COLERAIN
EST. 1794

Regular Meeting of the Board of Trustees - December 8

December 8, 2020

1. **Opening of Meeting**
2. **Pledge of Allegiance** 7:00 PM
3. **Meditation (Moment of Silence)**
4. **Fiscal Office** – Approval of Minutes from November 10, 2020
5. **Presentations**
    a. Hamilton County LEAD- Megan Gosney
    b. UC Health Mobile Stroke Unit Presentation
    c. Presentation: Community Health Coordinator
6. **Citizens Address**
7. **Administrative Reports**
8. **Trustees' Report**
9. **New Business**

Public Safety

a. Motion to Authorize the Township Administrator to Renew the Personal Services Agreement with James Love
b. Motion Authorizing Township Administrator to Execute a Memorandum of Understanding with Hamilton County to implement the LEAD Program
c. Motion to Authorize Agreement with Focus Safety Strategies, LLC for a Police Staffing Study
d. Motion Authorizing Capital Expenditure for a Training Tower Storage Building

Public Services

a. Resolution For Disposal By Sale Of Equipment And Vehicles Which Are Obsolete, Unfit, Or Unneeded For Public Use (Picnic Tables)

Planning & Zoning

a. Motion to set Public Hearing on January 12, 2021 at 7PM - Zoning Map Amendment (ZA2020-06) - 66 Unit Townhome Development
b. Motion to Approve 2021 Meeting & Submission Dates for the Zoning Commission

COLERAIN

c. Motion to Approve 2021 Meeting & Submission Dates for the Board of Zoning Appeals

d. Motion to Approve Zoning Department 2021 Fee Schedule

Administration

a. Motion to Adopt the 2021 Strategic Plan & Budget

b. Resolution Adopting Temporary Appropriations for 2021

c. Resolution Adopting Organizational Chart And Job Descriptions

d. Motion to Authorize Execution of a Collective Bargaining Agreement with FOP - Blue

e. Motion to Authorize Execution of a Collective Bargaining Agreement with FOP - Gold

f. Motion To Establish A Merit Pool Of $86,000 For The Non-Union Township Employees.

g. Motion to Authorize Township Administrator to Execute Service Order with KZF for Design of Colerain Ave. Streetscape Project

h. Motion to Permit Township Administrator to Execute Agreement with Electrada for Electric Vehicle Charging Station at 4200 Springdale Road.

i. Motion to Appoint Trustee Unger as the representative to the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of Governments and Administrator Milz as the alternate

j. Resolution Adopting a Modified Telecommunication Policy

k. Resolution to Amend 2020 Year End Appropriations

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

10. Old Business

11. Consent Items

a. New Hire - Full-Time Firefighters - Department of Fire & EMS

b. New Hire - Part-Time Firefighter Emergency Medical Technicians - Department of Fire & EMS

c. Donation Acceptance - Department of Fire & EMS - $1000

d. Donation Acceptance - Police Department - $300

e. Donation Acceptance - Department of Fire & EMS - $300

12. **Fiscal Office Report**

13. **Adjournment**

PRESENTATIONS

Department: Police

Department Head: Mark Denney, Police Chief

Hamilton County LEAD- Megan Gosney

Rationale:

The Director of the LEAD (Law Enforcement Assisted Diversion) will outline the program they are offering Colerain Police.

PRESENTATIONS

Department: Fire

Department Head: Allen Walls, Fire Chief

UC Health Mobile Stroke Unit Presentation

Rationale:

The mobile stroke unit is advanced stroke care on the move bringing the strength of the UC Health stroke team directly to the patient when seconds matter most. The mobile stroke unit comes equipped with a computed tomography (CT) scanner to help diagnose a stroke as well as the ability to begin treatment before the patient arrives at the hospital.

PRESENTATIONS

Department: Fire

Department Head: Will Mueller, Assistant Fire Chief

Presentation: Community Health Coordinator

Rationale:

At the November 10th meeting of the Board of Trustees, Trustee Wahlert asked for a presentation on the new Community Health Coordinator role and our partnership with Hamilton County Public Health. Chief Will Mueller will provide the Board with information on this new role.

PUBLIC SAFETY

Department: Police

Department Head: Mark Denney, Police Chief

Motion to Authorize the Township Administrator to Renew the Personal Services Agreement with James Love

Recommend ADOPTION of the Motion.

Rationale:

Pastor Love has served as the Police Department's PIO for 6 years. This renewal is a two-year agreement. The rate of compensation remains $1017.00 per month for the first year (the same rate as in 2018, 2019, 2020), then is increased to $1100.00 per month for the second.

Pastor Love's role has changed significantly over the past few years. In addition to serving as the PIO, he has represented the Township in many ceremonies (funerals, holiday events, etc) and engages in community policing with the PD.

PERSONAL SERVICES AGREEMENT
COLERAIN TOWNSHIP CONSULTANT

This agreement is made and entered into this 8th day of December, 2020, by and between **Colerain Township, Hamilton County, Ohio,** 4200 Springdale Road Colerain Township, OH 45251, and James Love, hereinafter referred to as ("Contractor).

TERM

1.01 This agreement shall be effective upon execution by both parties. The term of this agreement will be from January 15, 2021 to January 15, 2023.

SERVICES

2.01 The Contractor shall serve as a consultant to Colerain Township with respect to serving as the Public Information Officer (PIO) for the Police Department.

COMPENSATION

3.01. The Contractor shall receive compensation of $1013.00 per month, for the performance of his duties PIO until January 15, 2021. On January 15, 2021 Contractor shall receive compensation of $1100.00 per month for the performance of his duties as PIO.

3.02 Contractor shall furnish the Township with a W-9, completed with relevant and correct taxpayer identification information to facilitate payment.

3.03 Contractor hereby acknowledges that he is considered to be an independent contractor and shall receive no benefits generally afforded to Colerain Township employees. In addition, Contractor is solely liable for the payment of all Federal, State and Local income taxes or other taxes arising out of this Contract.

3.04 Contractor acknowledges and agrees to abide by all Federal, State, and/or local criminal or civil laws, statutes, or requirements throughout the duration of this agreement, and failure to do so may result in immediate termination of the agreement, and the pursuit of any other remedy available, whether in law or in equity, by the Township.

3.05 Contractor agrees to indemnify and hold the Township harmless as a result of any claims arising from or related to his/her performance of any duties related to this agreement.

TERMINATION

4.01 This agreement may be terminated by either party, with or without cause, at any time, without prior notice. In the event of termination, the terminating party shall notify the other, in writing, of intent to cancel said agreement, with said cancellation effective immediately upon issuance of the same.

IN WITNESS WHEREOF, the parties agree to the terms and conditions set forth herein upon the date as indicated.

COLERAIN TOWNSHIP
HAMILTON COUNTY, OHIO

By: _____ **Date: _____**
Contractor

By: _____ **Date: _____**
Township Administrator

PUBLIC SAFETY

Department: Police

Department Head: Mark Denney, Police Chief

Motion Authorizing Township Administrator to Execute a Memorandum of Understanding with Hamilton County to implement the LEAD Program

Recommend ADOPTION of the Motion.

Rationale:

The Law Enforcement Assisted Diversion program provides a way to connect people contacted by law enforcement due to homelessness, drug addiction or mental health issues with social services in Hamilton County. This is a powerful tool that allows police to divert putting people suffering from these issues in the criminal justice system.

