property to the owner after all legal requirements have been met.
- Responsible to retain records relating to the police department accreditation effort.
- 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 inter-personal 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,

POSITION TITLE Property Room Manager	STATUS Full time – Non Exempt
REPORTS TO Civilian Supervisor	**Salary Range:** $33,000 - $50,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 REQUIREMENT:

High school diploma or equivalent and at least two years' office experience to include use of word processing software. A valid state driver's license. Must be bondable. The Property Room Manager must successfully complete the State of Ohio Property Management course.

PHYSICAL & MENTAL REQUIREMENT:

- 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**

POSITION TITLE Police Clerk	STATUS Full time – Non Exempt
REPORTS TO Civilian Supervisor	**Salary Range:** $25,000 - $50,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the general supervision of a sergeant and the Chief of Police, 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.

ESSENTIALS 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.
- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by 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 inter-personal 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

POSITION TITLE Police Clerk	STATUS Full time – Non Exempt
REPORTS TO Civilian Supervisor	**Salary Range:** $25,000 - $50,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable.

PHYSICAL & MENTAL REQUIREMENT:

- 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**

POSITION TITLE School Safety Officer	STATUS Part time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** $33/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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.

ESSENTIALS 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 of the school staff, students, and property.
- Have primary accountability to the Administrative 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 Administrative 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 inter-personal 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

POSITION TITLE School Safety Officer	STATUS Part time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** $33/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

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 REQUIREMENT:

- 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 O.P.O.T.A. 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

POSITION TITLE School Safety Officer	STATUS Part time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** $33/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

time as needed.

SIGNATURE **PRINTED NAME**

POSITION TITLE Police Clerk (PT)	STATUS Part time – Non Exempt
REPORTS TO Civilian Supervisor	**Salary Range:** $11/hour - $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the general supervision of a sergeant and the Chief of Police, 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.

ESSENTIALS 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.
- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by 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 inter-personal 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.

POSITION TITLE Police Clerk (PT)	STATUS Part time – Non Exempt
REPORTS TO Civilian Supervisor	**Salary Range:** $11/hour - $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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 REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable.

PHYSICAL & MENTAL REQUIREMENT:

- 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**

POSITION TITLE Public Information Officer	STATUS Contract
REPORTS TO Police Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

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.

ESSENTIALS 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 as 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.
  - Developing programs for inclusion in in-service training programs.
  - Develop and promote recruitment programs.
- 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.

POSITION TITLE Public Information Officer	STATUS Contract
REPORTS TO Police Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

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 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.
- The PIO must participate in the Police Department annual "in-service" training.
- 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 inter-personal 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.
- Must have ability to defend one-self. Employee may rarely become involved in physical confrontation up to and including life-threatening situations.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High School diploma or equivalent. They shall possess a valid driver's license and must be bondable.

PHYSICAL & MENTAL REQUIREMENT:

- 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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Public Information Officer	STATUS Contract
REPORTS TO Police Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

POSITION TITLE Director of Public Services	STATUS Full time - Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $70,000 - $90,000
SUPERVISES Supervisor Foreman, Events Coordinator, Facility Manager	**Minimum Education:** Bachelor's Degree

PURPOSE:

This position has multiple areas of responsibility: to insure that the Township Parks System and Road Infrastructure is operated efficiently and effectively; to insure that the Township's Special Events are organized and coordinated as directed by the Board of Trustees; to insure the Government Complex is maintained and operated efficiently and effectively; and to insure that all Township roadways, stormwater infrastructure, and related items are properly maintained.

SCOPE:

The Director of Public Services must insure that Township properties (including cemeteries, roadways, and other public properties not under the control of other specific department heads) are maintained properly.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Oversee the Parks Division, Roads Division, and Events Coordinator. This will include the responsibility for scheduling, evaluating and disciplining.
- 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 insuring the township property under his/her 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.
- Maintain Colerain Township Historical Cemeteries.
- In the absence of a facility manager, serve as facility manager for the government complex.
- Organize and coordinate in-house cleaning and/or contractual janitorial services.
- Oversee the preventative maintenance and repairs for the mechanical systems, including HVAC, plumbing and electrical.
- Coordinate with landscaper for grounds care and maintenance.
- 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, insuring the completeness of specifications and bid documents.
- Maintaining lines of communications between the township and the agencies involved with property development projects.
- Update the Township Administrator and the Board of Trustees on the progress of Township 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).
- Prepare with the assistance of the Township Administrator, appropriate financial information relative to events.

POSITION TITLE Director of Public Services	STATUS Full time - Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $70,000 - $90,000
SUPERVISES Supervisor Foreman, Events Coordinator, Facility Manager	**Minimum Education:** Bachelor's Degree

- 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.
- Coordinate annual township service activities such as The Recycle Day and Christmas Tree Recycling Program.
- Oversee ADA compliance of township buildings and parks.
- 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 insure 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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

A bachelor's degree in Parks and Recreation, public administration, or a related field and five years of responsible experience in parks and/or recreation management, stormwater infrastructure management, and/or road infrastructure management. At least two years of supervisory experience and program management experience. Must have experience which demonstrates an understanding of basic budgeting and fund accounting. Must possess a valid Driver's License.

PHYSICAL & MENTAL REQUIREMENT:

- 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 Director of Public Services	STATUS Full time - Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $70,000 - $90,000
SUPERVISES Supervisor Foreman, Events Coordinator, Facility Manager	**Minimum Education:** Bachelor's Degree

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.

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SIGNATURE **PRINTED NAME**

POSITION TITLE Event Coordinator	STATUS Full time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** Associate's Degree

PURPOSE:

The Event Coordinator will develop, manage, promote and implement activities, classes, services and events for individuals and groups under the supervision of the Director of Public Services.

SCOPE:

The Event Coordinator will perform all duties in a positive and professional manner, providing smooth operation of the Community Center while promoting a warm and welcoming atmosphere. The Coordinator will be expected to supervise special events as directed outside of the normal weekday schedule as needed.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Programming:
  a) Develop, manage, promote, and implement a variety of activities, 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) Submit to Director for approval all press releases, flyers, inserts, class descriptions, newsletters and program calendars.
  b) Post information on social media and website.
  c) Donation and sponsor recruitment.
  d) 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.
  b) Provide program tours to potential and new clients.
  c) Conduct introductions/orientation and assists with client registration, appointments, memberships, and ticket sales.
- Building Supervision:
  a) Monitors the facility, equipment, and supplies.
  b) Enforces a safe, clean, and appropriate environment.
  c) Coordinates scheduling, building security, and clean up while cooperatively working with attendants 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.
- Strong oral and written communication skills.

POSITION TITLE Event Coordinator	STATUS Full time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** $40,000 - $60,000
SUPERVISES N/A	**Minimum Education:** Associate's Degree

- Computer skills required which may include My Senior Center, the Microsoft Office Suite, and social media platforms.
- Computer skills desired include Illustrator/Photoshop/Savvy.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

An associate's degree with the ability to obtain CPR and AED certification. Bachelor's degree preferred. Must possess a valid Driver's License.

PHYSICAL & MENTAL REQUIREMENT:

- 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**

POSITION TITLE Facility Manager	STATUS Full time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** $50,000 - $70,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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.

ESSENTIALS 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 in buildings
  - Building equipped fire suppression equipment (e.g., kitchen hoods, sprinkler systems, fire extinguishers, etc.)
  - Irrigation
  - HVAC
  - Roofs
  - Facades
  - Gutters
  - Others
- 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 Director to ensure that personnel are provided with proper key access.

POSITION TITLE Facility Manager	STATUS Full time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** $50,000 - $70,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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 REQUIREMENT:

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 REQUIREMENT:

- 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.
- 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.

POSITION TITLE Facility Manager	STATUS Full time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** $50,000 - $70,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

WORK ENVIRONMENT:

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EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Supervisor Foreman	STATUS Full time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Supervisor Foreman is responsible for all phases of the Public Services operations including highway, parks, building, 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. Handles employee problems, attendance control, evaluation of work performance and cost. 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 director, temporarily or permanently.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Organization and Completion of reports.
- Maintaining of records and similar supervisory responsibilities assigned by the Director.
- Assists in developing recommendations for annual work program.
- Review daily work reports from subordinates for completeness and accuracy.
- Performs all work related to the Public Services Department.
- Substitutes for the Director in his/her absence.
- Snow removal.
- Salt and plow streets and properties.
- Mow grass.
- Plow and shape ice rink.
- Rake leaves.
- Clean catch basins.
- Install street signs.
- Guard rails.
- Trim trees.
- Operate chain saw, ax, topping shears, shovel, rake, weed sprayer.
- Sewer cleaner.
- Welding.
- Clean wax and paint equipment.
- Minor repairs to vehicles.
- Wash window.
- Paint interior and exterior walls.
- Replaces floor and ceiling tiles.
- Replace light bulbs and repair fixtures.
- Minor repairs to heating and cooling systems.
- Mops and waxes floors.
- Clean rest rooms.
- Pick up litter.
- Work in parks.
- Inspection.

POSITION TITLE Supervisor Foreman	STATUS Full time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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.

LICENSING & CERTIFICATION REQUIREMENT:

- High School Graduate or equivalent. A valid Commercial Driver's License (CDL). 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 REQUIREMENT:

- 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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Maintenance Worker	STATUS Full time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Maintenance Worker is responsible for performing 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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Repairing streets and curbs.
- Repairing catch basins and sewers by operating jackhammer, compactors, front end loader, roller, crack filling machine, sealing cracks.
- Painting traffic lines.
- Install drain tiles.
- Shape ditches.
- Operates:
    a) Dump truck
    b) Wheeled tractors
    c) Backhoe
    d) Street sweeper
    e) Air compressor
    f) Pneumatic tools
    g) Brush clipper
    h) Fork lift
    i) Aerial platform
    j) Portable bituminous mixing plant
    k) Bituminous distributor
    l) Mixer
    m) Roller
    n) Seeder
- Snow removal.
- Salt and plow streets and properties.
- Mow grass.
- Plow and shape ice rink.
- Rake leaves.
- Clean catch basins.
- Install street signs.
- Guard rails.
- Trim trees.
- Operate chain saw, ax, topping shears, shovel, rake, weed sprayer.
- Sewer cleaner.
- Welding.
- Clean wax and paint equipment.
- Minor repairs to vehicles.
- Wash windows.
- Paint interior and exterior walls.
- Replaces floor and ceiling tiles.

POSITION TITLE Maintenance Worker	STATUS Full time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Replace light bulbs and repair fixtures.
- Minor repairs to heating and cooling systems.
- Mops and waxes floors.
- Clean rest rooms.
- Pick up litter.
- Work in parks.

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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid Commercial Driver's License (CDL). Six 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 REQUIREMENT:

- 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.

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SIGNATURE **PRINTED NAME**

POSITION TITLE Bus Driver	STATUS Part time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

In cooperation with and direction from the Public Services 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 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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Responsible for the safe, comfortable passage of clients/participants for nutrition site (Center), medical, 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 good mechanical condition of the vehicle, the Transportation Driver will set up a maintenance schedule that will include but not be limited to the following: tune-ups, oil changes, tire maintenance, other preventative maintenance, including routine cleaning of the vehicle. The above maintenance checks require the approval of the Public Services Director before work is procured.
- 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 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 REQUIREMENT:

- A valid Driver's License.

PHYSICAL & MENTAL REQUIREMENT:

- 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	STATUS Part time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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**

POSITION TITLE Event Setup Worker	STATUS Part time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Event Setup Worker will be responsible for the general maintenance, setup, and cleanliness of the Community Center in order to facilitate the effective 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 Community Center.

ESSENTIALS 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 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 REQUIREMENT:

18 years or older. Previous experience with janitorial work preferred. Must possess a valid Driver's License. High School diploma or equivalent.

PHYSICAL & MENTAL REQUIREMENT:

- 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**

POSITION TITLE Seasonal Maintenance Worker	STATUS Part time – Non Exempt (temp.)
REPORTS TO Director of Public Services	**Salary Range:** $11/hour - $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 grounds and internal buildings.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Install drain tiles.
- Shape ditches.
- Operates:
    a) Dump truck
    b) Wheeled tractors
    c) Backhoe
    d) Street sweeper
    e) Air compressor
    f) Pneumatic tools
    g) Brush clipper
    h) Fork lift
    i) Aerial platform
    j) Portable bituminous mixing plant
    k) Bituminous distributor
    l) Mixer
    m) Roller
    n) Seeder
- Mow grass.
- Rake leaves.
- Install street signs.
- Trim trees.
- Operate chain saw, ax, topping shears, shovel, rake, weed sprayer.
- Sewer cleaner.
- Welding.
- Clean wax and paint equipment.
- Minor repairs to vehicles.
- Wash windows.
- Paint interior and exterior walls.
- Replaces floor and ceiling tiles.
- Replace light bulbs and repair fixtures.
- Minor repairs to heating and cooling systems.
- Mops and waxes floors.
- Clean rest rooms.
- Pick up litter.
- Work in parks.

CRITICAL SKILLS /

- Ability to make minor repairs on automotive and motor-driven equipment.

POSITION TITLE Seasonal Maintenance Worker	STATUS Part time – Non Exempt (temp.)
REPORTS TO Director of Public Services	**Salary Range:** $11/hour - $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

EXPERTISE:

- 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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school degree or equivalent.

PHYSICAL & MENTAL REQUIREMENT:

- 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**

POSITION TITLE Director - Summer Camp	STATUS Part time – Non Exempt (temp.)
REPORTS TO Director of Public Services	**Salary Range:** $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Summer Camp Director is responsible for the development and coordination of the Township's Park Youth Summer Camp Program.

SCOPE:

Development and administration of activities associated with the summer camp program.

ESSENTIALS 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, 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 of 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 REQUIREMENT:

- 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 REQUIREMENT:

- 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 Director - Summer Camp	STATUS Part time – Non Exempt (temp.)
REPORTS TO Director of Public Services	**Salary Range:** $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

WORK ENVIRONMENT:

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EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Assistant Director - Summer Camp	STATUS Part time – Non Exempt (temp.)
REPORTS TO Summer Camp Director	**Salary Range:** $12.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Summer Camp Counselor is responsible for assisting in the development and coordination of the Township's Park Youth Summer Camp Program.

SCOPE:

Development and administration of activities associated with the summer camp program.

ESSENTIALS 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 REQUIREMENT:

- 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 REQUIREMENT:

- 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 Assistant Director - Summer Camp	STATUS Part time – Non Exempt (temp.)
REPORTS TO Summer Camp Director	**Salary Range:** $12.50/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Summer Camp Counselor	STATUS Part time – Non Exempt (temp.)
REPORTS TO Summer Camp Director	**Salary Range:** $9/hour - $11/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Summer Camp Counselor is responsible for assisting in the development and coordination of the Township's Park Youth Summer Camp Program.

SCOPE:

Development and administration of activities associated with the summer camp program.

ESSENTIALS 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 REQUIREMENT:

- 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 REQUIREMENT:

- 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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POSITION TITLE Summer Camp Counselor	STATUS Part time – Non Exempt (temp.)
REPORTS TO Summer Camp Director	**Salary Range:** $9/hour - $11/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

SIGNATURE **PRINTED NAME**

POSITION TITLE Bicycle Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Sergeant, the primary responsibility of all Bicycle Patrol Officers is to have an impact on street level crime and to improve the quality of life for the residents and visitors of Colerain Township.

SCOPE:

To 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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

The Bicycle Patrol Officer of the 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.

- Perform, as necessary, the general duties common to all officers assigned to the neighborhood resource officer function.
- Become acquainted with the citizens (residents, merchants, school officials, church leaders and others) of the community.
- Perform surveillance and enforcement in areas of high crime incidents.
- Develop working relationships with beat officers of the of high crime areas to involve them in the process of identifying and developing proper enforcement actions.
- Prioritize and promptly respond in a safe manner to dispatched calls and requests for assistance from other jurisdictions.
- Maintain a daily working relationship and open line of communication with beat officers by assisting with radio calls, attending briefing, assisting with enforcement, etc.
- Provide routine patrol to township owned properties and facilities.
- Provide visible bicycle patrol to the township's main shopping district to reduce crime and address traffic and parking violations.
- Concentrate patrol efforts in the area of liquor establishments in effort to prevent liquor and narcotics violations as well as crimes against public order.
- Enforce laws, particularly those related to specific high crime neighborhoods.
- Provide supplemental patrol to detail officers at public events, such as festivals and sporting events.
- Whenever possible, provide public presentations on bicycle safety, upon request, to neighborhood groups, service agencies, business groups, and schools.
- Follow up on assigned citizen complaints.
- Responsible for routine maintenance of officer's assigned bicycle.
- Work hours varying to meet the needs of the community and the Police 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 inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires

POSITION TITLE Bicycle Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable. Maintain Ohio Peace Officer Training Academy (OPOTA) certification. Must obtain Police Mountain Bike certification.

PHYSICAL & MENTAL REQUIREMENT:

- 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 O.P.O.T.A. 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

POSITION TITLE Bicycle Patrol Officer	STATUS Full time – Non Exempt
REPORTS TO Patrol Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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**

POSITION TITLE Cadet	STATUS Part time – Non Exempt
REPORTS TO FTO Sergeant	**Salary Range:** $15 / hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the FTO Sergeant, 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.

SCOPE:

To 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.

ESSENTIALS 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.
- Perform all duties in a professional, accurate, and timely manner.

POSITION TITLE Cadet	STATUS Part time – Non Exempt
REPORTS TO FTO Sergeant	**Salary Range:** $15 / hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal 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 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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent. A valid state driver's license. Must be bondable.

PHYSICAL & MENTAL REQUIREMENT:

- 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.

WORK ENVIRONMENT:

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POSITION TITLE Cadet	STATUS Part time – Non Exempt
REPORTS TO FTO Sergeant	**Salary Range:** $15 / hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Chaplain	STATUS Volunteer
REPORTS TO Police Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

PURPOSE:

The Chaplaincy has the responsibility to provide members of the Colerain Police Department and the citizens of Colerain Township with the services of a chaplain on a regular basis.

SCOPE:

The Chaplain is continually building and maintaining an attitude of cooperation and mutual respect between the department and the citizens. Members of the Chaplaincy program are available and on call for counseling, consultation and other forms of human crises intervention for members of the Colerain Police Department and citizens of Colerain Township.

ESSENTIALS ROLES & RESPONSIBLILITIES:

The Chaplain 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.

- It is the policy of the Colerain Police Department to make readily available pastoral services to Department members, their families and victimized individuals of the community when needed or upon request. To accomplish this, the Department maintains a chaplaincy program that is responsible for providing on-call spiritual guidance, counseling, consultation and other forms of crisis intervention for those in need.
- The goal of the Chaplaincy Program is to provide a trusted individual in whom department members, as well as citizens of the community, may confide or seek assistance concerning problem areas. In addition, the Program strives to establish and maintain an attitude of cooperation between the Department and the citizens of the community.
- The Colerain Police Department Chaplaincy Program is a voluntary program authorized by the Chief of Police and the Colerain Township Board of Trustees. Volunteers are not compensated for their efforts or services. Volunteers are primarily assigned to law enforcement-related community service functions. They can also be used as a resource in emergencies and large-scale special events.
- Police Chaplains are not commissioned officers.
- The Police Chaplains are not involved in day-to-day delivery of law enforcement services. Their duties do not require the status of a sworn officer, and their level of training does not warrant a commission, nor are they assigned duties requiring sworn officer status.
- The Police Chaplain will abide by the Colerain Police Policy and Procedure Manual, the Mission and Value statement, and the Colerain Township Policy and Procedure Manual.
- The Colerain Department Chaplain may be asked to respond to the immediate needs of the community. Police Chaplains will also be available to provide spiritual counseling and guidance to all members of the department and their families who request such services. Police Chaplains are not intended to replace any member benefits such as the Employee Assistance Program.
- All Police Chaplains must possess the ability to work with all members of the public. Police Chaplains shall maintain and display high moral standards and treat all persons with respect and dignity. Police Chaplains will not discriminate in any way.
- When requested, the Police Chaplain will give counsel to persons involved in crisis events. The Police Chaplain will seek to exert an influence of calm and stability in the midst of situations charged with unusual stress and potential explosiveness. It is understood that the Police Chaplain should be available for follow-up counseling if it is

POSITION TITLE Chaplain	STATUS Volunteer
REPORTS TO Police Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

requested.

Some calls for which a chaplain's assistance may be needed are:

a) Family Crisis.
b) Emotional disturbances with significant trauma.
c) Attempted suicide or completed suicide.
d) Assistance with a death notification.
e) Crisis intervention for fatal or serious injury accidents.
f) Personal needs of police members and families.
g) Other areas as may be deemed appropriate.