Law Enforcement Assisted Diversion
Memorandum of Understanding

Memorandum of Understanding
between Hamilton County
and Colerain Township

Regarding

Law Enforcement Assisted Diversion (LEAD) Program

Recitals

Whereas, Hamilton County, Colerain Township, residents and business owners in the community want to improve public safety and public order in their neighborhoods; and

Whereas, the Township, County, and community members want to reduce future criminal behavior related to mental illness, drug involvement, homelessness, poverty, and other health and wellness issues in the Township's communities; and

Whereas, arresting, booking, processing, and jailing individuals committing offenses related to mental illness, drug involvement, chronic homelessness, poverty, and other health and wellness issues in the Township has had limited effectiveness in improving either public safety or public order in the neighborhoods; and

Whereas, interventions that connect individuals that have been charged with low-level offenses with services may cost less and be more successful at reducing criminal behavior than processing these individuals through the criminal justice system; and

Whereas, a program grounded in harm reduction and housing first philosophies, such as LEAD, may provide better results than traditional abstinence only programs; and

Whereas, the City of Seattle, Washington launched the first LEAD demonstration project in 2011, and its collaborative, harm reduction approach to addressing and reducing crime and disorder has been successful and replicated in other cities across the country; and

Whereas, the LEAD National Support Bureau is available for technical support;

Now, Therefore, the Parties State Their Intentions as Follows:

1. **Joint Responsibilities**

a. The parties agree to cooperate in the operation of a Law Enforcement Assisted Diversion pilot program (hereafter referred to as the LEAD Program) that will identify eligible individuals arrested for low-level criminal offenses to participate in a pre-arrest/booking diversion program. Unless expressly stated otherwise, all references to "LEAD" or the "LEAD Program" mean the pilot program administered by the County and conducted entirely within the jurisdiction and boundaries established by the Township, through the Colerain Police Department.

b. **Policy Control Group.** The parties agree to create a Policy Control Group (PCG) for the LEAD program. The purposes of the PCG are to review and provide feedback on the Referral and Diversion Protocols for LEAD participants, approval of Requests for Proposals (RFP) for service providers and program evaluators, select providers and evaluators, review and provide feedback on periodic reports from the Operational Work Group, make criminal justice and human services data available for comparison and evaluative purposes, and provide policy guidance and administrative oversight for the LEAD program's operations and evaluation.

   The Policy Control Group's initial membership shall consist of representatives from the following entities and organizations:

   1. Hamilton County Addiction Response Coalition
   2. Hamilton County Administration
   3. Hamilton County Commissioners
   4. Office of the Colerain Administrator
   5. Colerain Police Department
   6. Hamilton County Public Defender's Office
   7. Hamilton County Prosecutor's Office
   8. Ohio Justice and Policy Center
   9. Hamilton County Office of Reentry

   Member entities and organizations may be added or removed by the Policy Control Group upon unanimous consent of the existing members. The member entities will consist of two groups: voting members and non-voting members. The non-voting members shall be the representatives of the Office of the Colerain Administrator, and the Hamilton County Commissioners. All other member entities listed above will be voting members.

   Elected official representatives will serve as non-voting members of the Policy Control Group. Participation in the PCG is voluntary, and any member may withdraw unilaterally at any time for any reason. Policy Control Group members will designate a key representative who's attendance will be required to vote on policy items, but may elect to send

alternates to meetings as otherwise needed. Each member organization shall designate one representative for the purposes of determining consensus in Policy Control Group decisions, but multiple representatives from each organization may attend meetings and participate in discussions. All meetings requiring policy item votes will be noticed to members at least two weeks in advance of the meeting date, when possible.

All decisions of the Policy Control Group will be made by a modified consensus. For the purposes of this MOU, "modified consensus" means a resolution that is acceptable to all participants even if not ideal to one or more.

Any outside agency or organization that acts as a subject matter expert may participate in the Policy Control Group or Operations Workgroup at the discretion of the PCG member entities, but shall not have a decision making role.

c. **Operations Working Group.** The Operations Working Group consists of personnel involved in the day-to-day operations of LEAD such as the Colerain Police Department, the County Prosecutor's Office, case managers, and service providers. The PCG determines the members of the OWG, and it is coordinated by the Program Administrator. The OWG is charged by the PCG to develop and amend referral and diversion protocols, review active diversion/referral cases, provide operational support to case managers and outreach workers, and provide periodic operational level reports to the PCG.

2. County Responsibilities

The County agrees to perform the following duties and assumes the following responsibilities, in accordance with its LEAD Policy Document, which is attached as Exhibit A to this MOU for reference:

a. Program Administrator

The County shall provide one part-time staff member dedicated solely to the LEAD pilot program who will serve as LEAD's Program Administrator. The Program Administrator shall be responsible for overseeing all aspects of LEAD program management, resource development, community engagement, and stakeholder coordination. The Program Administrator will serve as a liaison between the fiscal sponsor, the program funders, Office of Reentry, any contract service providers, the Policy Control Group, the Operations Work Group, and Community Leadership Team. The Program Administrator, with the PCG, will advocate for fidelity to agreed protocols and the core principles of LEAD. In addition, the Program Administrator will work with the Ohio Justice and Policy

Center on community engagement. The Program Administrator will have decision-making authority as a member of the Policy Control Group.

b. Grant and Funding Requirements

The County shall be responsible for ensuring the LEAD Program is conducted in compliance with the requirements of any grant or funding provided for the operation of the Program. Program funding will be administered through the County's Budget Office.

c. Staffing

The County, either through the Program Administrator or additional staffing as necessary, shall provide staffing support through document drafting, stakeholder consultation, troubleshooting, and technical assistance to the Operations Workgroup.

3. Colerain Township Responsibilities

Colerain Township agrees to participate in the LEAD Pilot Program, primarily through the involvement of the Colerain Police Department and the County Prosecutor's Office. The Township shall also contribute representatives to the PCG and OWG as it deems necessary. The Township's participation shall be conducted in accordance with its LEAD Policy Document, which is attached as Exhibit B to this MOU for reference.

4. Term and Termination

This MOU shall commence on the final date of signature by both parties and shall last for an initial term of one (1) year. This MOU shall automatically renew for up to two (2) one-year periods at the expiration of the current term unless either party indicates its desire not to renew, so long as such written notification is provided to the other party at least ten (10) days prior to the expiration of the current term.

Either Party may terminate this MOU for any reason and without cause upon five (5) calendar days notice to the other party.

5. Data

The Parties agree to cooperate to collect the appropriate data to evaluate the LEAD Program as requested by the PCG. The Parties each retain ownership of the data they create and collect, respectively, and they agree to share such data with the other party where reasonable and upon request.

The County agrees that it will inform Colerain Township in the event that any data created or collected through the LEAD Program is to be used by County partners, such as the University of Cincinnati, for any report or research beyond that requested by the PCG or for the evaluation of the LEAD Program as a viable pilot program. The data may not be used for research purposes or reporting of any kind except when previously authorized by both Parties.

6. Miscellaneous

This MOU does not amend any law or ordinance; nor does it create any binding obligation on the part of any signatory. This MOU simply memorializes the intent of the parties and describes the responsibilities they understand to be accepted through their participation.

This MOU may be signed in counterparts and shall be effective as of the date it is signed by all parties. No amendment or modification of this MOU will have effect unless it is made in writing and agreed to by all signatories or their successors.

SIGNATURES

In witness whereof, the Parties have executed this Memorandum of Understanding on the last date indicated below.

By: _____ Date: _____

Jeff Aluotto

Hamilton County Administrator

Hamilton County, Ohio

By: _____ Date: _____

Geoff Milz

Township Administrator

Colerain Township, Ohio

RECOMMENDED BY:

_____

Mark C. Denney

Police Chief

APPROVED AS TO FORM:

_____

Colerain Law Director

Exhibit A

Hamilton County LEAD Policy

(see attached)

Exhibit B

Colerain Township LEAD Policy

(see attached)

PUBLIC SAFETY

Department: Police

Department Head: Mark Denney, Police Chief

Motion to Authorize Agreement with Focus Safety Strategies, LLC for a Police Staffing Study

Recommend ADOPTION of the Motion.

Rationale:

Adoption of this motion would authorize Focus Safety Strategies, LLC to conduct a staffing and workload study of the Police Department. The cost of the 5-month study is $16,775. The Police Department has drug seizure funds available to pay for this study.

The Police Department has never has a department-wide needs study conducted. This is an opportunity to have experts in the public safety field look at our operations and provide educated insight into our needs and operations.

Focused Safety Strategies, LLC

Providing a Staffing Analysis to the Colerain Township, Ohio Police Department

October 26, 2020

Please direct all correspondence regarding this proposal to:
Daniel W. Gerard
Managing Principal
Focused Safety Strategies LLC
3827 Indian Brave Trail
Cleves, OH 45002
dwgerard43@gmail.com
(513) 368-1064

The Colerain Township, Ohio Police Department (CTPD) requested Focused Safety Strategies, LLC, a comprehensive public safety consulting firm, submit a proposal for an all-inclusive study of both their current police staffing and the potential future staffing of their law enforcement agency.

Focused Safety Strategies, LLC will provide the consultation and staffing analysis detailed below based on our collective expertise. The findings will lead to better informed, evidence-based decision-making concerning the efficiency and effectiveness of CTPD's police staffing and police service delivery to the Colerain Township community.

Staffing Study

Police staffing should be dictated by the reactive demand for service, as well as proactive preventive police work. Focused Safety Strategies, LLC will provide a staffing study that analyzes the current state of CTPD's staffing. The staffing study will focus on the core responsibilities of CTPD patrol officers, detectives, and administrative personnel, including:

- Responding to citizen-generated calls for police services (CFS),
- Handling police-generated calls for police services,
- Police administrative tasks,
- Proactive police work, such as hot spot or problem-oriented policing, in order to promote crime prevention, and
- Criminal Investigations and follow ups.

To prepare this report, Focused Safety Strategies, LLC will analyze Colerain Township's calls for service data, and crime data to determine the appropriate level of CTPD staffing. These findings will then be contextualized with CTPD's current staffing and deployment data to better understand CTPD's current staffing situation.

Three different evidence-based methodologies, each with different strengths and weaknesses, will be employed to determine the staffing needs of the CTPD: a peer comparison model and two different workload-based models. Focused Safety Strategies, LLC researchers do not rely solely on a single methodology, as the researchers believe a collection of methods provides a more clear and comprehensive staffing estimate.

For example, the peer comparison staffing model is easier to understand as it does not consider the differences in agency workload or the unique jurisdictional demands of police departments. Workload comparisons fill this gap by accounting for both reactive policing tactics, like responding to citizen CFS and criminal investigations, and proactive preventive tactics, which are guided by national recommendations about unencumbered police time. Taken collectively, these

staffing models present estimates incorporating both guiding models, thus providing more robust performance objectives and outcomes.

A ***Peer Comparison Model*** will compare CTPD with other similarly situated United States cities, or those with a similar population size and violent crime level, and also other similarly situated Ohio police departments, as they provide more local baseline comparisons.

The ***first workload-based calculation method*** will use only citizen-initiated calls for service data. This approach strictly follows the International Association of Chiefs of Police (IACP)'s suggestion that patrol officers should spend one third of their time on citizen initiated calls for service, one third of their time on administrative tasks, and one third of their time on proactive policing.

The ***second workload-based calculation method*** will use all calls for service data, which includes both citizen-initiated and officer-initiated activity. This International City/County Management Association (ICMA) approach suggests that a patrol officer should spend a maximum of 60% of his/her time responding to citizen initiated calls for service or on police-initiated calls. The remaining 40% of their time should be dedicated to proactive preventive work.

In this study we will provide CTPD staffing information considering the:

1) Distribution of total calls for service by hour of day, day of week, and month
2) Distribution of total calls for service by geographic and neighborhood boundaries
3) Nature of calls for service
4) Time spent on calls for service
5) Citizen demands
6) Agency shift relief factor
7) Current and recommended performance objectives

COSTS

The total costs for this proposal are $16,775. This includes all personnel and fringe benefits, consultants, supplies, equipment, and travel needed to complete this project.

DELIVERABLES / TIMELINE:

1) The contract is estimated to be January 1, 2021 – May 31, 2021
2) The Focused Safety Strategies, LLC staff will provide additional technical assistance regarding CTPD data gathering throughout the contract period
3) On-site CTPD visits for technical assistance, data collection, and/or presentations to key Colerain Township stakeholders [As Needed]
4) Interim and final written report documenting the CTPD staffing analysis [May 31, 2021 or earlier]

KEY PERSONNEL

The Focused Safety Strategies, LLC research team boasts national experts with extensive records of successful law enforcement project management, technical assistance, and training.

Daniel W. Gerard, M.S.

Daniel W. Gerard is the Founder of Focused Safety Strategies, LLC, a comprehensive public safety consulting firm and retired as a Captain retired after 31 years of service with the Cincinnati Police Department (Ohio). He received his B.S. and M.S. in Criminal Justice from the University of Cincinnati. He is also a graduate of the Southern Police Institute (SPI) at the University of Louisville and completed the Senior Management Institute for Police offered by the Police Executive Research Forum.

Daniel Gerard has served as a consultant, trainer, and lecturer for numerous police agencies and universities throughout the United States and Canada. His areas of expertise include: police staffing analysis, police agency strategic planning, operational data analytics/strategy development, co-offending and co-addiction network identification, evidence-based policing, place-based policing, traffic safety, gun violence reduction, criminal gangs, police/academic partnerships, police/private sector partnerships and general police management.

Tim Sabransky, MPA

Tim Sabransky is a partner in Focused Safety Strategies, LLC and has 32 years of law enforcement experience with three different police agencies (The Ohio State University PD, Cincinnati, Ohio PD and Loveland, Ohio PD) and retired in October 2015 as Police Chief in Loveland, Ohio. Tim Sabransky received his B.S. in Education from The Ohio State University and M.P.A. from the University of Cincinnati. Tim is a graduate of the Southern Police Institute (SPI) 109th Administrative Officers Course at the University of Louisville, and the Certified Law Enforcement Executive (CLEE) program through the Ohio Law Enforcement Foundation. He is a past president of the Clermont County, Ohio Chiefs and Sheriffs Association, past chair of the Ohio Association of Chiefs of Police (OACP) Education Committee and remains an active member. Tim served as a subject matter expert for the Ohio Peace Officer Training Academy (OPOTA) and is an Assessor and Peer Resource for the Ohio Collaborative Community-Police Advisory Board, providing assistance to agencies seeking compliance with Ohio policing standards

Jillian Desmond, Ph.D.

Dr. Jillian Desmond, Ph.D. is the Principal Data Scientist for Focused Safety Strategies, LLC. Dr. Desmond received a B.A. in Law/Justice and Psychology with a minor in Geography from Central Washington University, and both her M.S. and Ph.D. in Criminal Justice from the University of Cincinnati. Dr. Desmond is the author of numerous public safety technical reports/police agency studies on a wide variety of topics and has published numerous articles in peer-reviewed academic journals. Dr. Desmond's research interests include operational crime analysis and strategy development, as well as the identification of geographic patterns of crime. In addition to her research interests, Dr. Desmond specializes in spatial analysis and displays, advanced analytical data processes, data management and cartography.

PUBLIC SAFETY

Department: Fire

Department Head: Allen Walls, Fire Chief

Motion Authorizing Capital Expenditure for a Training Tower Storage Building

Recommend ADOPTION of the motion.

Rationale:

This capital purchase request (2020) is for the construction of a 24' x 24' post and frame building that will replace three (3) pod storage containers that are housed at the fire department's training tower site. The quote and scope of work are attached to this purchase proposal.

The current pod containers store a host of training equipment that includes self-contained breathing apparatus, ladders, straw for live fire training, physical performance evaluation equipment, small engine equipment, and miscellaneous equipment and supplies needed to train our firefighters.
The pod storage containers have exceeded twenty years of age and are in a state of disrepair. The photos contained within this proposal depict the degradation that has occurred over the last two decades. These pods have several areas where corrosion has allowed for water infiltration to occur thus causing damage to the equipment contained within.

Additionally, the doors have become inoperable or unsafe to operate as the structures continue to degrade. The floors have worn through causing sagging and holes that are safety hazards to the personnel that enter. These pods have undergone repairs numerous times in an attempt to increase their longevity. However, those repairs can no longer be completed.

Three quotes were pursued to obtain the most cost-effective approach. However, only one company (Parnell Construction) responded with a quote. It's important to note that the scope of the work does not just include the materials and labor for the construction of this post frame building. It also includes the removal of the three pods that are defective and in a state of disrepair.

At this time, there are no other alternatives to the storage of this necessary equipment. Repairs options were pursued prior to the decision to create this current proposal. However, those repairs were deemed futile based on pod's condition.

Purchase and installation cost is $23,540.00.