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 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.
- The Chaplain must participate in the Police Department annual “in-service” training.
- 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 inter-personal 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.
- Must have ability to defend one-self. Employee may rarely become involved in physical confrontation up to and including life-threatening situations.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

They shall possess a valid driver's license and should not have been convicted of any felony offense or any offenses involving moral turpitude.

PHYSICAL & MENTAL REQUIREMENT:

- 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

POSITION TITLE Chaplain	STATUS Volunteer
REPORTS TO Police Chief	**Salary Range:** N/A
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

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**

POSITION TITLE DARE Officer	STATUS Full time – Non Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Sergeant, the primary responsibility of all DARE Officers is to educate the community on the importance of Drug and Alcohol resistance.

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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a DARE 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.

- Maintain certification through DARE America. Required updates and recertification classes provided by DARE America.
- Demonstrate the ability to interact with and relate to children.
- Refrain from sexual, racial, stereotypical, or inappropriate and insensitive remarks.
- Demonstrate the ability to work well with parents, teachers and school administrators.
- Give presentations as scheduled at local schools.
- 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 inter-personal 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 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.

EDUCATION, LICENSING & CERTIFICATION

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. DARE Officer must have a minimum of two (2) years, uniformed, street experience. Successful completion of DARE

POSITION TITLE DARE Officer	STATUS Full time – Non Exempt
REPORTS TO Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

REQUIREMENT:

Officer course.

PHYSICAL & MENTAL REQUIREMENT:

- 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 O.P.O.T.A. 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**

POSITION TITLE Field Training Coordinator	STATUS Full time – Non Exempt
REPORTS TO Chief of Police	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Chief of Police, the Field Training Coordinator is responsible for the training and assigning all Field Training Officers and Sergeants.

SCOPE:

To 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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

As the essential job functions of their positions, the Field Training Coordinator of Colerain Police Department must perform each of the following tasks as well as those tasks outlined in the Patrol Officer position description:

- Coordinate and assign all Field Training Officers in their daily responsibilities.
- Instruct and prepare the new hire to operate at a solo patrol level:
  - Teach the new hire the essential tasks of operating at a solo level.
  - Be able to identify strengths and weaknesses of the new hire.
  - Assist the new hire in overcoming their weaknesses.
  - Consistently test the new hire in the essential tasks.
- Prepare and submit reports documenting the progress of the new hire:
  - Write reports in a clear legible manner.
  - Be able to clearly articulate the progress of the new hire in writing.
  - Make recommendations as to the status of the new hire.
- Keep supervision informed as to the status of the new hire.
- Maintain communications with the Field Training Coordinator.
- Maintain communications with the shift 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.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal 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 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

POSITION TITLE Field Training Coordinator	STATUS Full time – Non Exempt
REPORTS TO Chief of Police	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- In accordance with hours scheduled by the Chief of Police. It is the employees' obligation to have regular and predictable attendance.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

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. Requires a minimum of three years of experience as a police officer and one year as a Colerain Police Office.

PHYSICAL & MENTAL REQUIREMENT:

- 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 O.P.O.T.A. 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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Field Training Coordinator	STATUS Full time – Non Exempt
REPORTS TO Chief of Police	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

POSITION TITLE Field Training Officer	STATUS Full time – Non Exempt
REPORTS TO Field Training Coordinator	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Field Training Coordinator, the Field Training Officer is responsible for the training of new officers hired by the department. Field Training Officers are also responsible for completing training reports outlining the progress of the new hire. The Field Training Officer position is an added position to the Patrol Officer position, thus requiring the Field Training Officer to perform all functions of the Patrol Officer as well as those outlined for the Field Training Officer.

SCOPE:

To 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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

As the essential job functions of their positions, all Field Training Officers of Colerain Police Department must perform each of the following tasks as well as those tasks outlined in the Patrol Officer position description:

- Instruct and prepare the new hire to operate at a solo patrol level:
  - Teach the new hire the essential tasks of operating at a solo level.
  - Be able to identify strengths and weaknesses of the new hire.
  - Assist the new hire in overcoming their weaknesses.
  - Consistently test the new hire in the essential tasks.
- Prepare and submit reports documenting the progress of the new hire:
  - Write reports in a clear legible manner.
  - Be able to clearly articulate the progress of the new hire in writing.
  - Make recommendations as to the status of the new hire.
- Keep supervision informed as to the status of the new hire.
- Maintain communications with the Field Training Coordinator.
- Maintain communications with the shift 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.

CRITICAL SKILLS / EXPERTISE:

- Strength in inter-personal 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 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

POSITION TITLE Field Training Officer	STATUS Full time – Non Exempt
REPORTS TO Field Training Coordinator	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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.
- In accordance with hours scheduled by the Chief of Police. It is the employees' obligation to have regular and predictable attendance.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

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. Requires a minimum of three years of experience as a police officer and one year as a Colerain Police Office.

PHYSICAL & MENTAL REQUIREMENT:

- 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 O.P.O.T.A. 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.

POSITION TITLE Field Training Officer	STATUS Full time – Non Exempt
REPORTS TO Field Training Coordinator	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

SIGNATURE **PRINTED NAME**

POSITION TITLE Field Training Sergeant	STATUS Full time – Non Exempt
REPORTS TO Field Training Coordinator	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Field Training Coordinator the Field Training Sergeant is responsible for the training of new sergeants promoted or hired by the department. Field Training Sergeants are also responsible for completing training reports outlining the progress of the new hire. The Field Training Sergeant position is an added position to the Patrol Sergeant position, thus requiring the Field Training Sergeant to perform all functions of the Patrol Sergeant as well as those outlined for the Field Training Sergeant.

SCOPE:

To 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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

As the essential job functions of their positions, all Field Training Sergeants of Colerain Police Department must perform each of the following tasks as well as those tasks outlined in the Patrol Officer position description:

- Instruct and prepare the new hire to operate at a solo patrol level:
  - Teach the new hire the essential tasks of operating at a solo level.
  - Be able to identify strengths and weaknesses of the new hire.
  - Assist the new hire in overcoming their weaknesses.
  - Consistently test the new hire in the essential tasks.
- Prepare and submit reports documenting the progress of the new hire:
  - Write reports in a clear legible manner.
  - Be able to clearly articulate the progress of the new hire in writing.
  - Make recommendations as to the status of the new hire.
- Keep supervision informed as to the status of the new hire.
- Maintain communications with the Field Training Coordinator.
- 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 inter-personal 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 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

POSITION TITLE Field Training Sergeant	STATUS Full time – Non Exempt
REPORTS TO Field Training Coordinator	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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.
- In accordance with hours scheduled by the Chief of Police. It is the employees' obligation to have regular and predictable attendance.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

Must currently have an associate's degree from an accredited university/college or be in the process of actively obtaining an associate's degree. A valid state driver's license. Must be bondable. Must maintain an Ohio Peace Officer's Training Academy (OPOTA) certification. Requires a minimum of three years of experience as a police officer and one year as a Colerain Police Officer. Field Training Officer training course completion.

PHYSICAL & MENTAL REQUIREMENT:

- 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 O.P.O.T.A. 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.

POSITION TITLE Field Training Sergeant	STATUS Full time – Non Exempt
REPORTS TO Field Training Coordinator	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

SIGNATURE **PRINTED NAME**

POSITION TITLE Impound Lot Clerk	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** $33,000 - $50,000
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

PURPOSE:

Under the direct supervision of the Administrative Sergeant the primary responsibility of the Impound Lot Clerk is to oversee the impound operations.

SCOPE:

The Impound Lot Clerk oversees the impound operations to include intake and release of impounded vehicles, conduct inspections of the impound lot as directed and provide customer service to those seeking the release of their vehicles.

ESSENTIALS ROLES & RESPONSIBLILITIES:

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.

- Sort, separate, copy and route the various types of reports and other documentation submitted by police officers daily.
- Track all impounded vehicles.
- Enter data of all impound activity into the in-house computer system.
- Maintain department records in an orderly manner.
- Inspect every impounded vehicle and record any observed damage.
- Safeguard any found property in an impounded vehicle.
- Locate, retrieve, copy and disseminate records upon request.
- Inspect the impound operations on a daily basis, prepare inspection reports.
- Retrieve statistical data from the department's in-house computer system for administrative reporting and analysis.
- Assist the citizens by answering phone calls and with personal inquiries.
- Purchase office and impound lot supplies when necessary.
- Release impounded vehicles to the owner after all legal requirements have been met.
- Responsible to retain records relating to the police department accreditation effort.
- 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.

CRITICAL SKILLS / EXPERTISE:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- 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 solve practical problems and deal with a variety of concrete variables in

POSITION TITLE Impound Lot Clerk	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** $33,000 - $50,000
SUPERVISES N/A	**Minimum Education:** H.S Diploma/GED

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, dictation equipment, copy machine and fax machine.
- In accordance with hours scheduled by the Chief of Police. It is the employee's obligation to have regular and predictable attendance.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent.

PHYSICAL & MENTAL REQUIREMENT:

- Requires strength in inter-personal 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.
- 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.
- 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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Special Investigative Unit	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The special investigators will work in cooperation with the patrol and community policing efforts of the Colerain Police Department. The investigator(s) will conduct follow-up plain-clothes investigations on reported/non-reported problems, and/or crimes to include the proper closure, arrest and adjudication.

SCOPE:

The Special Investigative Unit will collect and process evidence, provide testimony and protect the lives and property of the people of the Colerain Township, to 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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, an investigator 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.

- Investigates any and all cases assigned by the Investigative Sergeant, Support Services Commander, or Chief of Police, including but not limited to, any criminal offense not closed by arrest at the time of occurrence to ensure a complete, thorough, timely investigation.
- Patrol assigned areas in an unmarked vehicle as a plain clothes officer in the conduct of patrol activities; enforces criminal code, maintains surveillance as required to preserve the rights of all citizens.
- Within three working days contact any and all complainants in cases that they are assigned and continue to keep those person(s) updated on the status of the case. This includes, but is not limited to, writing letters periodically with pertinent case information to ensure that crime victims are kept informed of the status of the investigation.
- Thoroughly maintains and processes any and all evidence that has been turned over and utilizes those resources available from other departments that would aid in enhancing the value of the evidence within 72 hours.
- Perform various law enforcement related functions such as undercover investigation, covert investigations by surveillance, infiltrating unlawful groups and operations, and securing information by means of covert identity.
- Develops and manages all Confidential Informants, as well as maintaining complete and accurate reports and records pertaining to same to aid in obtaining information for the investigation and successful prosecution of offenders.
- Acquires and/or assembles legally acceptable photo lineups for use in the identification of suspects involved in criminal activity.
- Responds and assists other investigative units that request assistance such as Ohio Department of Public Safety (Liquor Control), DART, Cincinnati Police Street Corner, Hamilton County Regional Enforcement Narcotics Unit (RENU), or any other additional law enforcement agency requesting assistance, while maintaining a professional attitude and image.
- Assists/coordinates with the patrol any bulletins and other pertinent information needed to enhance the performance of both divisions improving operational efficiency of the department.
- Maintains complete and concise case files neatly and accurately prepared that will help

POSITION TITLE Special Investigative Unit	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

ensure proper court presentation and reflect positively on the department as a whole.

- In addition to the responsibilities listed above, must maintain an acceptable level of competence, professionalism, and abilities to perform duties outlined in the police officer job description. Acknowledging the fact that a police officer's duties supersede those of preferred assignment.
- 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.
- Perform other related duties as required.

CRITICAL SKILLS / EXPERTISE:

- High school diploma or equivalent and Ohio Peace Officer Training Academy (O.P.O.T.A.) certified and specific training related to the undercover investigative function.
- Requires strength in inter-personal 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. Develop and maintain working relationships with associates, superiors and general public. Build working relationships with outside agencies to collect and share data and criminal activity.
- 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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

A valid state driver's license. Must be bondable. Must maintain Ohio Peace Officers Academy (OPOTA) certification.

PHYSICAL & MENTAL REQUIREMENT:

- 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.

POSITION TITLE Special Investigative Unit	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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
- Meet O.P.O.T.A. yearly firearm standards. Will be issued and must use handcuffs, 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. Evidence Collection Items; Protection Equipment for Blood Bourne Pathogens; Fingerprint Equipment; Photography Equipment, Tape Recorder.

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**

POSITION TITLE Traffic Safety Officer	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under the direct supervision of the Investigative Sergeant, the primary responsibility of a Traffic Safety Officer is to protect the lives and property of the people of the Colerain Township, to 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.

SCOPE:

To 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.

ESSENTIALS ROLES & RESPONSIBLILITIES:

As the essential job functions of their positions, all Patrol Officers, including the Traffic Safety Officer, of Colerain Police Department must perform each of the following tasks:

- Enforce traffic laws.
- Monitor high accident areas and provide selective enforcement in these areas.
- Investigate auto accidents including: Serious injury accidents (both non-fatalities and fatalities), Hit/ Skip accidents (and provide patrol reports and dispatched reports), and Pedestrian accidents.
- Driving Under Suspension (DUS) reports.
- Observing traffic flow for violations and issuing warnings or citations to violators in an effort to reduce auto accidents and traffic congestion.
- Observing erratic driving, conducting field sobriety tests, and making DUI arrests, when appropriate, to ensure the safety of persons on Township roadways.
- Maintain driving records for the State of Ohio for return of drivers license / plates to the State.
- Keep updates of the laws from the license intervention program.
- Investigate abandon / junk vehicles.
- Basic knowledge of camera equipment, used for auto accident photographs.
- 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 inter-personal 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 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

POSITION TITLE Traffic Safety Officer	STATUS Full time – Non Exempt
REPORTS TO Investigative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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 REQUIREMENT:

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. Level I and Level II Crash Investigation School. ADAP Certified: Intoxilyzer Certified: Radar/Laser Certified.

PHYSICAL & MENTAL REQUIREMENT:

- 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 O.P.O.T.A. 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**

POSITION TITLE Laborer	STATUS Full time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Laborer is responsible for performing semi-skilled building maintenance at the Public Services Department garage and offices, police offices, and senior center.

SCOPE:

Maintenance of Township grounds and internal buildings.

ESSENTIALS 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 flag.
- 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 REQUIREMENT:

- 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 REQUIREMENT:

- 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 Laborer	STATUS Full time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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**

Department	Position	Job ID #
Administration	Township Administrator	100
Administration	Assistant Township Administrator	101
Administration	Director of Finance	102
Administration	IT Director	103
Administration	Finance Specialist	104
Administration	Accounting Specialist	105
Administration	Human Resources Specialist	106
Administration	Office Manager	107
Administration	Communications Manager	168
Administration	Receptionist	169
Fire & EMS	Fire Chief	108
Fire & EMS	Assistant Fire Chief of Operations	109
Fire & EMS	Assistant Fire Chief of Administration	110
Fire & EMS	Administrative Assistant	111
Fire & EMS	Division Chief (Part-time)	112
Fire & EMS	Division Chief (Part-time)	112
Fire & EMS	Reservist	113
Fire & EMS	Part Time Fire Safety Inspector	114
Fire & EMS	Reservist - Public Educator	115
Fire & EMS	Reservist - Public Educator	115
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Vehicle Fleet Manager	117
Fire & EMS	Fleet Mechanic Technician	118
Fire & EMS	Fleet Mechanic Technician	118
Fire & EMS	Part Time Fleet Mechanic Technician	119
Fire & EMS	Co-Op Fleet Mechanic Technician	120
Fire & EMS	Medical Director	121
Fire & EMS	Battalion Chief	122
Fire & EMS	Battalion Chief	122
Fire & EMS	Battalion Chief	122
Fire & EMS	Captain - Emergency Medical Services	123
Fire & EMS	Captain - Community Risk Reduction	124
Fire & EMS	Captain - Training & Education	125
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
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Fire & EMS	Fire Captain	126
Fire & EMS	Fire Lieutenant	127
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Fire & EMS	Fire Lieutenant	127
Fire & EMS	Fire Lieutenant	127
Fire & EMS	Fire Safety Inspector	128
Fire & EMS	Firefighter EMT	129
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Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
Fire & EMS	Firefighter Paramedic/EMT	130
Planning & Zoning	Director of Planning & Zoning	131
Planning & Zoning	Senior Planner	132
Planning & Zoning	Code Enforcement Officer	133
Planning & Zoning	Planner	134
Planning & Zoning	Seasonal Code Enforcement Officer	135
Planning & Zoning	Code Enforcement Specialist	167
Police	Police Chief	136
Police	Support Services Commander	137
Police	Patrol Commander	138
Police	Investigative Commander	139
Police	Administrative Sergeant	140
Police	Investigative Sergeant	141
Police	Patrol Sergeant	142
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Police	Patrol Sergeant	142
Police	Detective	143
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Police	Detective	143
Police	Detective	143
Police	School Resource Officer	144
Police	School Resource Officer	144
Police	School Resource Officer	144
Police	District Detective	145
Police	District Detective	145
Police	Uniformed Patrol Officer	146
Police	Uniformed Patrol Officer	146
Police	Canine Officer	147
Police	Uniformed Patrol Officer	146
Police	Uniformed Patrol Officer	146
Police	Uniformed Patrol Officer	146

Police	Public Safety Administrative Assistant	148
Police	Civilian Supervisor	149
Police	Accreditation Manager	150
Police	Property Room Manager	151
Police	Police Clerk	152
Police	Police Clerk	152
Police	Police Clerk	152
Police	Police Clerk	152
Police	School Safety Officer	153
Police	School Safety Officer	153
Police	Police Clerk (PT)	154
Police	Police Clerk (PT)	154
Police	Chaplain	155
Public Services	Director of Public Services	156
Public Services	Event Coordinator	157
Public Services	Facility Manager	158
Public Services	Supervisor Foreman	159
Public Services	Supervisor Foreman	159
Public Services	Maintenance Worker	160
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Public Services	Bus Driver	161
Public Services	Event Setup Worker	162
Public Services	Event Setup Worker	162
Public Services	Seasonal Maintenance Worker	163
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Public Services	Seasonal Maintenance Worker	163
Public Services	Director - Summer Camp	164
Public Services	Assistant Director - Summer Camp	165
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166

Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166

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, 2020, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Mr. Raj Rajagopal, Mr. Daniel Unger, Mr. Matthew Wahlert

Mr. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____ - 20

RESOLUTION FOR STREETLIGHTING
CAPSTAN DISTRICT

WHEREAS, A hearing having been had upon a petition praying that the Colerain Township Board of Trustees take all lawful and proper proceedings to light artificially the streets and public ways in an unincorporated district in this Township, following notice and actual view taken, and the Township Trustees findings for Capstan:

1. That the petition was filed with the Township Fiscal Officer on October 25, 2019, 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, 2019; and

2. That the petition was signed by owners of more than one half of the feet front of the lots and lands abutting on the street and public way of the aforesaid district, and that the petition complied with law in specifying the metes and bounds of the district but included no lands more than 660 feet from, nor any lands not abutting on, the street and public way in such district; and

3. That notice of a hearing before said Board of Trustees on said petition for January 2, 2020, was duly and timely served on all lot owners and corporation affected by said proposed improvement and was duly and timely published according to law.

THEREFORE, BE IT RESOLVED BY THE COLERAIN TOWNSHIP BOARD OF TRUSTEES:

1. That the proposed improvement to light artificially the street and public way in the district is necessary, and accordingly grants the petition; that the number of lights necessary to light properly the said street and public way is five (5) and that the lights shall be of the nature and configuration as described within the attached contract and map.

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.

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

Vote Record: Mr. Rajagopal _____, Mr. Unger _____, Mr. Wahlert_____

ADOPTED this _____ day of January, 2020.

BOARD OF TRUSTEES:

_____
Raj Rajagopal, Trustee

_____
Daniel Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Heather E. Harlow,
Fiscal Officer

Resolution prepared by and approved as to form:

_____
Lawrence E. Barbiere (0027106)
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 _____, 2020.

_____
Heather E. Harlow
Colerain Township Fiscal Officer

5/6/2019

COLERAIN TOWNSHIP GENERAL STREETLIGHTING
4200 SPRINGDALE RD
CINCINNATI , OH 45251-1419

Subject: CAPSTAN DRIVE LIGHTING

,

Dear Valued Customer:

Thank you for the opportunity to provide you with new outdoor lighting. Enclosed are two copies of the Outdoor Lighting Service Agreement, (the "Agreement"), along with a site drawing showing the light pole locations for your review and approval. A detailed description of the lighting equipment is shown on page 2 of the Agreement.