Parnell Construction
Brian Parnell : Owner 10805 Bond Rd. Harrison, OH 45030

November 1, 2020

Captain Chris Hopkins
513-623-0125
Chopkins@colerain.org

We hereby submit specifications and estimates for the following work:

- Build 24' x 24' x 10' post frame building.
- Remove concrete at pier locations and patch after posts are set.
- 24" Overhang on front gable only.
- Roof and sides sheeted in 26-gauge pre-painted commercial metal.
- 2 – 10' x 8' commercial grade non-insulted garage doors.
- 1 – Model 20 steel frame walk door with lock set.
- 6" seamless gutters with leaf guard.
- Remove 3 box truck beds.
- Price does not include permits.

We Propose hereby to furnish material and labor – complete in accordance with specifications above for the sum of

Twenty Three Thousand Fourty Dollars $ 23,040.00

Payment to be made as follows: 30% down to start with balance upon completion.

Option

- 2' x 24' polycarbonate skylight panel on side wall. $ 500.00_____

- Owner authorizes Parnell Construction the use of driveway and/or parking lot for delivery of loads that do not exceed legal road limits: Parnell Construction will not assume liability or responsibility for any damage to said driveway/parking lot caused by trucks when they leave the available paved street or curb line.
- Price includes all material, labor, delivery, and tax on material and equipment to complete this project as outlined above.
- 110 Volt Electrical service within 200' of job site or equivalent generator (5000 watt/ 5 kilowatt or greater) to be supplied by Owner.
- All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications above involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delay beyond our control. Owner to carry fire, tornado and other necessary insurance. Our company is covered by business insurance.

Authorized Signature_____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature_____ Date_____

PUBLIC SERVICES

Department: Public Services

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

Resolution For Disposal By Sale Of Equipment And Vehicles Which Are Obsolete, Unfit, Or Unneeded For Public Use (Picnic Tables)

Recommend ADOPTION of the Resolution.

Rationale:

The picnic tables have been removed from Colerain parks due to condition. They will be disposed of at auction via GovDeals website.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the eighth day of December, 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. _____-20

RESOLUTION FOR DISPOSAL BY SALE OF EQUIPMENT AND VEHICLES WHICH ARE OBSOLETE, UNFIT, OR UNNEEDED FOR PUBLIC USE (O.R.C. Sec 505.10)

WHEREAS, Ohio Revised Code Sec. 505.10 authorizes the Board of Trustees to dispose of personal property, including motor vehicles, road machinery, equipment, and tools, which the Board finds by resolution are not needed for public use, or are obsolete, or are unfit; and

WHEREAS, Ohio Revised Code Sec. 505.10 (A)(2)(a) authorizes the Board of Trustees to sell by private sale, without advertisement or public notification, if the property to be sold is, in the opinion of the Board, $2,500.00 or less.

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

A. The Board of Trustees finds that, in the opinion of the Board, the following equipment is not needed for public use, or are obsolete, or are unfit, and that, in the opinion of the Board, each vehicle has a fair market value of $2,500.00 or less:

1. 12 Green and Black Steel Tables.
2. 17 Red Aluminum and Wood Tables.
3. 3 Composite Wood Tables.
4. 4 Wood Tables.

B. Pursuant to O.R.C. Sec. 505.10 (A)(1), the Board directs that the method of public sale of the equipment listed above shall be by auction conducted by the GovDeals, and, accordingly, that said equipment be delivered to that company, and that the sale occur after the notice and publication requirements of O.R.C. Sec. 505.10 (A)(1) are met.

C. 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, that all deliberations of this Board and any committees that resulted in those formal sessions were in meetings open to the public, in compliance with all legal requirements, and the Board has met all other statutory requirements for participation in a joint-self-insurance program.

D. This Resolution shall be in full force and effect from and after the earliest period 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 eighth day of December, 2020.

BOARD OF TRUSTEES:

_____
Raj Rajagopal, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker,
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 eighth day of December, 2020.

_____
Jeff Baker
Colerain Township Fiscal Officer

Memo

To: Jackie O'Connell, Director of Public Services
From: Mike Adler, Fleet Manager
Date: November, 9 2020
Re: Proposal – Disposal of Township Picnic Tables

This is a proposal and recommendation to dispose of the following township Picnic Tables using Govdeals auction website.

The following Picnic Tables have been taken out of service from various parks around our township for either damage or other issues that would not allow the Picnic Tables to operate in a safe manner to the township.

Following Picnic Tables are from the Parks Department, a total of 36 tables.

12 – Green and Black steel tables.
17 – Aluminum and wood tables (Red in color).
3 – Composite tables.
4 – Wood tables.

Should you have any questions regarding this matter please do not hesitate to contact me.

PLANNING & ZONING

Department: Planning & Zoning

Department Head: Mike Ionna, Director - Planning and Zoning

Motion to Approve 2021 Meeting & Submission Dates for the Zoning Commission
Recommend ADOPTION of the Motion.

Rationale:
The Board of Trustees approves the schedule of the Zoning Commission.

COLERAIN TOWNSHIP ZONING COMMISSION

SCHEDULE OF MEETINGS AND SUBMISSION DEADLINES

FINAL DEVELOPMENT PLANS AND **MINOR AMENDMENTS TO FDPs**

2021

Submission Deadline	Meeting Date
Dec. 8, 2020	Jan. 19, 2021
Jan. 5	Feb. 16
Feb. 2	Mar. 16
Mar. 9	Apr. 20
Apr. 6	May 18
May 4	June 15
June 8	July 20
July 6	Aug. 17
August 10	Sept. 21
Sept. 7	Oct. 19
Oct 5	Nov. 16
Nov. 9	Dec. 21

If the case needs to go before Hamilton County Regional Planning Commission, the submission deadline is 8 weeks before

PLANNING & ZONING

Department: Planning & Zoning

Department Head: Mike Ionna, Director - Planning and Zoning

Motion to Approve 2021 Meeting & Submission Dates for the Board of Zoning Appeals
Recommend ADOPTION of the Motion.

Rationale:
The Board of Trustees approves the regular meeting schedule of the Board of Zoning Appeals.

COLERAIN TOWNSHIP BOARD OF ZONING APPEALS

SCHEDULE OF MEETINGS AND SUBMISSION DEADLINES

2021

Submission Deadline	Meeting Date
Dec. 16, 2020	Jan. 27, 2021
Jan. 13	Feb. 24
Feb. 10	Mar. 24
Mar. 17	Apr. 28
Apr. 14	May 26
May 12	June 23
June 16	July 28
July 14	Aug. 25
Aug. 11	Sept. 22
Sept. 15	Oct. 27
Oct. 13	Nov. 17
Nov. 10	Dec. 22

PLANNING & ZONING

Department: Planning & Zoning

Department Head: Mike Ionna, Director - Planning and Zoning

Motion to Approve Zoning Department 2021 Fee Schedule

Recommend ADOPTION of the Motion.

Rationale:

There are no changes to the Planning and Zoning fee structure from 2020 to 2021. A fee was added for Appeal of the Zoning Administrators Decision under the Board of Zoning Appeals application. This addition was made to correct an existing omission of the application type and corresponding fee on the existing fee schedule.