This Agreement also indicates the different estimated monthly payment choices available for the lighting system. These monthly costs are divided into three components (Equipment, Maintenance and Energy Usage), and are based on the estimated work order costs of the Equipment described in the Agreement, which are unique to this installation. The equipment charges will no longer be reflected on your monthly bill at the end of Initial term you choose. This will be a one-third to one-half (1/3 - 1/2) decrease of the total bill, depending on the type of Equipment and the wattage of the lights. The estimated Energy and the Maintenance charges will continue for as long as the Equipment is in service. Please review pages 3 & 4 of the Agreement for more detailed information regarding terms.

Options A through F represent your choices for the monthly lighting system payment amount. You may choose to pay the total lump sum amount, upfront, or spread this cost over 1, 3, 5, 7, or 10 years. The Energy and Maintenance charges will remain the same no matter which Option is chosen. Please choose the Option you prefer and write the corresponding letter in the box near the bottom of page 1 of the Agreement.

At the bottom of page 2 is a disclaimer with regard to the amount of light output. This indicates that the lights to be installed are pursuant to your request and may or may not meet minimum Illuminating Engineering Society (IES) standards.

Please sign both copies of the document, return one copy to my attention at the address noted below and retain one for your records. Please note that this proposed Agreement and the dollar amounts quoted will expire ninety (90) days from the date of this letter. If we do not receive your signed Agreement within that time period, a new agreement and proposal will be issued only at your request.

If you require revisions, or there arise unforeseen circumstances which change the original estimated cost of this installation, we will review the situation with you and, if necessary, send you a new proposal. Your signature on this Agreement is your approval for us to order the materials, process the work order and proceed with the installation.

Sincerely,

Andrew Manning
andrew.manning@duke-energy.com

OUTDOOR LIGHTING SERVICE AGREEMENT

Agreement Information	Equipment, Energy and Maintenance			FRFOLCLM0000014149		5/6/2019
	Agreement Coverage			*Agreement Number*		*Current Date*
35002209	32519976	75025	S485	V462	FRFOL	UDES
Customer Account Number	*Request Number*	*Corp.*	*CP Center*	*LOC*	*Work Code*	*Rate Code*

OUTDOOR LIGHTING SERVICE AGREEMENT

Duke Energy Ohio , 139 East Fourth Street , Cincinnati , OH 45202

Business Name				This Agreement has an Initial Term selected by Customer.
Customer Name	COLERAIN TOWNSHIP GENERAL STREETLIGHTING			
Service Location or Subdivision	CAPSTAN DRIVE LIGHTING			The Initial Term begins when Service is in operation; after expiration thereof, Service continues with annual renewals, until either party terminates with written notice to the other party.
Service Address				
Service Address				
Service City, State, Zip code				
Mailing Name	COLERAIN TOWNSHIP GENERAL STREETLIGHTING			Notes:
Mailing Business Name				
Mailing Address	4200 SPRINGDALE RD			
Mailing Address				
Mailing City, State, Zip code	CINCINNATI	OH	45251-1419	

PROPOSALS BELOW ARE VALID FOR 90 DAYS FROM THE CURRENT DATE. PROPOSAL EXPIRATION IS 8/4/2019
AGREEMENT MUST BE SIGNED AND RETURNED BEFORE THE EXPIRATION DATE.

After the Initial Term expires, the monthly equipment charges will no longer be reflected on the monthly bill, though and energy and maintenance charges continue for the life of the lighting system covered by this agreement.

CHOOSE THE EQUIPMENT PAYMENT AMOUNT AND ASSOCIATED INITIAL TERM	**EQUIPMENT** Monthly Amount for System Per Option	**MAINT.** & Operating System Amount Per Month	**ENERGY USE** *Estimated Monthly Total	**TOTAL NUMBER OF LIGHTS** in Project	***ESTIMATED** system charge total during initial term	****AVERAGED** Estimated Monthly Charge PER LIGHT	
						DURING Initial Term	**AFTER** Initial Term
Option A - Onetime Lump Sum for Equipment	$2,668.93	$9.70	$0.53	5	$10.23	**$2.05**	**$2.05**
Option B - 1 Year Agreement Initial Term	$232.43	$9.70	$0.53	5	$242.66	**$48.53**	**$2.05**
Option C - 3 Year Agreement Initial Term	$80.59	$9.70	$0.53	5	$90.81	**$18.16**	**$2.05**
Option D - 5 Year Agreement Initial Term	$55.26	$9.70	$0.53	5	$65.49	**$13.10**	**$2.05**
Option E - 7 Year Agreement Initial Term	$44.68	$9.70	$0.53	5	$54.91	**$10.98**	**$2.05**
Option F - 10 Year Agreement Initial Term	$37.13	$9.70	$0.53	5	$47.36	**$9.47**	**$2.05**

* Estimated Energy is based on current charge per kWh and does not include taxes and energy rate tariff riders which will cause slight fluctuation in monthly costs.
** The ENERGY portion may cover more than one luminaire wattage size which results in estimated Averaged Monthly costs shown above. The ENERGY may also be METERED. If this option is chosen the Energy usage information above is superseded by the METERED usage and charges.

See Section I, page 2 for further lighting equipment and cost detail. Requests for changes in number of lights and poles, pole locations, equipment or other requests will result in a recalculation of the amounts above. Please see attached drawing or Exhibit 'A' for the proposed placement of lighting equipment.

PLEASE INDICATE INITIAL AGREEMENT TERM CHOICE FROM OPTIONS ABOVE (A,B,C,D,E,F) ☐ **DECLINE** ☐

IN WITNESS WHEREOF, the parties hereto have caused two copies of this Agreement to be executed by a duly authorized representative(s), effective the Current Date first written above. This Lighting Service Agreement ("Agreement") is made and entered into by the subsidiary of Duke Energy Corporation, a Delaware corporation, named above (hereafter, "Company"). Neither Duke Energy Corp. nor any of its other affiliated companies are parties to this Agreement.

	Duke Energy Representative	**AND**	**Customer / Representative**
Signature		Signature	
Printed Name	**Andrew Manning**	Printed Name	
Date	**5/6/2019**	Date	

If more space is required for additional Customer signatures, please attach a dated letter with signatures on it and reference this Agreement

OUTDOOR LIGHTING SERVICE AGREEMENT

WITNESSETH:

WHEREAS, Customer desires to have: a Company-owned outdoor lighting system ("System"), on designated property; and

WHEREAS, Company has the ability to own, install, operate and maintain an outdoor lighting system.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

SECTION I. – EQUIPMENT AND INSTALLATION

1.1 In accordance with conditions set forth herein, Company agrees to install for Customer all necessary equipment to provide, operate and maintain an outdoor lighting system. The cost of any additional electrical distribution facilities required to provide energy to the System may or may not be included in the monthly terms of this Agreement according to Company discretion.

1.2 A detail of the locations of the equipment constituting said System is set forth in a drawing or print marked "EXHIBIT A", which is attached hereto, made a part hereof and incorporated herein by reference.

1.3 The System consists of the following:

A. LUMINAIRE DETAIL INFORMATION

	LUMINAIRE STYLE DESCRIPTION LED = Light Emitting Diode, HPS = High Pressure Sodium, MH = Metal Halide Lamp Source	INITIAL LUMENS	LAMP WATTS	IMPACT WATTS	EST ANNUAL KWH EA	MAINT/ OPERATION CHG EACH	*EST. ENERGY CHG	NUMBER OF LIGHTS	*ESTIMATED LINE TOTAL
1	Roadway LED 50W Gray (RAL7038) Type III	4,521	50	0.0500	208	$1.94	$0.11	5	$10.23
SECTION I - A - TOTALS							***ESTIMATED MONTHLY TOTAL COST**		10.23

*Tariff riders and sales tax are not included therefore the total billing amount will be different than listed above.

B. ENERGY USAGE – BASED ON UTILITY REGULATORY COMMISSION APPROVED RATES

Current Rate per kWh 0.006117 Rate Effective Date 1/2/2018 Estimated Annual Burn Hours 4,160

**CALCULATION FOR ESTIMATING UNMETERED ENERGY USAGE

Impact Watts = the energy used by the lamp watts plus ballast watts.

a. Impact watts times estimated Annual Burn Hours as shown in lines above equal annual watt hours.

b. Annual watt hours divided by 1000 hours equals annual kilowatt hours (kWh).

c. Annual kWh divided by twelve (12) months equals monthly kWh.

d. Monthly kWh times current rate per Kwh equals the monthly dollar amount for each item.

C. POLE TYPE AND QUANTITY UTILIZED IN THIS PROJECT* (existing and new pole installation information)

ITEM #	POLE DESCRIPTION	POLE QUANTITY
1	Existing Pole	1
2	Existing Pole	1
3	Existing Pole	1
4	Existing Pole	1
5	Existing Pole	1

* Existing poles have no pole installation charges; new pole charges are included in Luminaire details.

1.4 LIGHTING LAYOUT DESIGN DISCLAIMER (CUSTOMER TO SIGN WHEN APPLICABLE)

Company has installed the System in accordance with Customer's specifications concerning the design and layout (including pole locations, number and types of lights). Company has not designed the System. Customer is responsible for all aspects of the design and layout of the System. Customer understands that its design and layout of the System may not be in accordance with minimum footcandle and lighting uniformity standards. Therefore, Customer agrees to release, indemnify, hold harmless, and defend Company from and against any and all claims, demands, causes of action, liabilities, losses, damages, and/or expenses resulting from (or alleged to result from) the design and/or layout of the System, including damage to or destruction of personal property, personal injuries including death), and reasonable attorneys' fees.

Customer's Signature _____ Date _____

SECTION II – CUSTOMER OPTIONS FOR SYSTEM OPERATING HOURS

ALL HOURS OF OPERATION FOR ANY OPTION MUST BE BETWEEN THE HOURS OF DUSK-TO-DAWN (ONE HALF HOUR AFTER SUNSET TO ONE HALF HOUR BEFORE SUNRISE) TO QUALIFY FOR THIS ENERGY USAGE RATE

2.1 Option A is the typical dusk-to-dawn photoelectric cell automatically operated System. Lights turn on approximately 1/2 hour after sunset and shut-off 1/2 hour before sunrise. This may be a monthly estimated energy usage based on luminaire impact wattage and lamp source equally over twelve months (See Section I - B, above) or metered using actual energy usage plus a monthly meter charge.

2.2 Option B - AVAILABLE FOR ONLY MUNICIPAL OPERATED AREAS AND WITH COMPANY APPROVAL. This option is exclusively for seasonal lighted ornaments operated from 120 volt outlets which are mounted near the top of Company poles. Company reserves the right to approve the ornament weight, size, wattage and attachment arrangements before installation. The ornament weight limit is 25 pounds. Initial costs of wiring, outlets and other associated costs will be borne by the Customer on a time and material basis before being energized. Seasonal ornamental lighting will operate dusk to dawn during the months of November 15th through the following January 15th. The total days of operation are approximately 61.

2.2.1 After the initial permanent installation of outlets on the poles, the ornaments must be installed and removed seasonally on Company-owned poles between the hours of 8:00 a.m. and 5:00 p.m. by a qualified electrician. Once an outlet is installed any additional outlet maintenance will result in a Customer charge on a time and equipment use basis and billed on a separate invoice for each occasion.

2.2.2 Seasonal Ornamental Lighting estimated wattage for each ornament is limited to 350 watts. The estimated Annual usage is 320-333 Kwh for each outlet.

SECTION III – ENERGY USAGE COST CALCULATION - See Page 1

3.1 Except as otherwise provided in this Agreement, Customer shall pay Company the monthly energy charges. Monthly charges are based on estimated unmetered charges using the calculation methods shown on Page 1 of this Agreement and adding any energy tariff riders and applicable sales tax. Both unmetered and metered outdoor lighting energy usage charges are based on the per kilowatt hour amount approved by the appropriate State Utility Commission.

3.2 The "Schedule of Rates, Classifications, Rules and Regulations for Electric Service", and/or General Terms and Conditions of the Company, and all amendments thereto, are filed with and approved by the appropriate State regulatory entity, (the "Commission") and shall be deemed a part of this Agreement as if fully set forth herein.

SECTION IV – SYSTEM MAINTENANCE

4.1 Normal maintenance includes the replacement or repair of any item included in the System except seasonal outlets. Maintenance is performed after notification from the Customer that a problem exists and/or during a Company scheduled maintenance cycle. Company will stock only the most common equipment; acquisition of some repair parts could cause a delay in permanent repair.

4.2 Normal maintenance covers ordinary wear and tear with proper use of the System. Repairs or replacements requested as a result Customer caused damage will be performed on a time and material cost basis, in which instance an estimate of costs will be provided to the Customer before the work begins. Company reserves the right to charge Customer for repair costs incurred due to vandalism.

4.3 Maintenance does not include partial or full System replacement or major repairs due to System age. While many Systems last 15 to 25 years, different types of lighting equipment have different life spans. Lighting equipment suppliers may also discontinue manufacture of certain equipment. End of life for a System will be determined by the Company.

4.4 Company reserves the right to update or modify the monthly maintenance charges to reflect changes in Company costs for materials and labor no more often than every three years on a Company assigned schedule, which may not coincide with the term of this Agreement.

4.5 Company reserves the right to charge a fee equal to a minimum of one hour labor and transportation costs for trips to disconnect and reconnect lights in a Company-owned lighting System when requested to do so more times than the Company deems necessary.

SECTION V – PAYMENT

5.1 Customer hereby agrees to pay Company the monthly costs set forth in accordance with the applicable tariff rate for the energy provided for the term of this Agreement. The estimated monthly amount due are summarized on Page 1 of this agreement and are current at the time the Agreement is initiated. A monthly bill will be rendered and due each month in accordance with the applicable tariff rate and payment rules. Any Customer charge that is not paid in full on or before its due date, shall incur a late fee.

5.2 Should any change in the energy usage monthly charges be ordered by the Commission, then payments by Customer to Company for this service shall thereafter be made upon the basis of such new rates as changed and approved by the Commission.

SECTION VI – TERM OF AGREEMENT

6.1 Service under this Agreement shall commence as soon as practicable after the System is installed and operational. The Company shall notify Customer in writing as to the date on which service will begin.

6.2 The initial term of this Agreement, during which Customer shall take and Company shall render service hereunder, shall be in accordance with the Option indicated on page 1 of this Agreement ("Initial Term"). After the Initial Term, this Agreement shall continue in force and effective in successive automatic one-year extensions unless terminated by either party upon sixty (60) days written notice.

SECTION VI – OTHER TERMS AND CONDITIONS

7.1 Other Terms and Conditions set forth in Exhibit "B" hereof are incorporated herein by reference and made a part of this Agreement

7.2 This Agreement constitutes the final written expression between the parties. It is a complete and exclusive statement and supersedes all prior negotiations, representations, or agreements, either written or oral, with respect to the System. However, nothing herein shall preclude either party from commencing an action for unpaid bills, other damages, or breach of prior agreements during the time they were in effect.

7.3 This Agreement, the construction of this Agreement, all rights and obligations between the parties to this Agreement, and any and all claims arising out of or related to the subject matter of this Agreement (including tort claims), shall be governed by the laws of the State in which the service is rendered without regard to its conflict of laws provisions.

OUTDOOR LIGHTING SERVICE AGREEMENT

EXHIBIT 'B' - OTHER TERMS AND CONDITIONS

1 All System facilities installed by Company under this Agreement are and shall remain the property of Company. The termination of this Agreement for any reason whatsoever shall not in any way affect such ownership by Company, deprive Company of the right either to remove any or all property comprising the System or any part thereof or to use the same in or in connection with the rendering of other service by Company.

2 If Customer requests part or all of the System's removal before the end of the System's useful life, including by reason of termination of this Agreement, Customer must pay Company's unrecovered costs of the System minus any salvage value, to be determined at the sole discretion Company, plus System removal costs.

3 The obligations of Customer to pay the monthly invoice and any applicable late fees or any amount due and owing to Company as a result of this Agreement or in connection with the rights and privileges granted hereby, are independent of the liabilities or obligations of Company hereunder. Customer shall make all such payments due to Company without any deductions, setoffs or counterclaims against such payments on account of any alleged breach or default by, or claims against, the Company pursuant to this Agreement or otherwise or on account of any claims against or default by any third party.

4 Company's installation of the System is contingent upon obtaining adequate easements and rights-of-way, if necessary, and Customer agrees to assist the Company when necessary in obtaining easements or rights-of-way which shall include permission to install and maintain service lines and facilities required for serving and providing the System.

5 Company is an independent contractor and not an agent or employee of Customer and nothing contained in this Agreement shall be so construed as to justify a finding of the existence of any relationship between Company and Customer inconsistent with that status. Company shall have exclusive control of and responsibility for its labor relations.

6 Company does not warrant nor guarantee the safety of Customer or any third party, nor does it warrant or guarantee the security of Customer's property or any third party property, lighting levels, or uniformity of lighting as a result of Customer's use of the System. Company is not liable for any injury to Customer, or any persons or property arising out of the System use other than that arising from the sole negligence of the company. COMPANY EXPLICITLY DISCLAIMS WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR USE, EITHER EXPRESSED OR IMPLIED, OR ARISING FROM COURSE OF DEALING OR USAGE OF TRADE.

7 If a breach or default occurs, the non-breaching party shall provide the breaching party with a thirty (30) day written notice to cure such default or breach, or if the defect cannot be cured within thirty (30) days, the breaching party shall nonetheless commence to cure such defect and shall, in good faith, complete such cure in as timely and expeditious manner as is feasible in the circumstances. If the breaching party fails to cure or to commence the cure of the defect within the prescribed time frame set forth herein, the non-breaching party, at its sole discretion, shall provide notice to the breaching party of the immediate termination of this Agreement. Events beyond Company's control, including but not limited to acts of nature, electricity outages, and inability to obtain needed replacement parts, shall not constitute breaches of this Agreement.

8 Customer desiring a Company-installed System on a public rights-of-way or on other property not under customer's jurisdiction must provide the Company with written permission from the entity with legal jurisdiction over that right-of- way or property before installation will begin. Customer must reimburse Company for costs associated with obtaining easements.

9 Company reserves the right to refuse to install Company equipment on another's property, however, any Company agreement to install System luminaires or other Company facilities on poles or structures owned by a third entity is contingent upon receiving written consent for such installation from that entity. Customer will be required to reimburse the Company for monthly fees charged for pole contacts for System attachments on poles or structures not owned by the Company,(i.e., owned by other utilities or entities). This fee will be imposed only when contacting or modifying existing poles to allow for clearances required for the System equipment.

10 Company shall not be liable for any claims, demands, cause of action, liabilities, loss, damage or expense of whatever kind or nature, including attorney fees, incurred by Customer for actions involving a structure not Company-owned on which the Company has placed Company-owned equipment at Customer request. Additionally, the Company will not be responsible for any repairs needed by the structure that is not owned by Company. If the structure becomes unsuitable, or unsafe to support Company-owned equipment the Company retains the right to remove the equipment from the structure. If Company equipment is removed under these conditions Customer will owe Company a pro-rated amount for the removed equipment plus removal costs minus salvage value.

11 When changes are requested by Customer at any time after the System is installed and before the normal end of System life, Company will evaluate and estimate the costs of the changes. The changes will be made after the Customer pays the agreed upon amount if any to make changes. Changes include such matters as relocating poles, changing luminaire styles (post top, cobrahead, floodlight), their locations, wattage, and lamp source (e.g., metal halide, high pressure sodium). Any such agreed upon changes will be documented either by a new or an amended Agreement. New equipment added to the System will require a new Agreement.

12 If any part, term, or provision of this Agreement is adjudged by a court of competent jurisdiction to be contrary to the law governing this Agreement, the validity of the remaining parts, terms, and provisions shall not be affected thereby.

13 This Agreement, and all the terms and provisions hereof, shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors, personal representatives, and/or permitted assigns.

14 Each party to this Agreement represents that it is sophisticated and capable of understanding all of the terms of this Agreement, that it has had an opportunity to review this Agreement with its counsel, and that it enters this Agreement with full knowledge of the terms of the Agreement.

15 No delay of or omission in the exercise of any right, power or remedy accruing to any party under this Agreement shall impair any such right, power or remedy, nor shall it be construed as a waiver of any future exercise of any right, power or remedy.

16 Neither party shall assign this Agreement without the prior written consent of the other party, which consent, if given shall not relieve the party of making such assignment from full responsibility for the fulfillment of its obligations under this Agreement. PROVIDED, THAT the Company may assign this Agreement to its parent or any subsidiary entity or to an affiliate.

4200 Springdale Road
Colerain Township, OH 45251

.STAFF REPORT: Zoning Map Amendment
Case ZA2019-06
W. Kemper Rd. Subdivision
December 10, 2019

PREPARED BY: Marty Kohler
Senior Planner

Request: To re-zone approximately 29.8 acres from R-4 Suburban Medium Residential District and R-6 Urban Residential District to PD-R Planned Development Residential District.