COLERAIN TOWNSHIP PLANNING & ZONING FEE SCHEDULE

EFFECTIVE 1/1/2021

ZONING CERTIFICATE TYPE	FEE
RESIDENTIAL ZONE DISTRICTS:	
SINGLE FAMILY DWELLING	$350 PER STRUCTURE
MULTI-FAMILY DWELLING	$350 PER STRUCTURE + $50/UNIT
ADDITIONS TO RESIDENTIAL DWELLING	$150
DETACHED GARAGES, SHEDS, ACCESSORY OR TEMPORARY STRUCTURES	$35
SWIMMING POOLS (ABOVE OR BELOW GROUND)	$100
FENCES, DECKS, WALLS, NEW/EXPANDED DRIVEWAYS, ANTENNA TOWERS	$35
ALTERATIONS OR REPAIRS OF DWELLING	$50
HOME OCCUPATIONS, SATELLITE DISHES, OUTDOOR WOOD BOILERS, SOLAR PANELS	$50
NON-RESIDENTIAL ZONE DISTRICTS:	
BUILDINGS:	
5,000 SQUARE FEET OR LESS	$500 PER STRUCTURE
5,001 SQUARE FEET TO 10,000 SQUARE FEET	$600 PER STRUCTURE
10,001 SQARE FEET TO 15,000 SQUARE FEET	$700 PER STRUCTURE
15001 SQUARE FEET TO 20,000 SQUARE FEET	$800 PER STRUCTURE
20,001 SQUARE FEET OR MORE	$1000 PER STRUCTURE
INTERIOR ALTERATIONS/FINISHES OR REPAIRS OF STRUCTURES	$350
BUILDING ADDITIONS	$250
TEMPORARY TENTS, TRAILERS, & STRUCTURES	$100
ACCESSORY STRUCTURES, WALLS, FENCES, DECKS, ANTENNA TOWERS,	$150
SATELLITE DISHES, SOLAR PANELS, ELECTRIC CHARGING STATIONS/ALTERNATIVE FUEL STATIONS	
SIGNS:	
NEW GROUND & POLE SIGNS	$250
NEW WALL, AWNING, DIRECTIONAL	$150
TEMPORARY SIGN	$50
BILLBOARD	$1500 PER SIDE
HIGH RISE INTERSTATE	$1000 PER SIDE
FACE CHANGE	$150 (SINGLE FACE)
MISCELLANEOUS:	
CHANGE OF USE CERTIFICATE	$150
NON-CONFORMING USE CERTIFICATE	$100
LOT SPLIT	$150 PER NEW LOT
REVISION TO ZONING CERTIFICATE (WITHIN 90 DAYS)	1/2 ORIGINAL FEE
SMALL CELLULAR TELECOMMUNCATION FACILITIES	$100

ZONING MAP AMENDMENTS:

SINGLE FAMILY DISTRICTS	$1300 + $150 PER ACRE
MULTI-FAMILY DISTRICTS	$1300 + $150 PER ACRE
BUSINESS DISTRICTS	$1300 + $150 PER ACRE
"SWD" & "ME" LANDFILL & EXCAVATION DISTRICTS	$1300 + $150 PER ACRE
"RF" FLOOD PLAIN MANAGEMENT	$300
HILLSIDE DEVELOPMENT OVERLAY DISTRICTS	$1300 + $150 PER ACRE
ADMINISTRATIVE MODIFICATION	$150
FINAL DEVELOPMENT PLANS AND MINOR MODIFICATIONS	$550
MAJOR MODIFICATIONS TO PD	$1,300
LAND USE MAP CHANGES	$500
OPEN SPACE DEVELOPMENT	$1300 + $150 PER ACRE

ADJACENT PROPERTY OWNERS, LEGAL NOTICES, AND RECORDING FEES - APPLICANT PAYS ALL CHARGES

BOARD OF ZONING APPEALS:

VARIANCE	$350
COMPATIBLE NON-CONFORMING USE	$400
CONDITIONAL USE	$400
APPEAL OF ZONING ADMINISTRATOR DECISION	$350

ADJACENT PROPERTY OWNERS AND LEGAL NOTICES - APPLICANT PAYS ALL CHARGES

MISCELLANEOUS FEES:

PLANNING & ZONING DOCUMENTS	10¢ PER PAGE
ZONING MAP (36"X50")	$30
LAND USE MAPS (36"X44")	$30
11"X17" MAPS	$10
PROPERTY OWNER SEARCH/PLAT MAP	$30
ZONING CERTIFICATION/VERIFICATION LETTER	$125

NOTES:

MAKE CHECK PAYABLE TO: COLERAIN TOWNSHIP BOARD OF TRUSTEES
LEGAL NOTICES FOR PUBLIC HEARINGS - ESTIMATED MINIMUM FEE/HEARING: $30
ADJACENT PROPERTY OWNERS NOTICES - CURRENT COST FOR USPS 1ST CLASS MAIL
RECORDING FEES - ESTIMATED MINIMUM FEE: SEE HAMILTON COUNTY RECORDING FEE SCHEDULE
FEES ARE NON-REFUNDABLE

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Adopt the 2021 Strategic Plan & Budget

Recommend ADOPTION of the Motion.

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 organization's goals, strategic initiatives and summarizes our budget for 2021.

COLERAIN TOWNSHIP

PROSPEROUS, GREEN & CLEAN

2021 Strategic Plan & Budget

2021 Strategic Plan & Budget

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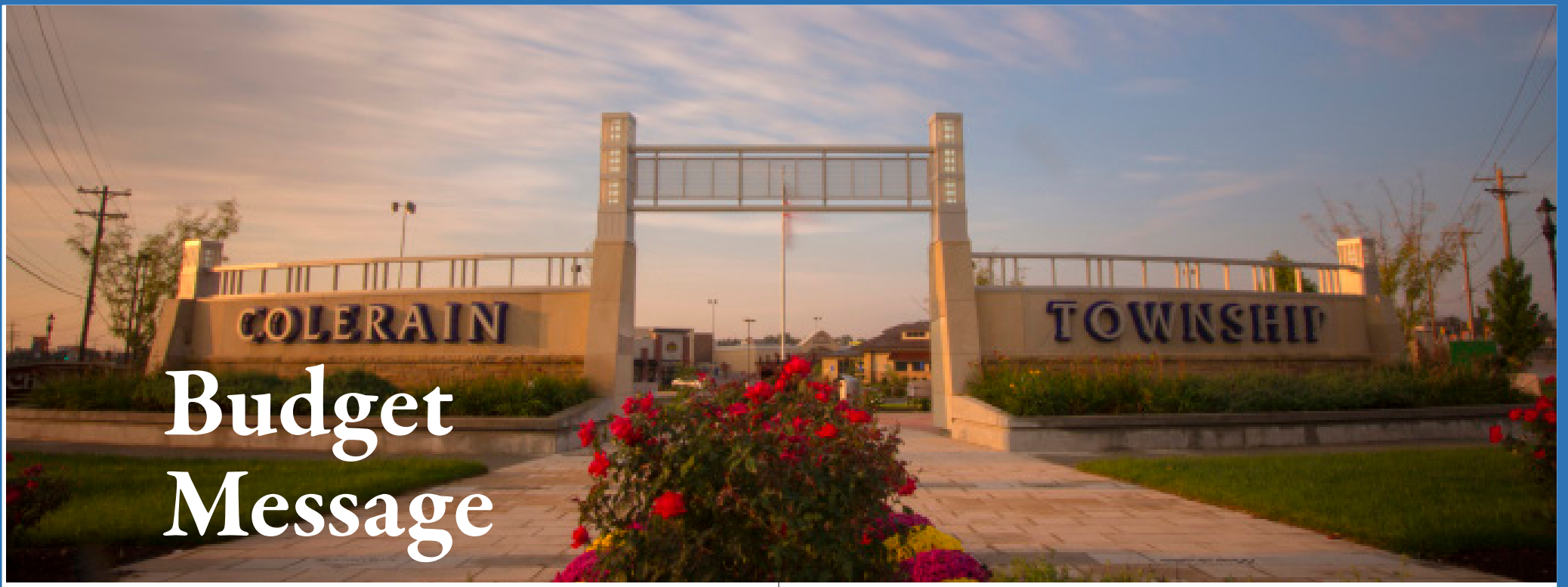