Purpose: To develop 68 single-family residential lots.

Location: On the north side of West Kemper Road about 700 feet west of Pippin Road.

Site Description:

The property is somewhat rolling terrain and is currently used primarily for agricultural purposes. There are no structures on the property. The property has a 30 feet wide by 800 feet long "panhandle" that connects to Birch Hill Drive to the north that is not included in the re-zoning request.

Surrounding Conditions:

	ZONE	LAND USE
North:	"R-4" Suburban-Medium Residential	Single Family Large Lot
South:	"R-4" Suburban-Medium Residential	Single Family Large Lot & Cemetery
East:	"R-6" Urban Residential	Church & Fire Station
West:	"R-4" Suburban-Medium Residential	Single Family Large Lot

Case History:

A Preliminary Subdivision Plan was approved by the Hamilton County Regional Planning Commission for this property in combination with a 4.5-acre property to the east in September 2005. This subdivision called "Sloneker Reserve" contained 72 single family lots with a one-acre parcel dedicated for a storm water detention pond. The area encompassed by the current Abbeytown proposal contained 59 single-family lots. Aside from detention pond, there was no dedicated open space within the development. The "plan for "Slonecker Reserves" also showed no screening or buffering from adjacent properties. All lots met the minimum size and width for the zoning at the time of approval. This subdivision had a single access from Pippin Road and no access to West Kemper Road. While engineering work was completed for the first phase of development, the project did not move forward and the Pippin Road frontage of the property was sold to an adjacent church.

Preliminary Subdivisions, such as "Sloneker Reserve", do not require zoning review through Colerain Township and are approved by-right through the Hamilton County Regional Planning Commission in accordance with their codes for subdivision, soil and water controls, road ways, as well as the codes of all applicable utilities within the development. The by-right approval process is primarily an administrative process where a subdivision is approved based on meeting code requirements. This is a matter of administrative process provided said subdivision meets the applicable requirements for that development. The process does not involve public notice or public involvement.

Proposed Use:

The applicant has proposed to develop a residential subdivision with 68 single-family lots and 8.47 acres of common open space. The open space would contain two small storm water detention ponds. The approval of a Preliminary Development Plan is followed by a more detailed Final Development Plan that addresses issues such as final treatment of the open space, landscaping, lighting, entry features, buffering, etc. The proposed development standards of the Abbeytown Subdivision compared to the existing zoning is as follows:

	Current Zoning Standard	Proposed Standard
Minimum lot size	14,000 sf	7,800 sf - 18,392 sf - average 10,318 sf.
Minimum lot width	80 ft.	65 ft.
Minimum front setback	35 ft.	30 ft. & 25 ft. for lots 1 to 13
Minimum side yard	10 ft.	5 ft.
Minimum rear yard	35	35 ft.

The average density of lots and open space is 15,743 square feet per single-family house.

The comparison of the previously approved Sloneker Reserve to the currently proposed Abbeytown is as follows:

	Sloneker Reserve	Abbeytown
Minimum lot size	14,000 sf	7,800 sf - average 10,318 sf.
Minimum lot width	80 ft.	65 ft.
Minimum front setback	40 ft.	30 ft. & 25 ft. for lots 1 to 13
Open Space Dedicated	0.98 acre	8.75 acres
Perimeter buffering	none	some provided
Lots within 29.8 acres	57	68

Conformance with Comprehensive Plan:

The proposed development is in the Bevis/Pleasant Run character area and borders on the Rural North/Dunlap area to the west. Development policies relating to residential development include development with access to central sewers, minimizing cul-de-sacs, development of pedestrian infrastructure, interconnection between developments, and development with densities similar to existing development.

Other agency Reports

Hamilton County Regional Planning Commission:

- This case was not presented before the Hamilton County Regional Planning Commission.

Hamilton County Storm Water & Infrastructure

- No Response

Colerain Township Fire Department

- No response

Hamilton County GIS

- No response

Hamilton County Soil & Water Conservation District

- Letter received on September 19, 2019 is attached.

ODOT

- Email received on September 18, 2019 stating they have no comments or objections.

Hamilton County Engineer

- Letter received on September 19, 2019 is attached.

Metropolitan Sewer District

- Letter received by Abercrombie & Associates from August 17, 2019 is attached.

General Design Staff Comments:

1. The approval procedure for the current proposal is different than the approval procedure of a typical subdivision that meets the minimum zoning requirements. The approval procedure for a subdivision that meets the requirements of the zoning resolution is that it is reviewed and approved by the Hamilton County Regional Planning Commission and does not include a forum for public input at a hearing and can happen by-right, meaning that the development can occur as a matter of meeting the requirements of the process. This application is for a Planned Development which affords the developers additional flexibility to set custom design and density standards which can preserve common open space in exchange for reduced lot sizes and less public infrastructure.
2. The Huntersdon subdivision located about 600 feet to the west of the proposed subdivision was approved in 1997 with minimum lot area of 12,000 square feet and 20% of the development dedicated as common open space. The Kingsbridge development to the to the east of Pippin Road and the Birch Hill development to the north were approved in the mid 1960's with lot sizes similar to the proposed Abbeytown development, but without common open space.
3. The proposed main entry road of the subdivision is located to the far west end of the property. The Colerain fire station to the east on Kemper is near the crest of a hill and the entry street is placed to provide a safe sight distance from traffic that may be blocked from sight by the hill. This location is also at an elevation that is flatter with respect to the road.
4. The storm water detention ponds are located at the lowest elevation of the property and are designed to allow for drainage of the open space between the two ponds.
5. The property is served by a sanitary sewer extension through the properties to the east in a designated easement. The Cincinnati Metropolitan Sewer District has determined that the sewer connection has adequate capacity to serve the development.

6. The “panhandle” portion of this property is proposed to not be included in the development. This 30 feet wide strip cannot be split as a separate lot. If the strip is split, it must be combined with an adjacent property.
7. The care and management of the open space must be done through a homeowner’s association. The Articles of Incorporation, Plat Covenants, and method for management of the open space must be provided with the Final Development Plan.
8. Colerain Township already has a “Newbridge Drive” that ends in a cul-de-sac. A new name needs to be selected for “Newbridge Court” to avoid confusion with the existing street.
9. Some neighboring property owners have expressed concerns about the proximity of the proposed retention basins to their yard. The concern is that small children may have direct access to the ponds. They have requested a fence (preferably a wood rail style) along the western property line of the development to provide a barrier to the ponds.
10. To mitigate the impact of the new development on the surrounding properties, measures should be taken to address screening and buffering of the higher density being provided within the development from the lower density of the adjacent properties.
11. This development is within one mile to the Pleasant Run Elementary and Pleasant Run Middle Schools. Northwest Schools is implementing a policy to not provide bus transit for students within this radius of the schools, therefore it may be expected that students in this development would walk to school. For this reason, it is important to have sidewalks constructed on the West Kemper Road frontage of the property. (the Huntersdon development located about 600 feet west of the proposed Abbeytown has sidewalks on West Kemper Road)

Staff Recommendation

Staff recommended to the Colerain Zoning Commission for APPROVAL of the requested Zoning Map Amendment/Preliminary Development Plan subject to the following conditions:

1. That the front façade of all dwellings contain an element of stone, brick, or other masonry unit.
2. The minimum housing size shall be 1,400 square feet for one-story residential dwellings and 1,600 square feet for two-story residential dwellings.
3. All homes shall feature a basement. Said basement shall not be considered part of the floor area established within Condition 2.
4. That two (2) additional evergreen trees be provided within the vegetative buffer located along the west property line.
5. That fencing be provided along the west property line of the development in the area containing the proposed vegetative screen.
6. That a plan for the intent and treatment of the open space areas be included within the Final Development Plan. Said plan shall address the manner in which the common open space will be developed or treated which includes one or more of the following options: keeping it natural and maintained, provision of a playground, provision of paved walking trails, provision of planting and landscaping.
7. That a Homeowners Association (HOA) be formed to manage and care for the common open space, retention ponds, fencing, and vegetative buffers.

8. The maintenance of the vegetative buffers, fencing, and open space areas shown on the approved preliminary plan and final development plan shall be included and outlined within the HOA documents of Abbeytown Subdivision. Maintenance shall be conducted in a manner that promotes and fosters the intent of the buffer to screen the new development from existing adjacent development.
9. That a street name other than "Newbridge" be selected to not duplicate another Colerain street.
10. That a street lighting district be set up for this development in accordance with the standards of Colerain Township.
11. That public sidewalks be provided on West Kemper Road and throughout the development.
12. That the ownership of the "panhandle" portion of the tract be addressed with the Final Development Plan.
13. That the front yard minimum setbacks be 25 feet for lots 1-13 and 30 feet for the remaining lots.

Zoning Commission Recommendation

On November 19, 2019 the Zoning Commission held a public hearing and received considerable input from the developer and surrounding property owners. At the conclusion of the hearing the Commission deliberated and voted to provide an unfavorable recommendation to the Board of Trustees the proposed zoning map amendment and Preliminary Development Plan. On December 3, 2019, the Zoning Commission passed an official resolution providing an unfavorable recommendation based on specific findings (see resolution).

COLERAIN TOWNSHIP ZONING COMMISSION

Resolution to Deny the Zone Change from R-4 Suburban Medium Residential District and R-6 Urban Residential District to PD-R Planned Development Residential District in accordance with the Zoning Resolution of Colerain Township, Ohio.

Case ZA2019-06
KEMPER FL HOLDINGS, LLC- ABBEYTOWN SUBDIVISON
Parcel No. 510-0013-0009

WHEREAS, the Applicant, M/I Homes, Inc., and Property Owner, Kemper FL Holding, LLC, filed an application for a zone map amendment and submitted a preliminary development plan proposing a zone change of approximately 29.8 acres from R-4 Suburban Medium Residential District and R-6 Urban Residential District to PD-R Planned Development Residential District.; and,

WHEREAS, the property which is the subject of the aforementioned application is identified as Parcel No. 510-0013-0009 and is located on the north side of Kemper Road 750' west of Pippin Road in Colerain Township, Hamilton County, Ohio; and,

WHEREAS, the Colerain Township Zoning Commission conducted its public hearing on the above-referenced case on Tuesday, November 19, 2019 at 6:00 pm, in the Colerain Township Administration Building, 4200 Springdale Road, Colerain Township, OH 45251, at which time the staff and applicant presented the case to the Commission for their consideration; and;

WHEREAS, at the aforementioned public hearing, the Colerain Township Zoning Commission also considered the staff report, all public comments, exhibits, and other materials submitted, and made an appropriate study of said application.

NOW, THEREFORE, BE IT RESOLVED that the Zoning Commission of Colerain Township, Hamilton County, Ohio concludes and finds that the proposed requested zone change of Parcel No. 510-0013-0009 from R-4 Suburban Medium Residential District and R-6 Urban Residential District to PD-R Planned Development Residential District proposed as Abbeytown Subdivision would be detrimental to adjacent properties and would be in conflict with the current zoning, land use plan, comprehensive plan including the density of the homes and open spaces, feasibility of the proposed sidewalk, and that the submitted preliminary development plan failed to satisfy Colerain Zoning Resolution Section 4.5.3 in weighing and contemplating the criteria set forth therein.

BE IT FURTHER RESOLVED that on the basis of the above findings, and by virtue of the authority vested in the Zoning Commission by law, the said Commission herewith denies the requested zone changes as submitted, and,

BE IT FINALLY RESOLVED that a copy of this Resolution be forwarded to Colerain Township Trustees, to the applicant, and to the owner by mail, and that said copies shall constitute an official notice.

Vote Record per Roll Call:

Ms. Lori McMullin	AYE
Mr. J. Thomas Westfall	
Mr. Mark Fehring	AYE
Ms. Colleen Smith	AYE
Mr. Aloysius Grote	AYE

ADOPTED this 3rd day of December, 2019.

Aloysius H. Grote

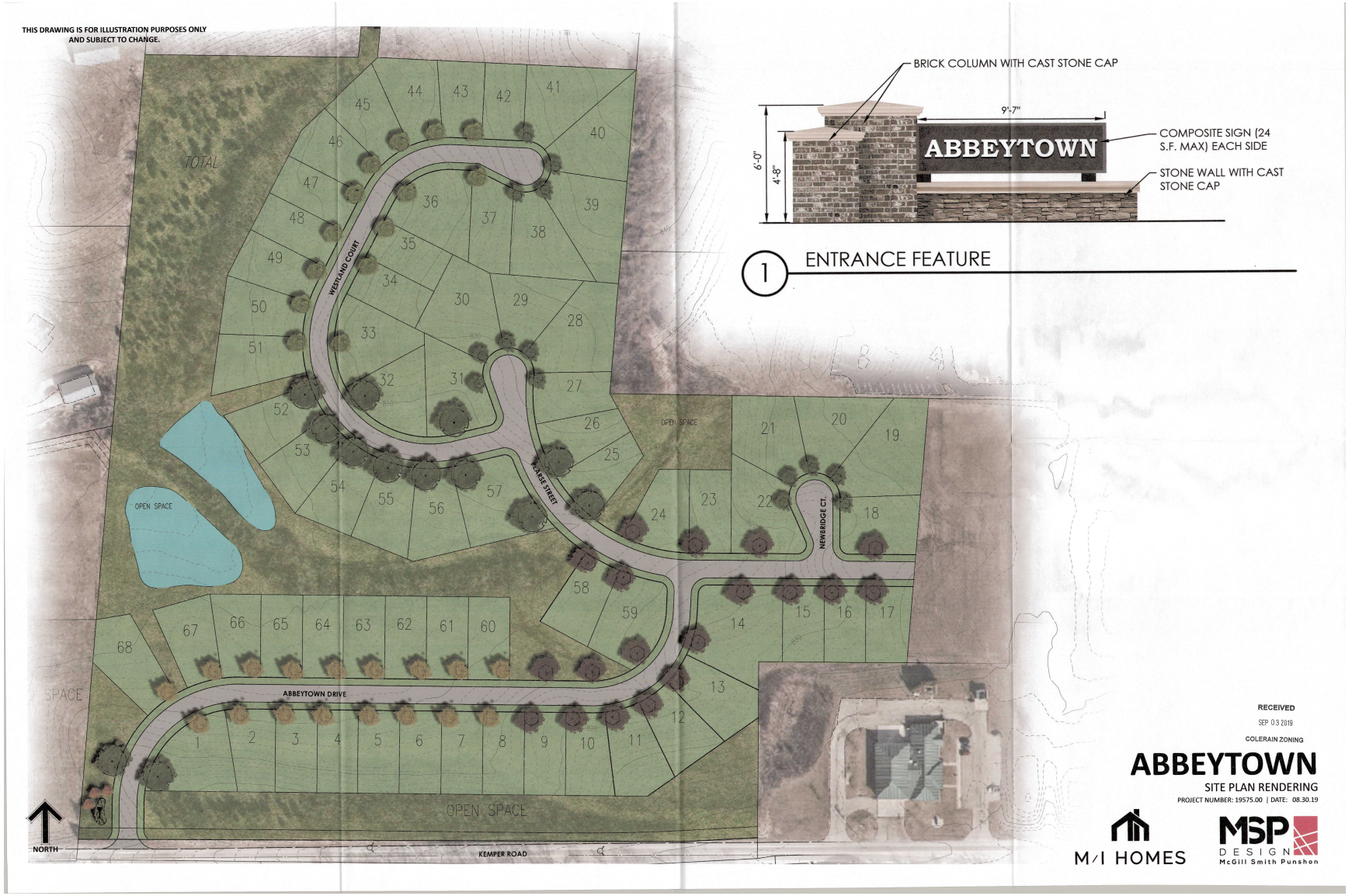
Aloysius Grote, Chairman
Colerain Township Zoning Commission

12/3/19
Date

M. Ionna

Michael Ionna, Zoning & Planning Director
Colerain Township

12/3/19
Date

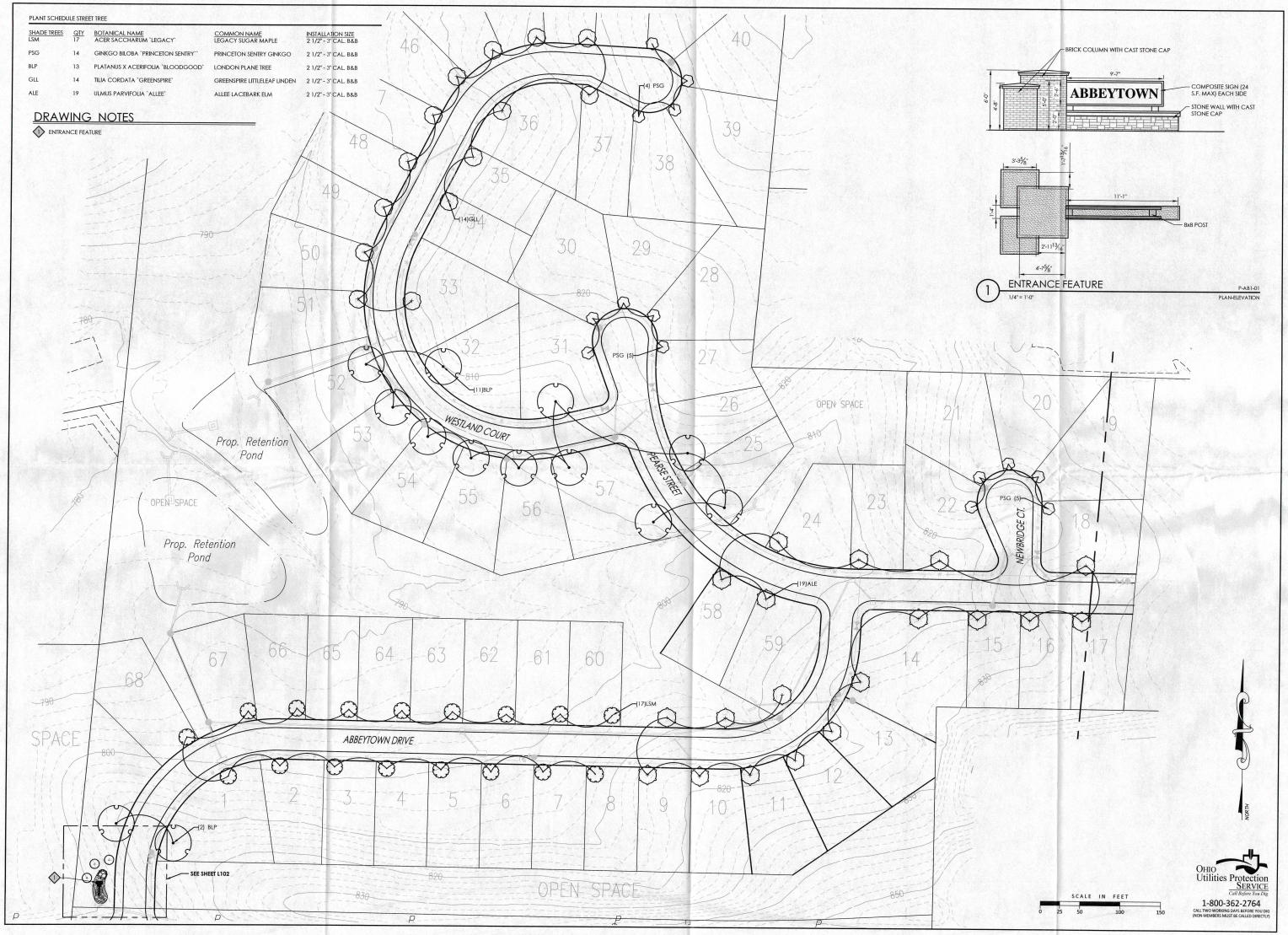

THIS DRAWING IS FOR ILLUSTRATION PURPOSES ONLY AND SUBJECT TO CHANGE.
BRICK COLUMN WITH CAST STONE CAP
9'-7"
6'-0"
4'-8"
ABBEYTOWN
COMPOSITE SIGN (24 S.F. MAX) EACH SIDE
STONE WALL WITH CAST STONE CAP
1 ENTRANCE FEATURE
WESTLAND COURT
CLARE STREET
NEWBRIDGE CT.
ABBEYTOWN DRIVE
KEMPER ROAD
OPEN SPACE
NORTH
RECEIVED
SEP 03 2019
COLERAIN ZONING
ABBEYTOWN
SITE PLAN RENDERING
PROJECT NUMBER: 19575.00 | DATE: 08.30.19
M/I HOMES
MSP DESIGN
McGill Smith Punshon

PLANT SCHEDULE STREET TREE

SHADE TREES	QTY	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE
LSM	17	ACER SACCHARUM 'LEGACY'	LEGACY SUGAR MAPLE	2 1/2" - 3" CAL. B&B
PSG	14	GINKGO BILOBA 'PRINCETON SENTRY''	PRINCETON SENTRY GINKGO	2 1/2" - 3" CAL. B&B
BLP	13	PLATANUS X ACERIFOLIA 'BLOODGOOD'	LONDON PLANE TREE	2 1/2" - 3" CAL. B&B
GLL	14	TILIA CORDATA 'GREENSPIRE'	GREENSPIRE LITTLELEAF LINDEN	2 1/2" - 3" CAL. B&B
ALE	19	ULMUS PARVIFOLIA 'ALLEE'	ALLEE LACEBARK ELM	2 1/2" - 3" CAL. B&B

DRAWING NOTES

ENTRANCE FEATURE



1 ENTRANCE FEATURE
1/4" = 1'-0"
P-A81-01
PLAN-ELEVATION

Ohio Utilities Protection Service
Call Before You Dig
1-800-362-2764
CALL TWO WORKING DAYS BEFORE YOU DIG (NON MEMBERS MUST BE CALLED DIRECTLY)

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McGill Smith Punshon
■ Architecture ■ Engineering ■ Landscape Architecture ■ Planning ■ Surveying
3700 Park 42 Drive
Suite 190B
Cincinnati OH 45241
Phone 513.759.0004
www.mspdesign.com

Project Manager	DJF
Drawn By	BMG
DWG	19575006-PLA-00
X-Ref(s)	GR-PRDV-EMAIL

Issue/Revision	No.	Date
ZONING SUBMITTAL		08/29/19

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ABBEYTOWN
COLERAIN TOWNSHIP
HAMILTON COUNTY, OH

RECEIVED
SEP 03 2019
COLERAIN ZONING

Sheet Title
STREET TREE PLAN

Project Number	19575.00
Drawing Scale	1" = 50'
Sheet Number	L101
File Number	19574

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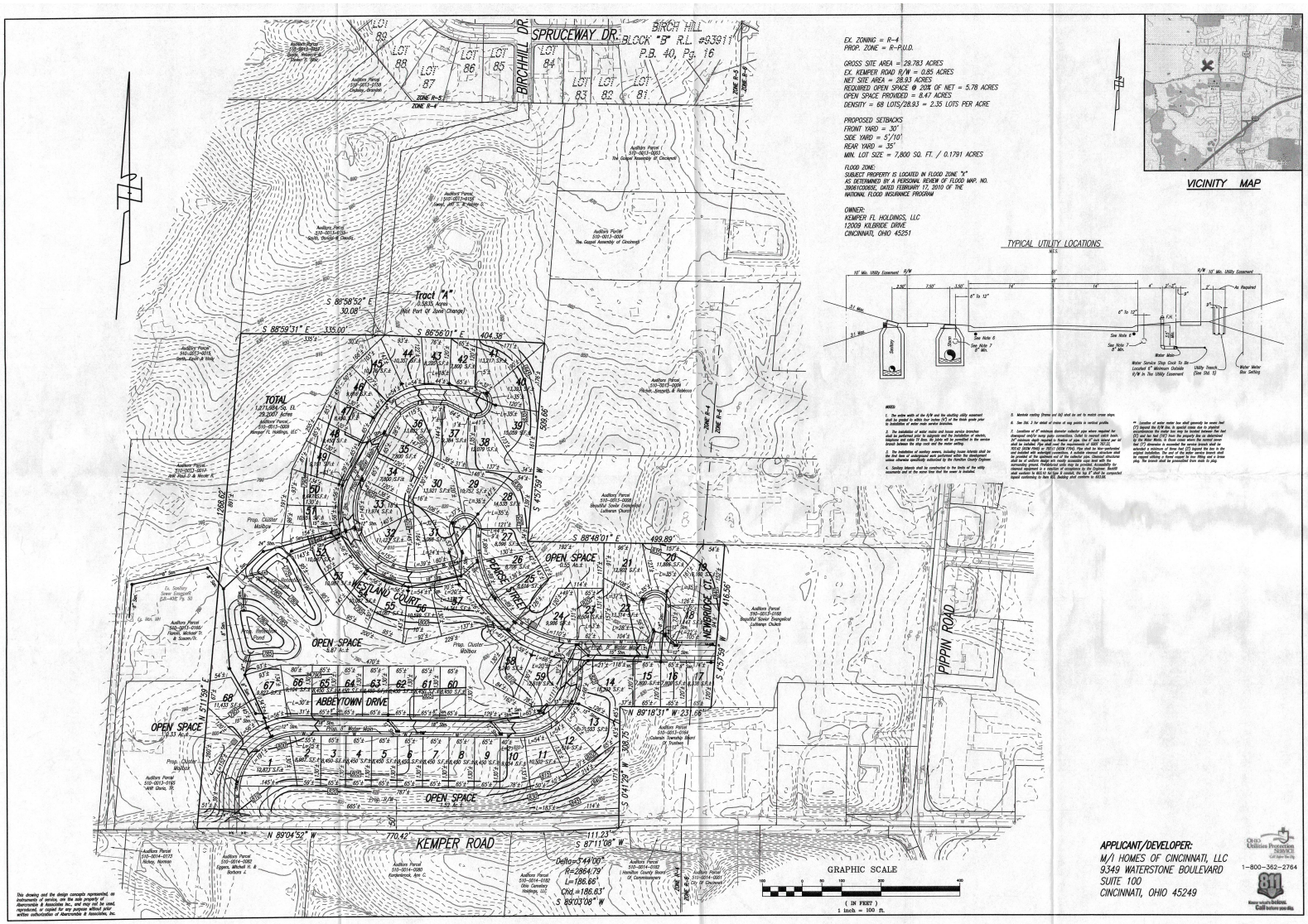
SPRUCEWAY DR.
BIRCH HILL
P.B. 40, Pg. 16
BLOCK "B" R.L. #9391
BIRCHHILL DR.
Tract "A"
0.5635 Acres
(Not Part Of Book Change)
S 88°58'52" E
30.08'
S 88°59'31" E 335.00'
S 86°56'01" E 404.38'
S 45°59'59" W
508.66'
S 88°48'01" E 499.89'
N 89°18'31" W 231.66'
S 04°02'28" W 308.75'
S 45°59'59" W 416.56'
N 89°04'52" W 770.42'
N 87°59'59" E 1268.62'
TOTAL
27.2067 Acres
OPEN SPACE
0.55 Ac.±
OPEN SPACE
3.67 Ac.±
OPEN SPACE
9.33 Ac.±
OPEN SPACE
7.59 Ac.±
ABBEYTOWN DRIVE
WESTLAND COURT
PIPPIN ROAD
NEWBRIDGE CT.
KEMPER ROAD
Prop. Cluster Mailbox
Prop. Retaining Pond
Prop. 6" Water Main
Delta=3°44'00"
R=2864.79'
L=186.66'
Chd.=186.63'
S 89°03'08" W
111.23'
S 87°11'08" W
ZONE R-5
ZONE R-4
ZONE R-3
ZONE R-6
EX. ZONING = R-4
PROP. ZONE = R-PUD
GROSS SITE AREA = 29.783 ACRES
EX. KEMPER ROAD R/W = 0.85 ACRES
NET SITE AREA = 28.93 ACRES
REQUIRED OPEN SPACE @ 20% OF NET = 5.78 ACRES
OPEN SPACE PROVIDED = 8.47 ACRES
DENSITY = 68 LOTS/28.93 = 2.35 LOTS PER ACRE
PROPOSED SETBACKS
FRONT YARD = 30'
SIDE YARD = 5'/10'
REAR YARD = 35'
MIN. LOT SIZE = 7,800 SQ. FT. / 0.1791 ACRES
FLOOD ZONE:
SUBJECT PROPERTY IS LOCATED IN FLOOD ZONE "X"
AS DETERMINED BY A PERSONAL REVIEW OF FLOOD MAP. NO.
39061C0205E, DATED FEBRUARY 17, 2010 OF THE
NATIONAL FLOOD INSURANCE PROGRAM
OWNER:
KEMPER FL HOLDINGS, LLC
12009 KILBRIDE DRIVE
CINCINNATI, OHIO 45251
VICINITY MAP
TYPICAL UTILITY LOCATIONS
APPLICANT/DEVELOPER:
M/I HOMES OF CINCINNATI, LLC
9349 WATERSTONE BOULEVARD
SUITE 100
CINCINNATI, OHIO 45249
GRAPHIC SCALE
(IN FEET)
1 inch = 100 ft.
1-800-362-2764
811
Know what's below. Call before you dig.
RECEIVED
SEP 13 2019
COLERAIN ZONING
STATE OF OHIO
ROBERT G. RIEDEL
E-52048
PROFESSIONAL ENGINEER
9-13-19
Date 7-16-19
Drawn By J.C.
Checked By R.R.
Scale 1" = 100'
PRELIMINARY DEVELOPMENT PLAN
ABBEYTOWN
SECTION-1, TOWN-1, E.RANGE-2
COLERAIN TOWNSHIP
HAMILTON COUNTY, OHIO
Abercrombie & Associates, Inc.
Civil Engineering • Surveying
8111 Cheviot Road, Suite 200
Cincinnati, Ohio 45247
513-388-5767
www.abercrombie-associates.com
Job No. 19-0042
1 / 1
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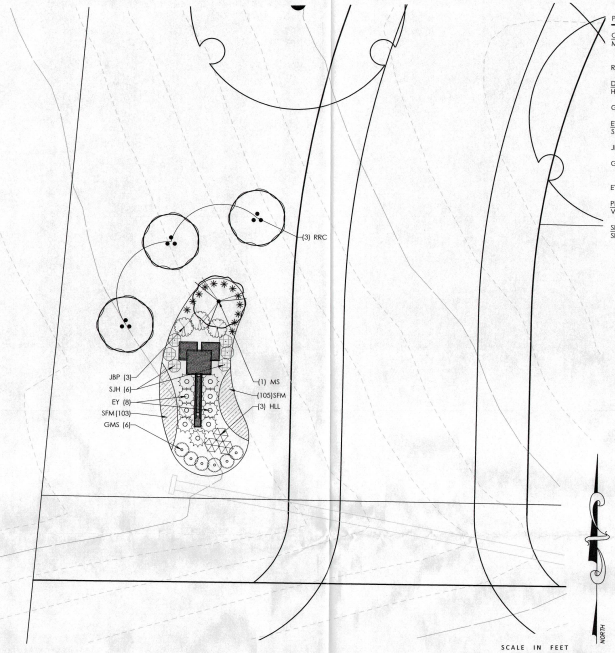


PLANT SCHEDULE ENTRANCE FEATURE LANDSCAPE

ORNAMENTAL TREES	QTY	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE
MS	1	MAGNOLIA VIRGINIANA MULTI-STEM (3-STEM MINIMUM)	SWEET BAY MAGNOLIA	8'-10' B&B
RRC	3	MALUS X 'ROYAL RAINDROPS'	ROYAL RAINDROPS CRABAPPLE	6'-7' B&B
DECIDUOUS SHRUBS	**QTY**	**BOTANICAL NAME**	**COMMON NAME**	**CONT.**
HLL	3	HYDRANGEA PANICULATA 'LITTLE LIME'	LITTLE LIME HYDRANGEA	#3 CONT.
GMS	6	SPIRAEA X BUMALDA 'GOLDMOUND'	GOLD MOUND SPIREA	#3 CONT.
EVERGREEN SHRUBS	**QTY**	**BOTANICAL NAME**	**COMMON NAME**	**CONT.**
SJH	6	ILEX CRENATA 'SOFT TOUCH'	SOFT TOUCH JAPANESE HOLLY	#5 CONT.
JBP	3	JUNIPERUS CHINENSIS 'BLUE POINT'	BLUE POINT JUNIPER	#7 CONT.
GBS	1	PICEA PUNGENS GLAUCA 'GLOBOSA' LOW GRAFT	GLOBED COLORADO BLUE SPRUCE	#5 CONT.
EY	8	TAXUS MEDIA 'EVERLOW'	EVERLOW YEW	15"-18" B&B
PERENNIALS	**QTY**	**BOTANICAL NAME**	**COMMON NAME**	**CONT.**
VL	12	LIRIOPE MUSCARI 'VARIEGATA'	VARIEGATED LIRIOPE	#1 CONT.
SEASONAL FLOWERS	**QTY**	**BOTANICAL NAME**	**COMMON NAME**	**CONT** **SPACING**
SFM	208	SEASONAL FLOWERS 'SEASONAL MIX'	ASSORTED VARIETY SEASONAL MIX ANNUALS	2 1/4" PEAT POTS 8" o.c.

SIGN REGULATIONS:
PERMANENT FREESTANDING SIGNS FOR A SUBDIVISION, OPEN SPACE RESIDENTIAL DEVELOPMENT, MULTI-FAMILY DWELLING, PUBLIC/INSTITUTIONAL USE, OR COMMERCIAL ENTERPRISE PERMITTED IN A RESIDENTIAL ZONING DISTRICT (KENNEL, RIDING STABLE, ETC.) PROVIDED THAT THE SIGNS MEET THE FOLLOWING REQUIREMENTS (SEE FIGURE 15-3):

(1) TWO PERMANENT FREESTANDING SIGNS MAY BE PERMITTED, BY ZONING CERTIFICATE, AT EACH DEVELOPMENT ENTRANCE ALONG A COUNTY OR STATE ROAD;
(2) THE SIGNS SHALL BE GROUND MOUNTED SIGNS;
(3) THE SIGNS SHALL BE SET BACK 15 FEET FROM THE PUBLIC RIGHT-OF-WAY AND 20 FEET FROM ANY ADJACENT PROPERTY LINES.
(4) THE MAXIMUM SIGN AREA FOR EACH SIGN SHALL BE 24 SQUARE FEET IN AREA;
(5) NO SUCH SIGN OR ANY PORTION OF THE STRUCTURE SHALL EXCEED 6 FEET IN HEIGHT; AND
(6) THE SIGN MAY ONLY BE ILLUMINATED THROUGH EXTERNAL LIGHTING.

GENERAL NOTES - PLANT MIX

TOPSOIL: FERTILE, FRIABLE NATURAL TOPSOIL OF LOAMY CHARACTER, WITHOUT ADMIXTURE OF SUBSOIL MATERIAL, OBTAINED FROM A WELL-DRAINED ARABLE SITE, REASONABLY FREE FROM CLAY, LUMPS, COARSE SANDS, STONES, PLANTS, ROOTS, STICKS, AND OTHER FOREIGN MATERIALS, WITH ACIDITY RANGE BETWEEN pH 6.0 AND 6.8.

A. IDENTIFY SOURCE LOCATION OF TOPSOIL PROPOSED FOR USE ON THE PROJECT.
B. PROVIDE TOPSOIL FREE OF SUBSTANCES HARMFUL TO THE PLANTS, WHICH WILL BE GROWN IN THE SOIL.

PEAT MOSS: SHREDDED, LOOSE, SPHAGNUM MOSS: FREE OF LUMPS, ROOTS, INORGANIC MATERIAL OR ACIDIC MATERIALS; MINIMUM OF (95) NINETY-FIVE PERCENT ORGANIC MATERIAL MEASURED BY OVEN DRY WEIGHT, A PH RANGE OF (4 TO 5) FOUR TO FIVE, AND A MOISTURE CONTENT OF (30) THIRTY PERCENT.

MANURE: STERILIZED COW OR DEHYDRATED HORSE MANURE, SHREDDED, WEED AND SEED FREE. FURNISH IN BAGS OR BULK.

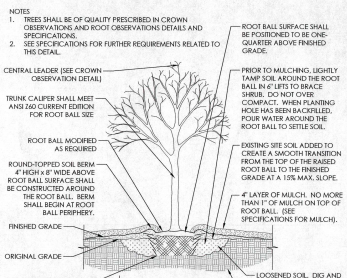
BONE MEAL: RAW, FINELY GROUND, COMMERCIAL GRADE, MINIMUM 3% NITROGEN, 20% PHOSPHOROUS.

FERTILIZER: COMMERCIALLY APPROVED 12-12-12 (12% NITROGEN, 12% PHOSPHORIC ACID, AND 12% POTASH BY WEIGHT). 1/4 OF NITROGEN IN THE FORM OF NITRATES; 1/4 IN THE FORM OF AMMONIA SALT, AND 1/2 IN THE FORM OF ORGANIC NITROGEN.

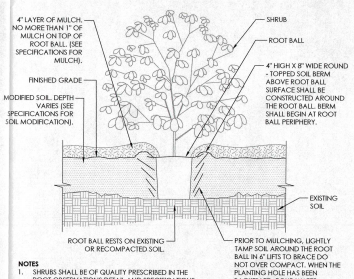
PROVIDE PRE-MIXED PLANTING MIXTURE FOR USE AROUND THE ROOT BALL/ROOTS OF THE PLANTS CONSISTING OF 5 PARTS TOPSOIL, 1 PART PEAT MOSS, 1 PART MANURE, 10 LBS. FERTILIZER (PER CUBIC YARD) AND 2 1/3 LBS. OF BONE MEAL (PER CUBIC YARD).

GENERAL NOTES - PLANTING

1. LANDSCAPE CONTRACTOR IS TO VERIFY LOCATIONS OF ALL UTILITIES WITH THE OWNER, OWNER'S REPRESENTATIVE, GENERAL CONTRACTOR, CONSTRUCTION MANAGER OR DESIGN BUILDER AND UTILITY COMPANIES PRIOR TO BEGINNING CONSTRUCTION. LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR DETERMINING IN THE FIELD ACTUAL LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES, WHETHER INDICATED ON PLANS OR NOT. LANDSCAPE CONTRACTOR MUST CALL THE UTILITIES PROTECTION SERVICE A MINIMUM OF 48 HOURS PRIOR TO CONSTRUCTION. LANDSCAPE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR DAMAGE OF UTILITY LINES, WHICH IS CAUSED BY THEIR ACTIONS OR THE ACTIONS OF THEIR CONSULTANTS.
2. LANDSCAPE CONTRACTOR TO EXAMINE FINISH SURFACE, GRADE ACCURACY AND TOPSOIL FOR DEPTH AND QUALITY. REFER TO SPECIFICATIONS (IF APPLICABLE). IF CONDITIONS ARE UNSATISFACTORY, NOTIFY OWNER, OWNER'S REPRESENTATIVE, GENERAL CONTRACTOR, CONSTRUCTION MANAGER OR DESIGN BUILDER AND DO NOT BEGIN WORK UNTIL CONDITIONS HAVE BEEN CORRECTED.
3. AFTER INSTALLATION, REPAIR ALL DAMAGES MADE TO EXISTING CONDITIONS TO OWNER'S REPRESENTATIVE'S SATISFACTION.
4. PLANT MATERIALS SHALL CONFORM TO THE STANDARDS OF THE AMERICAN NURSERY AND LANDSCAPE ASSOCIATION AND SHALL HAVE PASSED INSPECTION REQUIRED UNDER STATE REGULATIONS. CALL (800)-789-2900 TO OBTAIN A COPY OF THE AMERICAN STANDARD FOR NURSERY STOCK BOOKLET.
5. NURSERY STOCK IDENTIFICATION TAGS SHALL NOT BE REMOVED FROM ANY PLANTING PRIOR TO INSPECTION AND APPROVAL OF INSTALLATION BY THE OWNER'S REPRESENTATIVE.
6. ALL PLANTINGS TO BE CONTAINED WITH BARK MULCHED BED. ALL TREES LOCATED WITHIN LAWN AREAS TO BE CONTAINED WITH A 5' MULCH RING. BARK MULCH SHALL BE FINELY SHREDDED HARDWOOD, DARK IN COLOR.
7. SEED ALL DISTURBED LAWN AREAS THAT ARE NOT LANDSCAPED.
8. LANDSCAPE CONTRACTOR, GENERAL CONTRACTOR, CONSTRUCTION MANAGER OR DESIGN BUILDER IS RESPONSIBLE FOR MAINTAINING POSITIVE DRAINAGE IN LAWN AREAS. LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR PLANT'S LIVABILITY. REFER TO FRONT END SPECIFICATIONS IF APPLICABLE.
9. ANY LANDSCAPE CONTRACTOR RECOMMENDED SUBSTITUTIONS MUST BE APPROVED BY THE LANDSCAPE ARCHITECT. UNAPPROVED SUBSTITUTIONS SHALL BE REMOVED AND REPLACED WITH APPROPRIATE PLANTS.
10. A COMPLETE LIST OF PLANTS, INCLUDING A SCHEDULE OF SIZES, QUANTITIES, AND OTHER COMMENTS SHOWN ON THE DRAWINGS (IF REQUIRED). IN THE EVENT THAT QUANTITY DISCREPANCIES OR MATERIAL OMISSIONS OCCUR IN THE PLANT SCHEDULE, THE PLANTING PLANS SHALL GOVERN.
11. GENERAL CONTRACTOR, CONSTRUCTION MANAGER, DESIGN BUILDER OR LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL ORDINANCES AND SHALL MAKE CONSULTANTS AWARE OF THESE ORDINANCES.
12. GENERAL CONTRACTOR, CONSTRUCTION MANAGER, DESIGN BUILDER OR LANDSCAPE CONTRACTOR TO COORDINATE CONSTRUCTION STAGING AND MATERIAL STOCKPILING WITH THE OWNER OR OWNER'S REPRESENTATIVE.
13. DURING ALL PHASES OF CONSTRUCTION ACTIVITY, IF THE LANDSCAPE CONTRACTOR OR THEIR SUBS ENCOUNTER ANY "SOLID WASTE MATERIAL" (EXCLUDING CLEAN HARD FILL) THE GENERAL CONTRACTOR, CONSTRUCTION MANAGER, DESIGN BUILDER, OWNER OR OWNER'S REPRESENTATIVE SHALL BE CONTACTED IMMEDIATELY FOR FURTHER DIRECTION.
14. LANDSCAPE CONTRACTOR SHALL CLEAN STREETS OF MUD AND DEBRIS GENERATED BY THEIR CONSTRUCTION ACTIVITIES OR THEIR SUB'S CONSTRUCTION ACTIVITIES, PURSUANT WITH LOCAL CODE REQUIREMENTS.
15. LANDSCAPE CONTRACTOR TO COORDINATE WITH THE GENERAL CONTRACTOR, CONSTRUCTION MANAGER, DESIGN BUILDER, OWNER OR OWNER'S REPRESENTATIVE TO PROVIDE FOR APPROPRIATE CARE OF EXISTING PLANT MATERIAL AND NEWLY LANDSCAPED AREAS DURING CONSTRUCTION.
16. STREET TREE LOCATIONS TO BE COORDINATED WITH DRIVEWAY, FIRE HYDRANT, STREET LIGHT LOCATIONS AND OTHER UTILITIES AS REQUIRED.