Budget Message

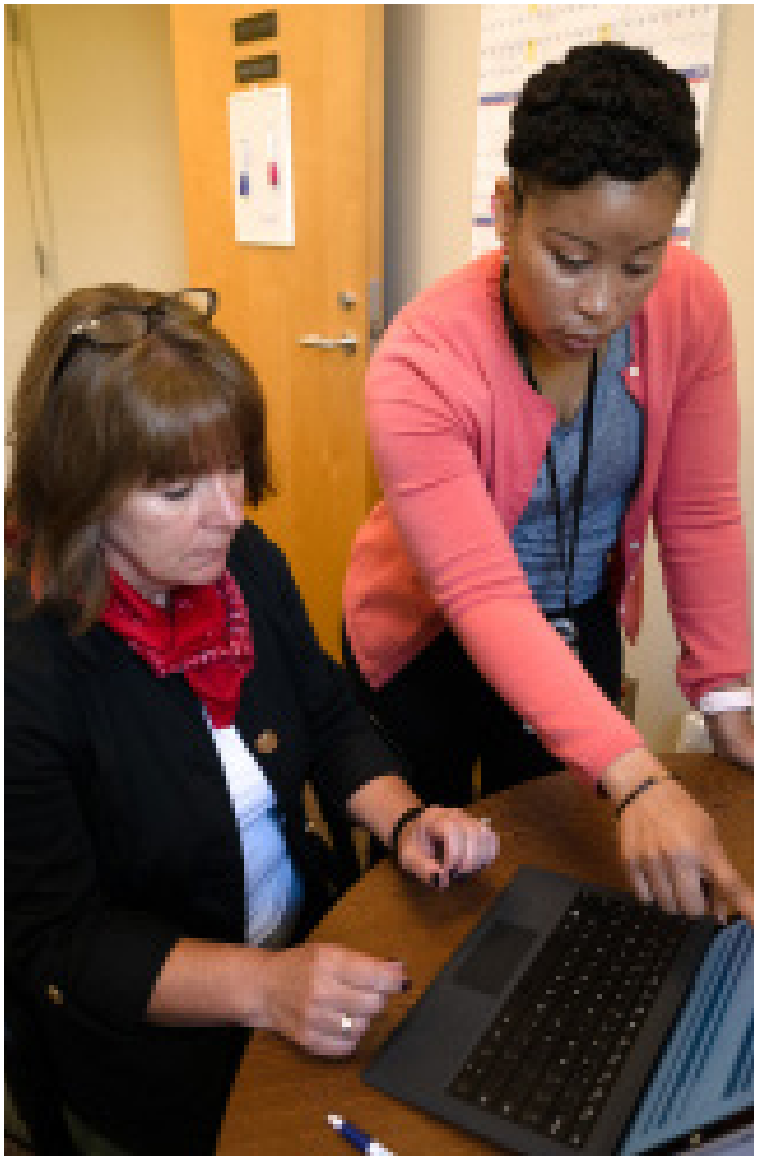
I think we can all agree that 2020 has been a year like no other. COVID has spread across the world affecting all of us in ways we never could have imagined at this time last year. The pandemic has affected Colerain Township just as it has communities across the country and around the world. Through it all, we are reminded how important connections with our families, friends, and our community really are. In 2019, the Colerain Township Board of Trustees established "Creating Connections" as the Big Theme of our 2020 work plan. Little did we know how important this theme would become.

Despite having to struggle - as everyone has had to struggle - to develop new ways of providing essential Township services during a pandemic, our Township Departments from Police and Fire to Public Services, Planning and Administration have overcome these challenges and worked hard to achieve the vision put forward by our Trustees. As we worked to create connections this year, we made significant progress on establishing new sidewalks that will connect some of our community's most important assets like schools and neighborhoods. We received a $724,086 grant to install new sidewalks on Pippin Road connecting Northwest High School with the surrounding neighborhoods. In the Planning Department we have worked diligently to develop innovative new ways to reach out to stakeholders in our community to develop a new vision for the Township in the form of a new Comprehensive Plan. This document will guide development into the future. It lays out a vision for what we want our neighborhoods and business centers to be, and it sets the stage for next year's work on a major overhaul to our Zoning Resolution.

We spent a great deal of time this year communicating with our residents and businesses about the work of our Township Departments. Relying heavily on our partnership with Waycross Community Media, we were able to develop a series of videos with the goal of assuring our Colerain community that even during a global pandemic, the Township and its employees are here for you 24 hours a day, seven days a week, each and every day of the year. The Township saw an increase in our use of CERKL to bring news stories to our website and newsletter. And, who didn't love the updates from our Department of Fire and EMS Battalion Chief Steve Conn on Facebook?

We all have new appreciation for those in our community that keep us safe. After 35 years of dedicated service, we saw the transition of leadership in our Department of Fire and EMS from Chief Frank Cook to Chief Allen Walls. For me, this transition served as a reminder of how appreciative we are for the service of Chief Cook and how blessed we are to have the next generation of leaders within our organization. The men and women in the Department of Fire and EMS have faced the global pandemic challenge with the same values they bring to any other challenge: bravery, integrity, honor and a large measure of hard work. Let us not forget about our Police Department. Through this pandemic and recent societal challenges in the world of policing, our Police Department has remained ready, willing and able to respond to any emergency that comes their way. I am forever grateful that we have such an amazing group of men and women officers and civilian support staff serving this community.

Budgetarily, we expect to end this dramatic year in a stable financial position. Our General Fund remains strong and the Departments that rely on levy funds are expected to end the year with higher fund balances than forecast. The balances in the funds which support our Parks, Roads and Community Center, remain stable. Looking ahead, we believe that we will be able to push out the need for a Police Levy potentially until November of 2022. Levies are the way in which township residents are able to democratically select the level of service that they want. The last Police Department levy was approved in 2014 and it was anticipated to provide the revenue necessary to support the Police Department for five years. Due in large part to the organizational culture of conservative spending and innovative management, we believe that we will be able to extend that five-year levy to eight years.



The township form of government is an extraordinarily democratic form of government in which residents - and only residents - are able to determine whether they are willing to pay for public safety services. Trustees do not have the ability to levy taxes, they can only authorize the placement of a levy on the ballot. This year the Board of Trustees chose to put a 3.0 mil Levy for Fire and EMS services in front of the voters which would continue the operations of the Fire Department at their existing level for the next five years. As I write this in the middle of October, I don't know what the outcome of the Fire and EMS levy will be, but I know how much our community values its Public Safety Services and I'm optimistic that the Levy will enjoy the support of a majority of our residents.

The Township's response to COVID has been an expensive endeavor. Thankfully, our Federal, State and County partners have recognized the increased cost faced by the Township and have worked in cooperation to provide additional financial resources to the Township through a federal stimulus bill called the CARES Act. The Township is expected to receive approximately three million dollars in funding which will be used to offset the costs of providing Public Safety services during this remarkable year.

Looking ahead to 2021, the Board of Township Trustees has directed the Organization to focus on making Colerain prosperous, green and clean. As you will see in this document, 2021 will bring a number of initiatives aimed at attacking the scourge of litter and illegal dumping. We will be hiring two part-time maintenance workers into our Public Services Department whose only job will be to pick up litter along the roadways of the Township. We will also be adding an environmental crimes investigator to our Police Department to investigate illegal dumping. We will be focused on a number of green initiatives such a street tree planting and seeking

grants for electric vehicle charging stations, as well as continued work on the design and construction of a modern new streetscape on Colerain Avenue between Jonrose and Shady Crest. With the changes that we have seen locally and throughout the country in retail, we recognize that Colerain Avenue is particularly vulnerable to macroeconomic trends that have been shaped by the way we all purchase the goods and services we need. We recognize that there is a need for sustained focus on economic development in our community. To that end we are reorganizing our organizational chart to devote more resources to economic development with the creation of a new department called the Development Department. The Development Department will be responsible for business attraction, business retention, real estate development and community development. This will be accomplished with no additional staff, but rather by refocusing existing staff.

I believe that these exciting new initiatives will make a dramatic difference in the quality of life for residents and we are excited as staff to execute the vision of the Board of Trustees.

2020 has certainly been a year like no other - for reasons that have largely been out of our control. It is our hope that 2021 becomes a year like no other because of the progress we will make on issues facing our community. We look forward to working together with our residents and businesses to ensure that Colerain remains a place that we can all be proud of.

Organizational Overview

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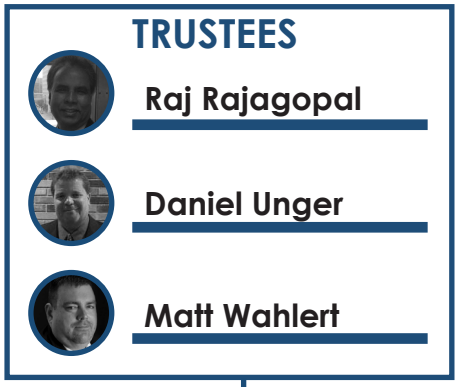
ORGANIZATION CHART



Jeff Baker
FISCAL OFFICER

Geoff Milz
ADMINISTRATOR/ DEVELOPMENT DIRECTOR

Jeff Weckbach
ASSISTANT ADMINISTRATOR

- SENIOR DEVELOPMENT OFFICER
  - DEVELOPMENT OFFICER

Jacqueline O'Connell
PUBLIC SERVICES DIRECTOR

- OFFICE MANAGER
- RECEPTIONIST
- HUMAN RESOURCES SPECIALIST
- FACILITY MANAGER
  - MAINTENANCE WORKERS (8)
  - LITTER PICK UP LABORER (2)
- ROADS SUPERVISOR
  - MAINTENANCE WORKERS (5)
  - SEASONAL PARKS WORKERS (8)
  - PART-TIME EVENT SET UP WORKER (2)
  - BUS DRIVER
- PARKS SUPERVISOR
  - SUMMER CAMP DIRECTOR
  - SUMMER CAMP ASST. DIRECTOR
  - SUMMER CAMP COUNSELORS (6)
- EVENTS COORDINATOR

Jeff McElravy
FINANCE DIRECTOR

- FINANCE SPECIALIST
- ACCOUNTING SPECIALISTS (2)
- IT DIRECTOR

Mike Ionna
PLANNING & ZONING DIRECTOR

- CODE ENFORCEMENT OFFICER
- PART-TIME CODE ENFORCEMENT SPECIALISTS (2)
- VEHICLE FLEET MANAGER
  - FLEET MECHANIC I
  - FLEET MECHANIC II
  - PART-TIME MECHANIC TECH
  - CO-OP MECHANIC
- DIVISION CHIEF PART-TIME (2)
  - BATTALION CHIEF SHIFT 1
    - CAPTAINS (2) FULL-TIME
    - LIEUTENANTS (4) FULL-TIME
    - EMT FIREFIGHTERS (18) FULL-TIME
    - EMT/ PARAMEDIC FIREFIGHTERS (8) PART-TIME
  - BATTALION CHIEF SHIFT 2
    - CAPTAINS (2) FULL-TIME
    - LIEUTENANTS (4) FULL-TIME
    - EMT FIREFIGHTERS (18) FULL-TIME
    - EMT/ PARAMEDIC FIREFIGHTERS (8) PART-TIME
  - BATTALION CHIEF SHIFT 3
    - CAPTAINS (2) FULL-TIME
    - LIEUTENANTS (4) FULL-TIME
    - EMT FIREFIGHTERS (18) FULL-TIME
    - EMT PARAMEDIC FIREFIGHTERS (8) PART-TIME
  - EMT-FIREFIGHTERS (28) PNR PART-TIME

Allen Walls
FIRE CHIEF

- PUBLIC SAFETY ADMIN ASSISTANT
- ASSISTANT FIRE CHIEF
  - CAPTAIN EMS OPERATIONS
    - MEDICAL DIRECTOR
    - FIRE HYDRANT INSPECTORS (3) SEASONAL
  - CAPTAIN COMMUNITY RISK REDUCTION
    - FIRE INSPECTORS (1) PART-TIME (1) FULL-TIME
    - RESERVIST - PUBLIC EDUCATORS (2) PART-TIME
  - CAPTAIN TRAINING & EDUCATION
- ADMINISTRATIVE ASSISTANT
- RESERVIST

Mark Denney
POLICE CHIEF

- PIO
- PATROL COMMANDER
  - PATROL SERGEANT
    - OIC (1)
    - POLICE OFFICERS (6)
  - PATROL SERGEANT
    - OIC (1)
    - POLICE OFFICERS (6)
  - PATROL SERGEANT
    - OIC (1)
    - POLICE OFFICERS (7)
  - PATROL SERGEANT
    - OIC (1)
    - POLICE OFFICERS (7)
    - K-9 (2)
    - TRAFFIC SAFETY OFFICER (2)
- INVESTIGATIVE SERVICES COMMANDER
  - INVESTIGATIVE SERGEANT
    - OIC (1)
    - DETECTIVES (9)
- SUPPORT SERVICES COMMANDER
  - NWILSD SERGEANT
    - SRO (2)
    - SCHOOL SAFETY OFFICER (2)
  - ADMIN SERGEANT
    - CIVILIAN SUPERVISOR (1)
    - CLERKS (4)
    - PART-TIME CLERKS (2)
    - PROPERTY ROOM MANAGER
    - ENVIRONMENTAL CRIMES INVESTIGATOR(1)
    - ACCREDITATION MANAGER (1)

Summary of Personnel

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 286 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 286 positions, due to employee turnover and seasonal roles, the Township typically employees closer to 250-260 employees at any given time. 64% 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. 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 2020**	**FY 2021**	**Positions added in 2019 & New Positions for 2020**
Administration	9	13	Accounting Specialist, Development Roles (2), Intern
Fire	161	161	N/A
Planning & Zoning	6	4	N/A (Two roles moved to Admin.)
Police	68	69	Environmental Crimes Investigator
Public Services	36	39	Litter Pick Up Laborer (2), Maintenance Worker
Total	**280**	**286**	

Fire Department

FIRE DEPARTMENT STAFFING DETAIL		
FTE Status	**FY 2020**	**FY 2021**
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 has now fully transitioned several Captain roles into Lieutenant roles. This provides the Township with six station Captains and twelve station Lieutenants. The Department is also moving toward a shift in fleet personnel to create a Mechanic I and Mechanic II role, as opposed to a generic Fleet Mechanic role. 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 2020**	**FY 2021**
Full Time	64	65
Part Time	4	4
TOTAL	**68**	**69**

Description of staffing changes – During 2020, the Police Department added an additional position to specifically investigate and address environmental crimes throughout the Township, including dumping, littering, and other issues. The Department also shifted a School Resource Officer position into a newly formed Sergeant role. This shift was paid for by the Northwest Local School District.

Bargaining Unit – The Police Department has two bargaining units (FOP-GOLD & FOP-BLUE). Of the 69 total employees, 53 employees (77%) are members of these two unions. Both of these bargaining unit contracts expire on December 31, 2020. The Township is currently renegotiating these contracts with an anticipated adoption by the Trustees in November or December of 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 2020**	**FY 2021**
Full Time	17	18
Part Time	19	21
TOTAL	**36**	**39**

Description of staffing changes – During 2020, the Township added two Litter Pick Up Laborer positions to collect trash and debris in the right of way throughout the Township. 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).

Bargaining Unit Detail – The Public Services Department has one bargaining unit (AFSCME Local 3553). Of the 39 employees, 16 employees (41%) 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 & ZONING DEPARTMENT STAFFING DETAIL		
FTE Status	**FY 2020**	**FY 2021**
Full Time	4	2
Part Time	2	2
TOTAL	**6**	**4**

Description of staffing changes – For 2021, it has been proposed that a new Division in the Administration Department be developed that is focused on Development activities, including business attraction and retention. In order to meet this goal without increase the total headcount of the Township, two members of the Planning Department (the Senior Planner and Planner) were repositioned into the Development Division of Administration.