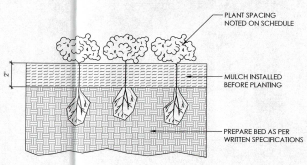


1 TREE PLANTING — NOT TO SCALE — 329303-05 SECTION

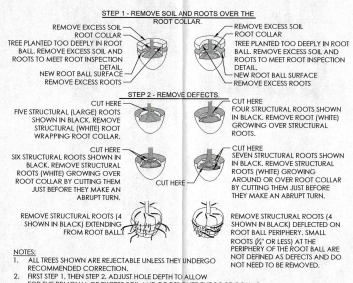


NOTES
1. SHRUBS SHALL BE OF QUALITY PRESCRIBED IN THE ROOT OBSERVATIONS DETAIL AND SPECIFICATIONS.
2. SEE SPECIFICATIONS FOR FURTHER REQUIREMENTS RELATED TO THIS DETAIL.

2 SHRUB PLANTING IN MODIFIED SOIL — NOT TO SCALE — 329302-05 SECTION



3 PERENNIAL AND GROUNDCOVER PLANTING — 3" = 1'-0" — 329301-02



NOTES:
1. ALL TREES SHOWN ARE REJECTABLE UNLESS THEY UNDERGO RECOMMENDED CORRECTION.
2. FIRST STEP 1, THEN STEP 2. ADJUST HOLE DEPTH TO ALLOW FOR THE REMOVAL OF EXCESS SOIL AND ROOTS OVER THE ROOT COLLAR.
3. ROOTS AND SOIL MAY BE REMOVED DURING THE CORRECTION PROCESS; SUBSTRATE/SOIL SHALL BE REPLACED AFTER THE CORRECTION HAS BEEN COMPLETED.
4. TREES SHALL PASS ROOT OBSERVATIONS DETAIL FOLLOWING CORRECTION.

4 ROOT CORRECTION - BALL AND BURLAPPED — NOT TO SCALE — 329304-05 SECTION-ELEVATION

OHIO Utilities Protection SERVICE
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CALL TWO WORKING DAYS BEFORE YOU DIG (NON MEMBERS MUST BE CALLED DIRECTLY)

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Cincinnati OH 45241
Phone 513.759.0004
www.mspdesign.com

Project Manager DJF
Drawn By BMG
DWG 19575006-PLA-00
X-Ref(s) GR-PREIN-EMAIL

Issue/Revision	No.	Date
ZONING SUBMITTAL		08/29/19

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ABBEYTOWN
COLERAIN TOWNSHIP
HAMILTON COUNTY, OH

Sheet Title
ENTRANCE FEATURE LANDSCAPE PLAN, DETAILS AND NOTES

Project Number	19575.00
Drawing Scale	AS SHOWN
Sheet Number	L102
File Number	19574

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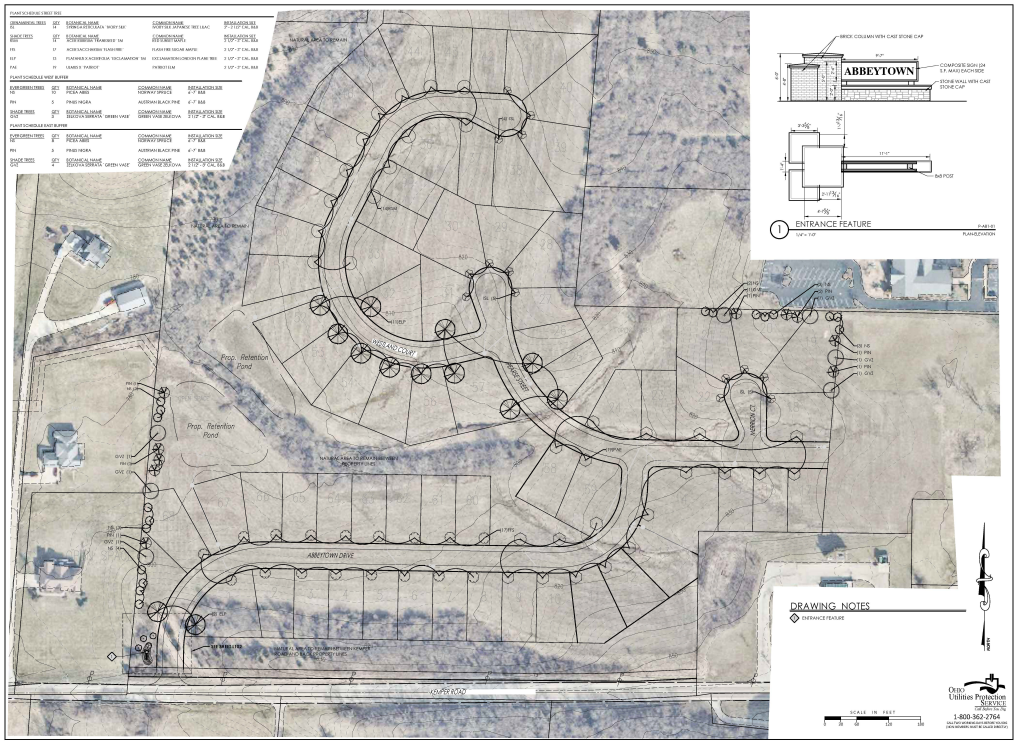

MSP DESIGN
McGill Smith Punshon
Architecture
Engineering
Landscape Architecture
Planning
Surveying
3300 Park Mill Drive
Suite 1100
Cincinnati, Ohio 45241
Phone 513.759.0004
www.mspdesign.com

Project Manager	DJF
Drawn By	BMG
DWG	19575005-PLA-01
X-Ref(s)	GR-PROP-TRANS

Issue/Revision	No.	Date
PRELIM SUBMITTAL		08/29/19
CITY COMMENTS		10/30/19
TOWNSHIP COMMENTS		11/20/19

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ABBEYTOWN
COLERAIN TOWNSHIP
HAMILTON COUNTY, OH

Sheet Title
STREET TREE PLAN

Project Number	19575.00
Drawing Scale	1" = 60'
Sheet Number	L101
File Number	19574

COLERAIN
EST. 1794

NOTICE OF CHANGE OF PUBLIC HEARING
PROPERTY OWNER
COLERAIN TOWNSHIP BOARD OF TRUSTEES

December 11, 2019

This notice is to inform you that the Colerain Township Board of Trustees public hearing originally scheduled for Tuesday, December 11, 2019 at 6:00 PM **HAS BEEN CHANGED TO Thursday, January 2, 2010 at 7:00 PM**. This hearing is being rescheduled from the December 10, 2019 meeting to comply with ORC notification requirements. The meeting will be held at the Colerain Township Government Complex, 4200 Springdale Road, Cincinnati, Ohio for the following case:

Case No.:	**ZA2019-06**
Project Name:	Abbeytown Subdivision
Location:	On the north side of West Kemper Road about 750 feet west of Pippin road and being part of parcel number 510-0013-0009-00
Request:	Zone Map Amendment of about 29.8 acres from R-4 Suburban Medium Residential District and R-6 Urban Residential District to PD-R Planned Development Residential District.
Applicant:	MI Homes, Inc. – Brad Austing / Kemper FL Holdings, LLC
Owner:	Kemper FL Holdings LLC, 12009 Kilbride Drive, Cincinnati OH 45251

The application and plans may be examined at the Colerain Township Planning & Zoning office located at 4200 Springdale Rd., Cincinnati, Ohio, Monday-Friday between 8:00 a.m. and 4:30 p.m. If you have questions please contact the Department of Planning and Zoning Administration at 513-785-7505 and ask for Mike Ionna, AICP or Marty Kohler.

Trustees: Greg Insco, Raj Rajagopal, Daniel Unger
Fiscal Officer: Heather E. Harlow
Administrator: Geoff Milz

COLERAIN

APPLICATION FOR ZONE MAP AMENDMENT
REQUIRING A PRELIMINARY DEVELOPMENT PLAN
or MAJOR AMENDMENT TO A FINAL DEVELOPMENT PLAN
COLERAIN TOWNSHIP ZONING COMMISSION
4200 SPRINGDALE ROAD
CINCINNATI, OH 45251

Case No.: ZA _____ **Date Filed:** 09/03/19

Date of Preliminary Hearing (if applicable): _____

Request Change from: R-4 & R-6 **to:** R-PUD

Township: Colerain **Book: 510** **Page:** 0013 **Parcels:** 0009

Physical location of property (address or brief description if no address assigned):
North side of Kemper Road 750' west of Pippin Road

Name of Applicant: M/I Homes, Inc.-Brad Austing

Telephone No.: 513-248-5400 **Email Address:** bausting@mihomes.com

Address: 9349 Waterstone Boulevard, Suite 100

City: Cincinnati **State:** Ohio **Zip:** 45249

***Name of Owner(s):** Kemper FL Holdings, LLC

Telephone No.: (513) 478-0246 **Email Address:** wellerbe@aol.com

Address: 12009 Kilbride Drive

City: Cincinnati **State:** Ohio **Zip:** 45251

Name, address and parcel number of each property owner of record within the proposed amendment area:

1. Kemper FL Holdings, LLC, 12009 Kilbride Drive, Cincinnati, Ohio 45251
2. _____
3. _____

(attach separate sheet if necessary for additional parcels)

Signatures:

Applicant: _____ **Date:** 8/28/19

***Owner:** Kemper FL Holdings, LLC **Date:** _____

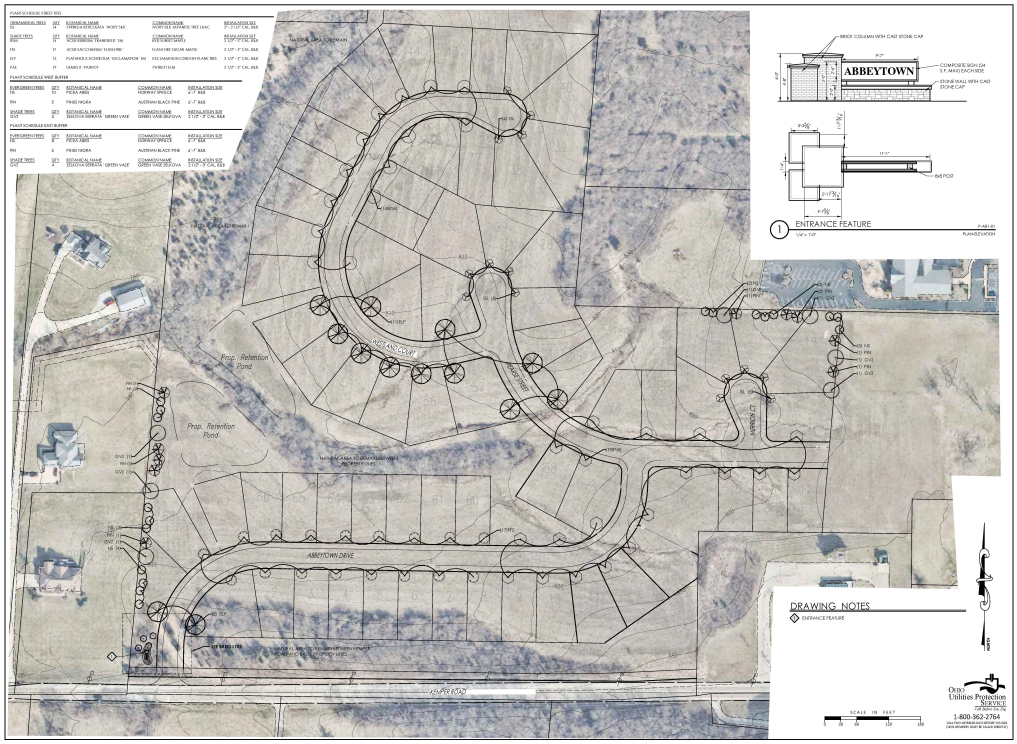
***Owner:** By: WALTER GLENN ELLERBE "MEMBER" **Date:** 8/27/19

Filing fees shall accompany the application. Make check payable to: ***Colerain Township Board of Trustees.***

Filing fee: $5,767.54 **Legal notices:** $60.00 **Cert. Mail:** $12.00 **TOTAL:** $5,839.45

THERE SHALL BE NO REFUND OR PART THEREOF ONCE PUBLIC NOTICE HAS BEEN GIVEN.

*Although the Applicant need not be the same as the Owner(s), the Owner(s) shall co-sign for an amendment.



MSP DESIGN
McGill Smith Punshon

Architecture
Engineering
Landscape Architecture
Planning
Surveying
3300 Park Mill Drive
Suite 1500
Cincinnati, Ohio 45241
Phone 513.759.0004
www.mspdesign.com

Project Manager	DJF
Drawn By	BMG
DWG	19575005-PLA-01
X-Ref(s)	GR-PROP-TRANS

Issue/Revision	No.	Date
PROPOSED SUBMITTAL		08/29/19
CITY COMMENTS		10/30/19
TOWNSHIP COMMENTS		11/20/19

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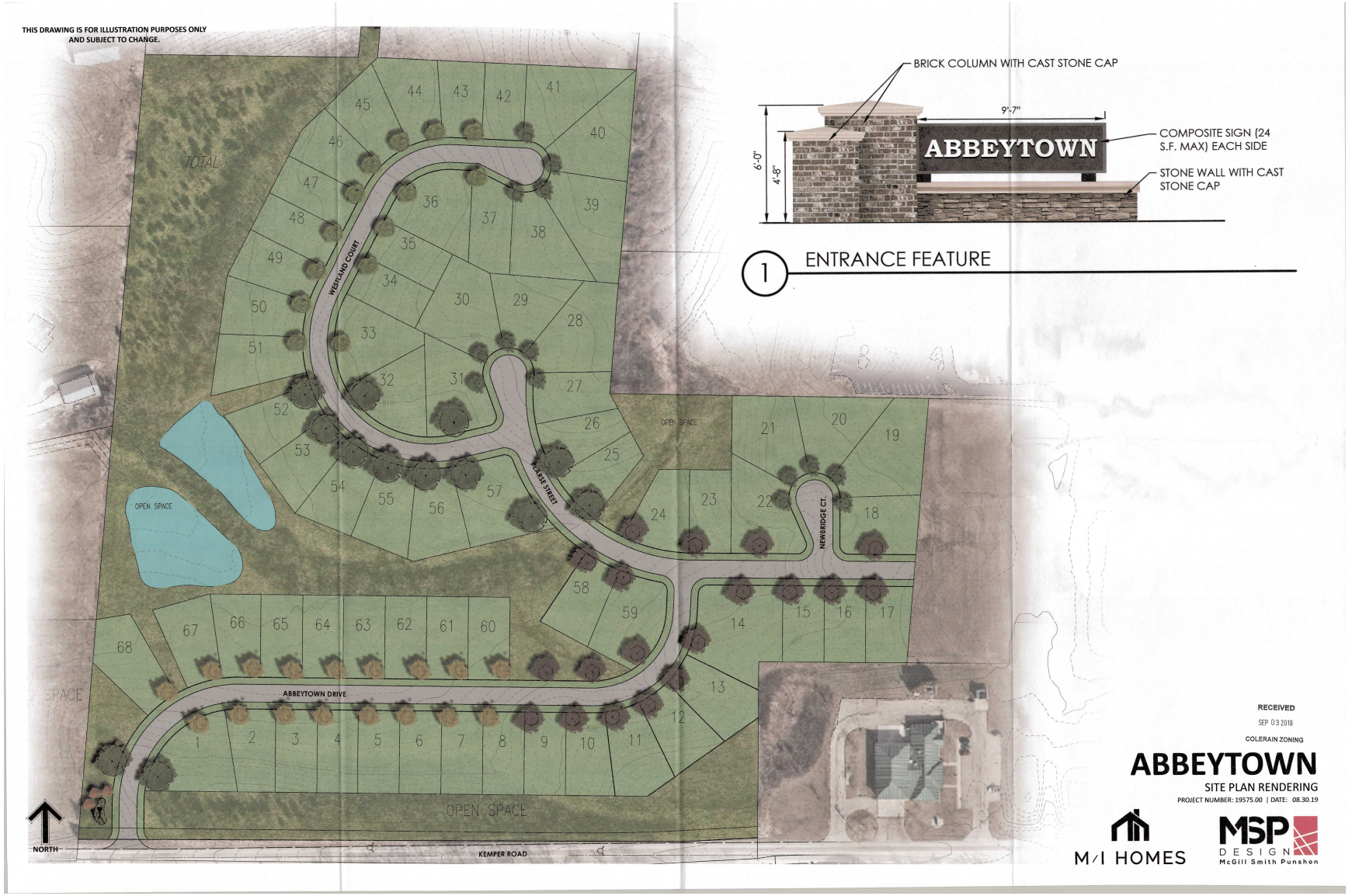
ABBEYTOWN
COLERAIN TOWNSHIP
HAMILTON COUNTY, OH

Sheet Title
STREET TREE PLAN

Project Number	19575.00
Drawing Scale	1" = 60'
Sheet Number	L101
File Number	19574


THIS DRAWING IS FOR ILLUSTRATION PURPOSES ONLY AND SUBJECT TO CHANGE.
BRICK COLUMN WITH CAST STONE CAP
9'-7"
6'-0"
4'-8"
ABBEYTOWN
COMPOSITE SIGN (24 S.F. MAX) EACH SIDE
STONE WALL WITH CAST STONE CAP
1 ENTRANCE FEATURE
WESTLAND COURT
BLAKE STREET
NEWBRIDGE CT.
ABBEYTOWN DRIVE
KEMPER ROAD
OPEN SPACE
NORTH
RECEIVED
SEP 03 2019
COLERAIN ZONING
ABBEYTOWN
SITE PLAN RENDERING
PROJECT NUMBER: 19575.00 | DATE: 08.30.19
M/I HOMES
MSP DESIGN
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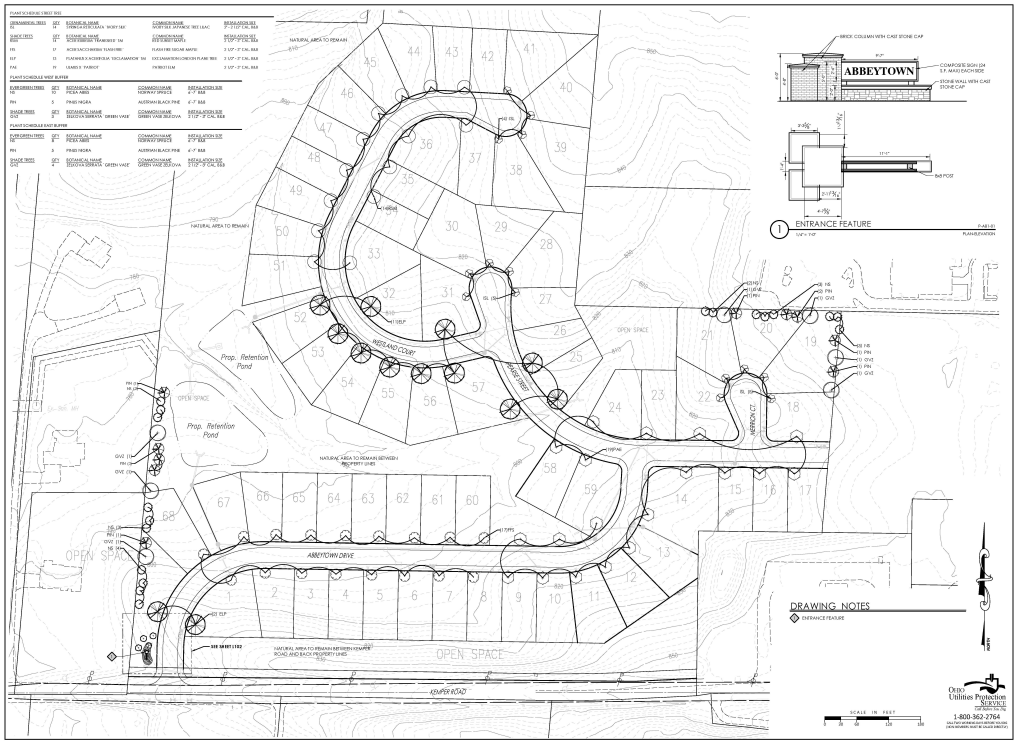

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Project Manager	DJF
Drawn By	BMG
DWG	19575001-PLA.DGN
Xref(s)	GR-PROP-TEMPL

Issue/Revision	No.	Date
PRELIM SUBMITTAL		08/29/13
CITY COMMENTS		10/30/13
TOWNSHIP COMMENTS		11/20/13

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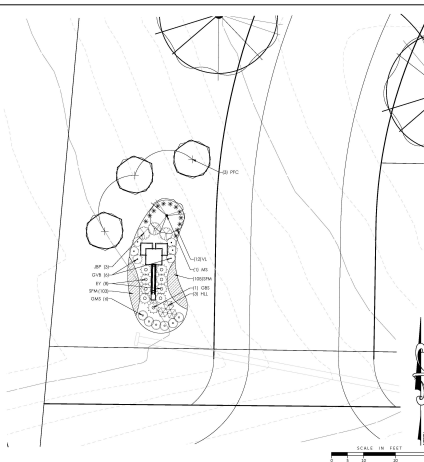
ABBEYTOWN
COLERAIN TOWNSHIP
HAMILTON COUNTY, OH

Sheet Title
STREET TREE PLAN

Project Number	19575.00
Drawing Scale	1" = 60'
Sheet Number	L101
File Number	19574



PLANT SCHEDULE ENTRANCE FEATURE LANDSCAPE

DRY/MAN BALLTREES	QTY	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE
AM	1	AMELANCHIER GRANDIFLORA MULTI-STEM (3-STEM MINIMUM)	SHINNY SKY MAGNOLIA	8"-10" BSB
PFC	3	MALUS X 'PRAIRIFIRE'	PRAIRIFIRE CRAB APPLE	6'-7" B&B
DECIDUOUS SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	CONT.
HLY	3	HYDRANGEA PANICULATA 'LITTLE LIME'	LITTLE LIME HYDRANGEA	#3 CONT.
GMG	6	SPIRAEA X BUMALDA 'GOLDMOUND'	GOLD MOUND SPIREA	#2 CONT.
EVERGREEN SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	CONT.
GVB	6	BUXUS X 'GREEN VELVET'	GREEN VELVET BOXWOOD	18"-20" B&B
JBP	3	JUNIPERUS CHINENSIS 'BLUE POINT'	BLUE POINT JUNIPER	#7 CONT.
GMS	1	PICEA PUNGENS GLAUCA 'GLOBOSA' LOW GRAFT	GLOBED COLORADO BLUE SPRUCE	#3 CONT.
EY	8	TAXUS MEDIA 'EVERLOW'	EVERLOW YEW	15"-18" B&B
PERENNIALS/GROUNDCOVER	QTY	BOTANICAL NAME	COMMON NAME	CONT.
VL	13	LIRIOPE MUSCARI 'VARIEGATA'	VARIEGATED LIRIOPE	#1 CONT.
SEASONAL FLOWERS	QTY	BOTANICAL NAME	COMMON NAME	CONT. SPACING
SPM	108	SEASONAL FLOWERS 'SEASONAL MIX'	ASSORTED VARIETY SEASONAL MIX ANNUALS	3 FLAT PEAT POTS 8" O.C.

SIGN REGULATIONS
PERMANENT FREESTANDING SIGNS FOR A SUBDIVISION, OPEN SPACE RESIDENTIAL DEVELOPMENT, MULTI-FAMILY DWELLING, PUBLIC/INSTITUTIONAL USE, OR COMMERCIAL OR INDUSTRIAL DEVELOPMENT SHALL BE PERMITTED IN ACCORDANCE WITH THE FOLLOWING PROVIDED THAT THE SIGNS MEET THE FOLLOWING REQUIREMENTS (SEE FIGURE 13-D):

(1) TWO PERMANENT FREESTANDING SIGNS MAY BE PERMITTED, BY ZONING CERTIFICATE, AT EACH OPEN ENTRANCE FROM A PUBLIC ACCESS STREET OR STATE ROAD.
(2) THE SIGN SHALL BE OF GROUND MOUNTED TYPE.
(3) THE SIGN SHALL BE SET BACK 10 FEET FROM THE PUBLIC RIGHT-OF-WAY AND 20 FEET FROM ANY ADJACENT PROPERTY LINES.
(4) THE MAXIMUM SIGN AREA FOR EACH SIGN SHALL BE 24 SQUARE FEET IN AREA.
(5) NO SUCH SIGN OR ANY PORTION OF THE STRUCTURE SHALL EXCEED 6 FEET IN HEIGHT.
(6) THE SIGN MAY ONLY BE ILLUMINATED THROUGH EXTERNAL LIGHTING.

GENERAL NOTES - PLANT MIX

TOPSOIL: FERTILE, FRIABLE NATURAL TOPSOIL OF LOAMY CHARACTER, WITHOUT ADMIXTURE OF SUBSOIL MATERIAL, OBTAINED FROM A WELL-DRAINED ARABLE SITE, REASONABLY FREE FROM CLAY LUMPS, BRUSH, WEEDS, STONES LARGER THAN 2", AND OTHER FOREIGN MATERIALS, WITH A SOIL PH RANGE BETWEEN 5.5 TO 6.5 AND 3.5% ORGANIC MATTER.

A. IDENTIFY SOURCE LOCATION OF TOPSOIL PROPOSED FOR USE ON THE PROJECT.
B. PROVIDE TOPSOIL FREE OF SUBSTANCES HARMFUL TO THE PLANTS, WHICH WILL BE GROWN IN THE SOIL.

PEAT MOSS: SHREDDED, LOOSE, SPHAGNUM MOSS, FREE OF LUMPS, ROOTS, WOOD AND BARK, AND OTHER FOREIGN MATERIALS, WITH A PH RANGE OF 3.5 TO 4.5. PEAT MOSS MATERIAL, MEASURED BY OVEN-DRY WEIGHT, A PH RANGE OF 4.0 TO 5.0 FOR TYPE I AND A MOISTURE CONTENT OF 100 THIRTY PERCENT.

MANURE: STERILIZED COW OR DEHYDRATED HORSE MANURE, SHREDDED, AGED AND USED FREE. FURNISH IN BAGS OR BULK.

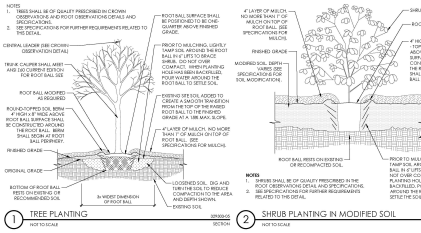
BONE MEAL: RAW, FINELY GROUND, COMMERCIAL GRADE, MINIMUM 3% NITROGEN, 20% PHOSPHOROUS.

FERTILIZER: COMMERCIALLY APPROVED 10-10-10 (10% NITROGEN, 10% PHOSPHORIC ACID, AND 10% POTASH BY WEIGHT). 1/4 OF NITROGEN IN THE FORM OF NITRATES; 1/4 IN THE FORM OF AMMONIA SALT; AND 1/2 IN THE FORM OF ORGANIC NITROGEN.

PROVIDE PREMIXED PLANTING MIXTURE FOR USE AROUND THE ROOT BALL/ROOTS OF THE PLANTS CONSISTING OF 4 PARTS TOPSOIL, 1 PART PEAT MOSS, 1 PART MANURE, 10 LBS. FERTILIZER (TYP. CUBIC YARD), AND 2 1/2 LBS. OF BONE MEAL (PER CUBIC YARD).

GENERAL NOTES - PLANTING

1. LANDSCAPE CONTRACTOR IS TO VERIFY LOCATIONS OF ALL UTILITIES WITH THE OWNER'S REPRESENTATIVE, GENERAL CONTRACTOR, CONSTRUCTION MANAGER OF DESIGN BUILDER PRIOR TO CONSTRUCTION. IF UTILITIES ARE NOT MARKED PRIOR TO EXCAVATION, CONTRACTOR IS RESPONSIBLE FOR DETERMINING IN THE FIELD ACTUAL LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES, WHETHER INDICATED ON PLANS OR NOT. LANDSCAPE CONTRACTOR SHALL CONTACT OHIO UTILITIES PROTECTION SERVICE AT 1-800-362-2764 PRIOR TO CONSTRUCTION. LANDSCAPE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR DAMAGE OF UTILITY LINES, WHICH IS CAUSED BY THEIR ACTIONS OR THE ACTIONS OF THEIR CONSULTANTS.
2. LANDSCAPE CONTRACTOR TO EXAMINE FINISH SURFACE, GRADE ACCURACY AND TOPSOIL QUALITY AND NOTIFY OWNER'S REPRESENTATIVE, GENERAL CONTRACTOR, CONSTRUCTION MANAGER OR DESIGN BUILDER, OWNER'S REPRESENTATIVE, GENERAL CONTRACTOR, CONSTRUCTION MANAGER OR DESIGN BUILDER AND DO NOT BEGIN WORK UNTIL CONDITIONS HAVE BEEN CORRECTED.
3. AFTER INSTALLATION, REPAIR ALL DAMAGES MADE TO EXISTING CONDITIONS TO OWNER'S REPRESENTATIVES SATISFACTION.
4. PLANT MATERIALS SHALL CONFORM TO THE STANDARDS OF THE AMERICAN NURSERY AND LANDSCAPE ASSOCIATION AND SHALL HAVE PASSED INSPECTION REQUIRED UNDER STATE REGULATIONS. CALL (330) 928-2900 TO OBTAIN A COPY OF THE AMERICAN STANDARD FOR NURSERY STOCK BOOKLET.
5. NURSERY STOCK IDENTIFICATION TAGS SHALL NOT BE REMOVED FROM ANY PLANTING PRIOR TO INSPECTION AND APPROVAL OF INSTALLATION BY THE OWNER'S REPRESENTATIVE.
6. ALL PLANTINGS TO BE CONTAINED WITHIN BARK MULCHED BEDS. ALL TREES LOCATED WITHIN TURF AREAS SHALL BE MULCHED WITH 3" DEEP BARK MULCH RINGS. BARK MULCH SHALL BE FINELY SHREDDED HARDWOOD, DARK IN COLOR.
7. SEED ALL DISTURBED LAWN AREAS THAT ARE NOT LANDSCAPED.
8. LANDSCAPE CONTRACTOR, GENERAL CONTRACTOR, CONSTRUCTION MANAGER OR DESIGN BUILDER SHALL COORDINATE WITH OWNER'S REPRESENTATIVE WHERE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR PLANTS UNDAMP'D. REFER TO PROPOSAL SPECIFICATIONS IF APPLICABLE.
9. ANY LANDSCAPE CONTRACTOR RECOMMENDED SUBSTITUTIONS MUST BE APPROVED BY THE LANDSCAPE ARCHITECT. UNAPPROVED SUBSTITUTIONS SHALL BE REMOVED AND REPLACED WITH APPROPRIATE PLANTS.
10. A COMPLETE LIST OF PLANTS, INCLUDING A SCHEDULE OF SIZES, QUANTITIES, AND OTHER COMMENTS AS SHOWN ON THE DRAWINGS (IF REQUIRED), IN THE EVENT THAT QUANTITY DISCREPANCIES OR MATERIAL OMISSIONS OCCUR IN THE PLANT SCHEDULE, THE PLANTING PLANS SHALL GOVERN.
11. GENERAL CONTRACTOR, CONSTRUCTION MANAGER, DESIGN BUILDER OR LANDSCAPE CONTRACTOR SHALL COORDINATE WITH OWNER'S REPRESENTATIVE TO ENSURE LOCAL ORDINANCES AND SHALL HAVE CONSULTANTS AWARE OF THESE ORDINANCES.
12. GENERAL CONTRACTOR, CONSTRUCTION MANAGER, DESIGN BUILDER OR LANDSCAPE CONTRACTOR TO COORDINATE CONSTRUCTION STAGING AND MATERIAL STOCKPILING WITH THE OWNER OR OWNER'S REPRESENTATIVE.
13. DURING ALL PHASES OF CONSTRUCTION ACTIVITY, IF THE LANDSCAPE CONTRACTOR OR THEIR SUBS ENCOUNTER ANY "SOLID WASTE MATERIAL" (EXCLUDING CLEAN HARD FILL) THE CONTRACTOR SHALL IMMEDIATELY STOP WORK IN THE AREA AND NOTIFY THE OWNER'S REPRESENTATIVE SHALL BE CONTACTED IMMEDIATELY FOR FURTHER DIRECTION.
14. LANDSCAPE CONTRACTOR SHALL CLEAN STREETS OF MUD AND DEBRIS GENERATED BY THEIR CONSTRUCTION ACTIVITIES OR FROM SUBS CONSTRUCTION ACTIVITIES, PURSUANT WITH LOCAL CODE REQUIREMENTS.
15. LANDSCAPE CONTRACTOR TO COORDINATE WITH THE GENERAL CONTRACTOR CONSTRUCTION MANAGER, DESIGN BUILDER, OWNER OR OWNER'S REPRESENTATIVE TO PROVIDE FOR APPROPRIATE CARE OF EXISTING PLANT MATERIAL AND HEAVILY LANDSCAPED AREAS DURING CONSTRUCTION.
16. STREET TREE LOCATIONS TO BE COORDINATED WITH DRIVEWAYS, FIRE HYDRANTS, STREET LIGHT LOCATIONS AND OTHER STUBS AS REQUIRED.



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Cincinnati OH 45241
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www.mspdesign.com

Project Manager	DJR
Drawn By	BMG
CHKD	19575006-PLAN
X-Ref(s)	DR PROV PANEL

Issue/Revision	No.	Date
PRELIM SUBMITTAL		06/26/19
CITY COMMENTS		10/09/19
TOWNSHIP COMMENTS		11/25/19

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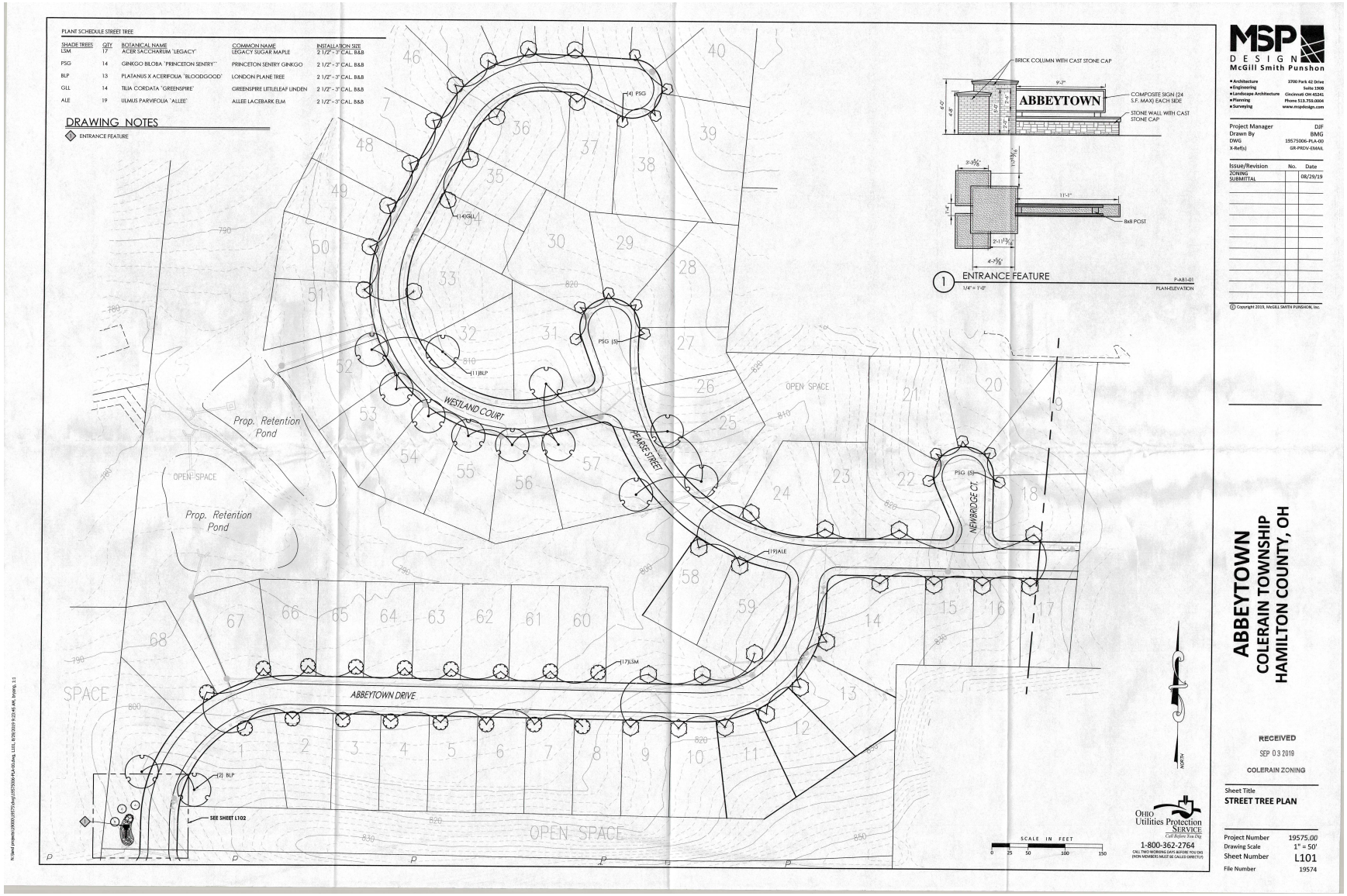
ABBEYTOWN
COLERAIN TOWNSHIP
HAMILTON COUNTY, OH

Sheet Title
ENTRANCE FEATURE LANDSCAPE PLAN, DETAILS AND NOTES

Project Number	19575.00
Drawing Scale	AS SHOWN
Sheet Number	L102
File Number	19574



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Project Manager	DJF
Drawn By	BMG
DWG	19575006-PLA-00
X-Ref(s)	GR-PRDV-EMAIL

Issue/Revision	No.	Date
ZONING SUBMITTAL		08/29/19

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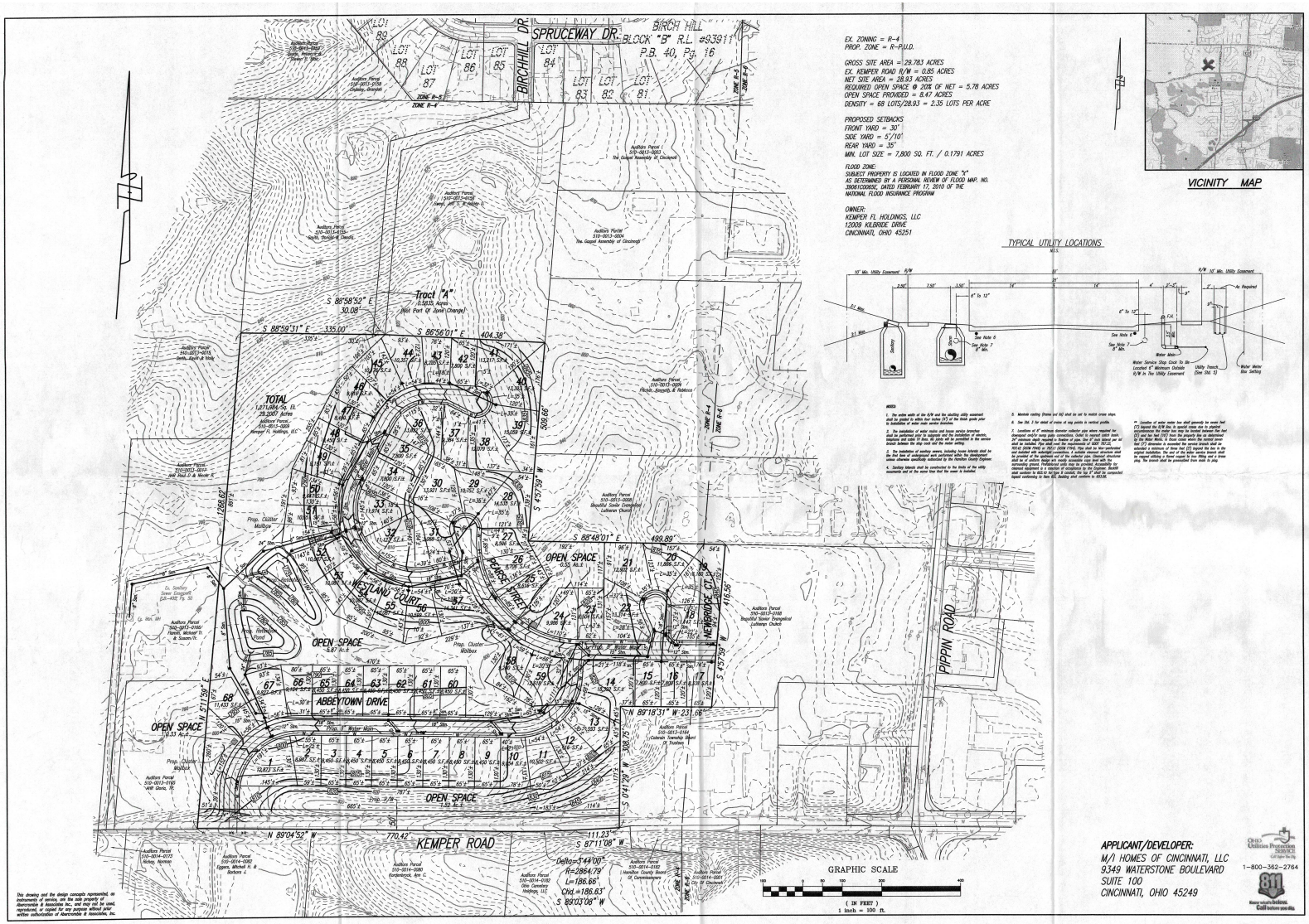
ABBEYTOWN
COLERAIN TOWNSHIP
HAMILTON COUNTY, OH

RECEIVED
SEP 03 2019
COLERAIN ZONING

Sheet Title
STREET TREE PLAN

Project Number	19575.00
Drawing Scale	1" = 50'
Sheet Number	L101
File Number	19574



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COLERAIN ZONING

STATE OF OHIO
ROBERT G. RIEDEL
E-52048
PROFESSIONAL ENGINEER
9-13-19

Date: 7-16-19
Drawn By: J.C.
Checked By: R.R.
Scale: 1" = 100'

KD/JC/KS
PRJ#/JC-PRELIM

Sheet Title: PRELIMINARY DEVELOPMENT PLAN
Project Title: ABBEYTOWN
SECTION-1, TOWN-1, E.RANGE-2
COLERAIN TOWNSHIP
HAMILTON COUNTY, OHIO

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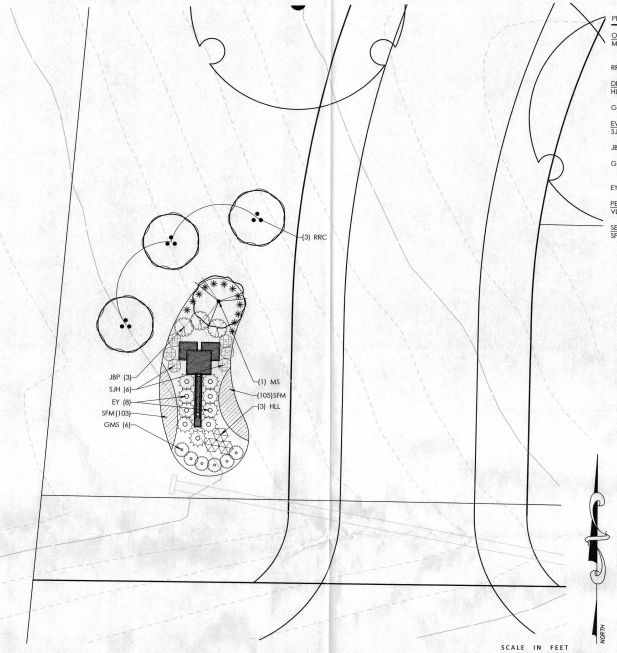


PLANT SCHEDULE ENTRANCE FEATURE LANDSCAPE

ORNAMENTAL TREES	QTY	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE
MS	1	MAGNOLIA VIRGINIANA MULTI-STEM (3-STEM MINIMUM)	SWEET BAY MAGNOLIA	8'-10' B&B
RRC	3	MALUS X 'ROYAL RAINDROPS'	ROYAL RAINDROPS CRABAPPLE	6'-7' B&B
DECIDUOUS SHRUBS	**QTY**	**BOTANICAL NAME**	**COMMON NAME**	**CONT.**
HLL	3	HYDRANGEA PANICULATA 'LITTLE LIME'	LITTLE LIME HYDRANGEA	#3 CONT.
GMS	6	SPIRAEA X BUMALDA 'GOLDMOUND'	GOLD MOUND SPIREA	#3 CONT.
EVERGREEN SHRUBS	**QTY**	**BOTANICAL NAME**	**COMMON NAME**	**CONT.**
SJH	6	ILEX CRENATA 'SOFT TOUCH'	SOFT TOUCH JAPANESE HOLLY	#5 CONT.
JBP	3	JUNIPERUS CHINENSIS 'BLUE POINT'	BLUE POINT JUNIPER	#7 CONT.
GBS	1	PICEA PUNGENS GLAUCA 'GLOBOSA' LOW GRAFT	GLOBED COLORADO BLUE SPRUCE	#5 CONT.
EY	8	TAXUS MEDIA 'EVERLOW'	EVERLOW YEW	15"-18" B&B
PERENNIALS	**QTY**	**BOTANICAL NAME**	**COMMON NAME**	**CONT.**
VL	12	LIRIOPE MUSCARI 'VARIEGATA'	VARIEGATED LIRIOPE	#1 CONT.
SEASONAL FLOWERS	**QTY**	**BOTANICAL NAME**	**COMMON NAME**	**CONT** / **SPACING**
SFM	208	SEASONAL FLOWERS 'SEASONAL MIX'	ASSORTED VARIETY SEASONAL MIX ANNUALS	2 1/4" PEAT POTS / 8" o.c.

SIGN REGULATIONS:
PERMANENT FREESTANDING SIGNS FOR A SUBDIVISION, OPEN SPACE RESIDENTIAL DEVELOPMENT, MULTI-FAMILY DWELLING, PUBLIC/INSTITUTIONAL USE, OR COMMERCIAL ENTERPRISE PERMITTED IN A RESIDENTIAL ZONING DISTRICT (KENNEL, RIDING STABLE, ETC.) PROVIDED THAT THE SIGNS MEET THE FOLLOWING REQUIREMENTS (SEE FIGURE 15-3):

(1) TWO PERMANENT FREESTANDING SIGNS MAY BE PERMITTED, BY ZONING CERTIFICATE, AT EACH DEVELOPMENT ENTRANCE ALONG A COUNTY OR STATE ROAD;
(2) THE SIGNS SHALL BE GROUND MOUNTED SIGNS;
(3) THE SIGNS SHALL BE SET BACK 15 FEET FROM THE PUBLIC RIGHT-OF-WAY AND 20 FEET FROM ANY ADJACENT PROPERTY LINES.
(4) THE MAXIMUM SIGN AREA FOR EACH SIGN SHALL BE 24 SQUARE FEET IN AREA;
(5) NO SUCH SIGN OR ANY PORTION OF THE STRUCTURE SHALL EXCEED 6 FEET IN HEIGHT; AND
(6) THE SIGN MAY ONLY BE ILLUMINATED THROUGH EXTERNAL LIGHTING.

GENERAL NOTES - PLANT MIX

TOPSOIL: FERTILE, FRIABLE NATURAL TOPSOIL OF LOAMY CHARACTER, WITHOUT ADMIXTURE OF SUBSOIL MATERIAL, OBTAINED FROM A WELL-DRAINED ARABLE SITE, REASONABLY FREE FROM CLAY, LUMPS, COARSE SANDS, STONES, PLANTS, ROOTS, STICKS, AND OTHER FOREIGN MATERIALS, WITH ACIDITY RANGE BETWEEN pH 6.0 AND 6.8.

A. IDENTIFY SOURCE LOCATION OF TOPSOIL PROPOSED FOR USE ON THE PROJECT.
B. PROVIDE TOPSOIL FREE OF SUBSTANCES HARMFUL TO THE PLANTS, WHICH WILL BE GROWN IN THE SOIL.

PEAT MOSS: SHREDDED, LOOSE, SPHAGNUM MOSS; FREE OF LUMPS, ROOTS, INORGANIC MATERIAL OR ACIDIC MATERIALS; MINIMUM OF (95) NINETY-FIVE PERCENT ORGANIC MATERIAL MEASURED BY OVEN DRY WEIGHT, A PH RANGE OF (4 TO 5) FOUR TO FIVE; AND A MOISTURE CONTENT OF (30) THIRTY PERCENT.

MANURE: STERILIZED COW OR DEHYDRATED HORSE MANURE, SHREDDED, WEED AND SEED FREE. FURNISH IN BAGS OR BULK.

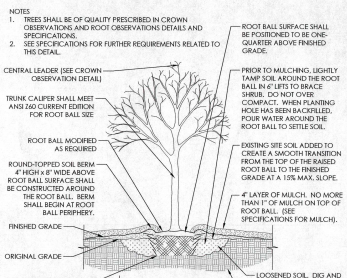
BONE MEAL: RAW, FINELY GROUND, COMMERCIAL GRADE, MINIMUM 3% NITROGEN, 20% PHOSPHOROUS.

FERTILIZER: COMMERCIALLY APPROVED 12-12-12 (12% NITROGEN, 12% PHOSPHORIC ACID, AND 12% POTASH BY WEIGHT). 1/4 OF NITROGEN IN THE FORM OF NITRATES; 1/4 IN THE FORM OF AMMONIA SALT, AND 1/2 IN THE FORM OF ORGANIC NITROGEN.

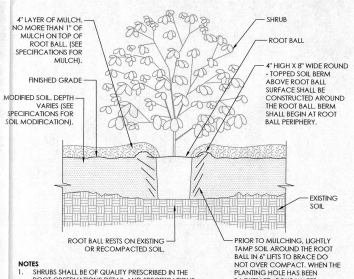
PROVIDE PRE-MIXED PLANTING MIXTURE FOR USE AROUND THE ROOT BALL/ROOTS OF THE PLANTS CONSISTING OF 5 PARTS TOPSOIL, 1 PART PEAT MOSS, 1 PART MANURE, 10 LBS. FERTILIZER (PER CUBIC YARD) AND 2 1/3 LBS. OF BONE MEAL (PER CUBIC YARD).

GENERAL NOTES - PLANTING

1. LANDSCAPE CONTRACTOR IS TO VERIFY LOCATIONS OF ALL UTILITIES WITH THE OWNER, OWNER'S REPRESENTATIVE, GENERAL CONTRACTOR, CONSTRUCTION MANAGER OR DESIGN BUILDER AND UTILITY COMPANIES PRIOR TO BEGINNING CONSTRUCTION. LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR DETERMINING IN THE FIELD ACTUAL LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES, WHETHER INDICATED ON PLANS OR NOT. LANDSCAPE CONTRACTOR MUST CALL THE UTILITIES PROTECTION SERVICE A MINIMUM OF 48 HOURS PRIOR TO CONSTRUCTION. LANDSCAPE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR DAMAGE OF UTILITY LINES, WHICH IS CAUSED BY THEIR ACTIONS OR THE ACTIONS OF THEIR CONSULTANTS.
2. LANDSCAPE CONTRACTOR TO EXAMINE FINISH SURFACE, GRADE ACCURACY AND TOPSOIL FOR DEPTH AND QUALITY. REFER TO SPECIFICATIONS (IF APPLICABLE). IF CONDITIONS ARE UNSATISFACTORY, NOTIFY OWNER, OWNER'S REPRESENTATIVE, GENERAL CONTRACTOR, CONSTRUCTION MANAGER OR DESIGN BUILDER AND DO NOT BEGIN WORK UNTIL CONDITIONS HAVE BEEN CORRECTED.
3. AFTER INSTALLATION, REPAIR ALL DAMAGES MADE TO EXISTING CONDITIONS TO OWNER'S REPRESENTATIVE'S SATISFACTION.
4. PLANT MATERIALS SHALL CONFORM TO THE STANDARDS OF THE AMERICAN NURSERY AND LANDSCAPE ASSOCIATION AND SHALL HAVE PASSED INSPECTION REQUIRED UNDER STATE REGULATIONS. CALL (800)-789-2900 TO OBTAIN A COPY OF THE AMERICAN STANDARD FOR NURSERY STOCK BOOKLET.
5. NURSERY STOCK IDENTIFICATION TAGS SHALL NOT BE REMOVED FROM ANY PLANTING PRIOR TO INSPECTION AND APPROVAL OF INSTALLATION BY THE OWNER'S REPRESENTATIVE.
6. ALL PLANTINGS TO BE CONTAINED WITH BARK MULCHED BED. ALL TREES LOCATED WITHIN LAWN AREAS TO BE CONTAINED WITH A 5' MULCH RING. BARK MULCH SHALL BE FINELY SHREDDED HARDWOOD, DARK IN COLOR.
7. SEED ALL DISTURBED LAWN AREAS THAT ARE NOT LANDSCAPED.
8. LANDSCAPE CONTRACTOR, GENERAL CONTRACTOR, CONSTRUCTION MANAGER OR DESIGN BUILDER IS RESPONSIBLE FOR MAINTAINING POSITIVE DRAINAGE IN LAWN AREAS. LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR PLANT'S LIVABILITY. REFER TO FRONT END SPECIFICATIONS IF APPLICABLE.
9. ANY LANDSCAPE CONTRACTOR RECOMMENDED SUBSTITUTIONS MUST BE APPROVED BY THE LANDSCAPE ARCHITECT. UNAPPROVED SUBSTITUTIONS SHALL BE REMOVED AND REPLACED WITH APPROPRIATE PLANTS.
10. A COMPLETE LIST OF PLANTS, INCLUDING A SCHEDULE OF SIZES, QUANTITIES, AND OTHER COMMENTS SHOWN ON THE DRAWINGS (IF REQUIRED). IN THE EVENT THAT QUANTITY DISCREPANCIES OR MATERIAL OMISSIONS OCCUR IN THE PLANT SCHEDULE, THE PLANTING PLANS SHALL GOVERN.
11. GENERAL CONTRACTOR, CONSTRUCTION MANAGER, DESIGN BUILDER OR LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL ORDINANCES AND SHALL MAKE CONSULTANTS AWARE OF THESE ORDINANCES.
12. GENERAL CONTRACTOR, CONSTRUCTION MANAGER, DESIGN BUILDER OR LANDSCAPE CONTRACTOR TO COORDINATE CONSTRUCTION STAGING AND MATERIAL STOCKPILING WITH THE OWNER OR OWNER'S REPRESENTATIVE.
13. DURING ALL PHASES OF CONSTRUCTION ACTIVITY, IF THE LANDSCAPE CONTRACTOR OR THEIR SUBS ENCOUNTER ANY "SOLID WASTE MATERIAL" (EXCLUDING CLEAN HARD FILL) THE GENERAL CONTRACTOR, CONSTRUCTION MANAGER, DESIGN BUILDER, OWNER OR OWNER'S REPRESENTATIVE SHALL BE CONTACTED IMMEDIATELY FOR FURTHER DIRECTION.
14. LANDSCAPE CONTRACTOR SHALL CLEAN STREETS OF MUD AND DEBRIS GENERATED BY THEIR CONSTRUCTION ACTIVITIES OR THEIR SUB'S CONSTRUCTION ACTIVITIES, PURSUANT WITH LOCAL CODE REQUIREMENTS.
15. LANDSCAPE CONTRACTOR TO COORDINATE WITH THE GENERAL CONTRACTOR, CONSTRUCTION MANAGER, DESIGN BUILDER, OWNER OR OWNER'S REPRESENTATIVE TO PROVIDE FOR APPROPRIATE CARE OF EXISTING PLANT MATERIAL AND NEWLY LANDSCAPED AREAS DURING CONSTRUCTION.
16. STREET TREE LOCATIONS TO BE COORDINATED WITH DRIVEWAY, FIRE HYDRANT, STREET LIGHT LOCATIONS AND OTHER UTILITIES AS REQUIRED.

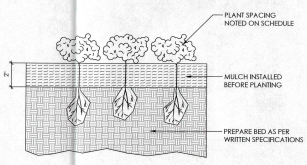


1 TREE PLANTING — NOT TO SCALE — 329303-05 SECTION

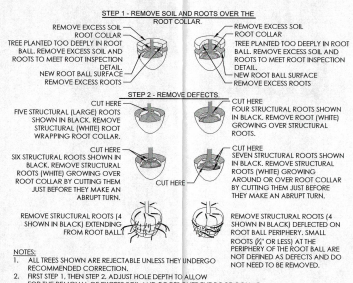


NOTES
1. SHRUBS SHALL BE OF QUALITY PRESCRIBED IN THE ROOT OBSERVATIONS DETAIL AND SPECIFICATIONS.
2. SEE SPECIFICATIONS FOR FURTHER REQUIREMENTS RELATED TO THIS DETAIL.

2 SHRUB PLANTING IN MODIFIED SOIL — NOT TO SCALE — 329302-05 SECTION



3 PERENNIAL AND GROUNDCOVER PLANTING — 3" = 1'-0" — 329301-02



NOTES:
1. ALL TREES SHOWN ARE REJECTABLE UNLESS THEY UNDERGO RECOMMENDED CORRECTION.
2. FIRST STEP 1, THEN STEP 2. ADJUST HOLE DEPTH TO ALLOW FOR THE REMOVAL OF EXCESS SOIL AND ROOTS OVER THE ROOT COLLAR.
3. ROOTS AND SOIL MAY BE REMOVED DURING THE CORRECTION PROCESS; SUBSTRATE/SOIL SHALL BE REPLACED AFTER THE CORRECTION HAS BEEN COMPLETED.
4. TREES SHALL PASS ROOT OBSERVATIONS DETAIL FOLLOWING CORRECTION.

4 ROOT CORRECTION - BALL AND BURLAPPED — NOT TO SCALE — 329304-05 SECTION-ELEVATION

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Project Manager	DJF
Drawn By	BMG
DWG	19575006-PLA-00
X-Ref(s)	GR-PREV-EMAIL

Issue/Revision	No.	Date
ZONING SUBMITTAL		08/29/19

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ABBEYTOWN
COLERAIN TOWNSHIP
HAMILTON COUNTY, OH

Sheet Title
ENTRANCE FEATURE LANDSCAPE PLAN, DETAILS AND NOTES

Project Number	19575.00
Drawing Scale	AS SHOWN
Sheet Number	L102
File Number	19574

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Proclamation

Colerain Township

***Whereas**, Police Officer Dale J. Woods began his law enforcement career with the Colerain Police Department on March 31, 2003; and,*

***Whereas**, Police Officer Dale J. Woods served his community as a SWAT officer, training officer, bike officer and supervisor; and,*

***Whereas,** Police Officer Dale J. Woods lived a life of service as a police officer, fire fighter and dispatcher; and,*

***Whereas,** Police Officer Dale J. Woods exemplified what a Colerain Police Officer should be; and,*

***Whereas,** Dale J. Woods lost his life in the line of duty and in the brave service of the citizens of Colerain Township on January 7, 2019,*

Now, Therefore, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, Do hereby designate January 7, 2020 as Colerain Police Officer Dale J. Woods Day in Colerain Township.

COLERAIN
EST. 1794

Board of Trustees:

_____

Raj Rajagopal, Trustee

_____

Dan Unger, Trustee

_____

Matt Wahlert, Trustee