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

Administration Department

ADMINISTRATION DEPARTMENT STAFFING DETAIL		
FTE Status	**FY 2020**	**FY 2021**
Full Time	9	12
Part Time	0	1
TOTAL	**9**	**13**

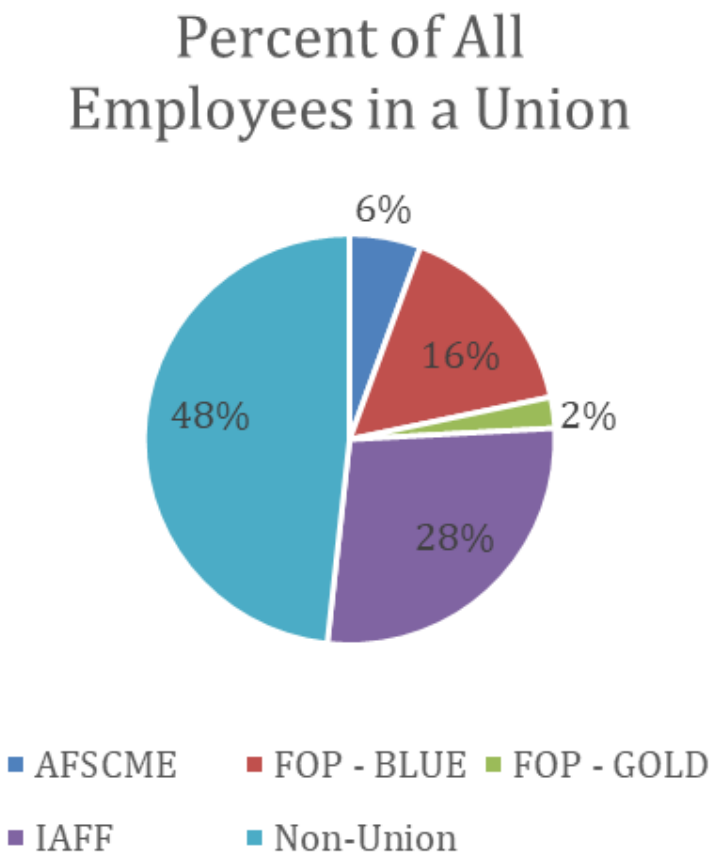
Description of staffing changes – For 2021, the Administration Department is proposing the addition of two new roles and the repositioning of two existing roles. One newly requested role is that of an additional Accounting Specialist. The Finance Department sees a need for a better delineation and separation of duties. Often times, work is being completed and checked by the same individuals. From a continuity of operations standpoint, this new person will also allow for better cross training and backups in key functional areas such a payroll and accounts payable. The requested position is a part time intern to assist with various Township projects, including records requests, data enhancements, and other items. Two positions are also recommended for reclassification into a newly formed Development Division, per the above note.

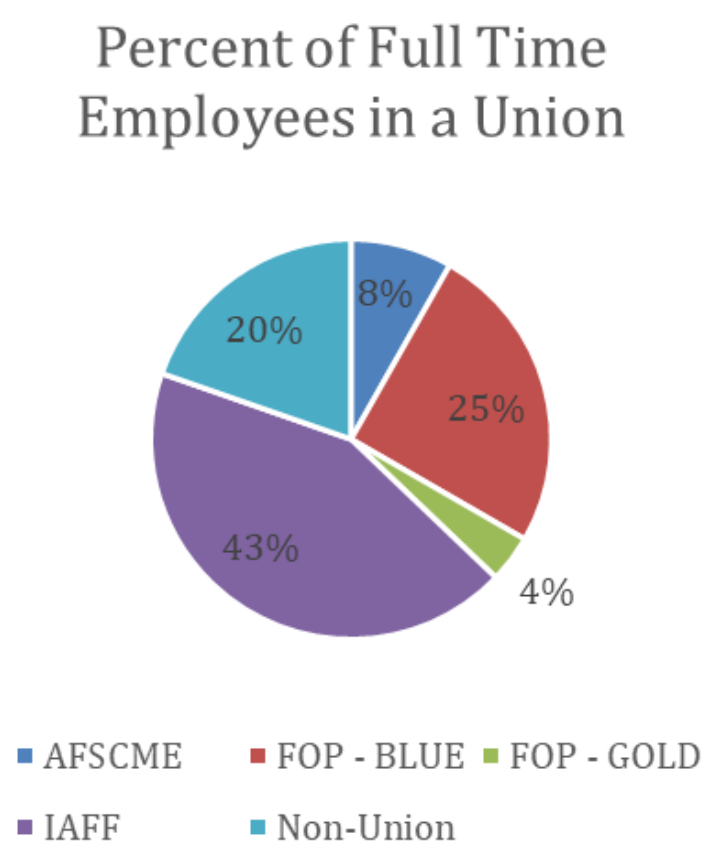
Bargaining Unit Detail - No employees of this department are represented by a bargaining unit.

Summary of Personnel *continued*

Collective Bargaining Snapshot

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.





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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 six 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 four particular operations: Road and Stormwater Infrastructure maintenance, Parks and Recreation, and Community Center operations, and facility maintenance.

Planning and Zoning Department

The Planning and Zoning Department is responsible for Current Planning and Code Enforcement. They review and issue zoning certificates and handle all text and map amendments to our zoning resolution and maintain our comprehensive plan. They administer and enforce the Township's zoning resolution, property maintenance laws, and nuisance laws. Further, the Department serves as staff to the Board of Zoning Appeals and the Zoning Commission.

Development Department

The Development Department is responsible for business attraction, business retention, real estate development and community development. They staff the Community Improvement Corporation, the Joint Economic Development District Board and the Tax Incentive Review Commission.

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

The below is a listing of all funds accompanied by a description of the purpose of the fund. These funds are categorized into one of four categories and all funds are appropriated.

1. General Funds

1000 – 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:

2031 - Road and Bridge Fund - This fund receives property tax money for constructing, maintaining, and repairing Township roads and bridges.

2021 - Gasoline Tax Fund - This fund receives gasoline tax money to pay for constructing, maintaining, and repairing Township roads.

2011 & 2231 - Motor Vehicle License Tax – These two funds receive vehicle license fee money to pay for constructing, maintaining, and repairing Township roads.

2081 - Police District - This fund receives levy tax money to pay staff and equipment in the Police Department.

2261 – Law Enforcement Trust – The primary revenue source for this fund is asset forfeitures related to drug seizures. These revenues are restricted and limited to be spent on items as defined by the federal government.

2271 – Enforcement & Education – The Township will typically collect a small amount of revenue from the state that can then be used for specific Police Department training.

2111 - Fire District - This fund receives levy tax money to pay staff and equipment in the Fire and EMS Department.

2181 - Zoning – This fund receives funds from the General Fund and permit fees to pay for zoning code enforcement.

2908 – CDBG – This fund receives revenue from the federal Community Development Block Grant program. The funds may be used to provide affordable housing, programs to promote economic opportunity and infrastructure development.

2281 - Emergency Medical Services (EMS) – This fund receives monies from billed EMS services performed by our Fire & EMS Department, and used to fund such activities.

Fund Description and Structure *continued*

2911 - Parks & Services – This fund receives funds from the General Fund, shelter rentals and permit fees to pay for the maintenance of parks.

2912 - Community Center – This fund receives funds from the General Fund and room rental fees to pay for the operations of the Community Center.

2902 – Recycling – The Hamilton County Solid Waste District provides revenue to communities based on the total level of community recycling. These dollars are restricted to be spent on recycling events and recycled material.

2401 - Lighting Districts – This fund receives self-imposed property tax assessments and pays for artificially lighting residential streets in the Township.

2901 - TIF – Kroger – This fund receives payments in lieu of tax from the properties in the Kroger tax increment financing area on Springdale Road. The funds are used to pay debt service on the bonds for the project.

2903 – TIF – Colerain Towne Center – This fund receives payments in lieu of tax from the properties in the Struble Road tax increment financing area. The funds are used to pay debt service on the bonds for the project.

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:

3102 – Bond Retirement Parks – Debt transactions related to the construction of Township Parks.

3103 – Bond Retirement Public Works Building – Debt transactions related to the construction of this building.

3105 – Bond Retirement Streetscape – Debt transactions related to the construction and improvements of the Colerain Avenue corridor.

3301 – Bond Retirement Special Fire Assessment – Debt transactions related to the construction of a fire station.

Department / Fund Relationship

As detailed in previous pages, the Township has a variety of funds that are used for daily operations. Each fund is directly assigned to one department and all expenses related to that fund are tied to the operations of the assigned department. The only exception to this is the General Fund, which in most years will provide operating support and/or fund the purchase of capital equipment for the operating departments.

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 3101 – Bond Retirement
- Fund 3102 – Bond Retirement – Parks
- Fund 3103 – Bond Retirement Public Works Building
- Fund 3105 – Bond Retirement Streetscape
- Fund 3301 – Bond Retirement Special Assessment Fire

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

Development

The Development Department operates primarily from one fund:

- Fund 1000 – General
- Fund 2908 – Community Development Block Grant

Department / Fund Relationship Matrix

Administration	Fire	Police	Public Services	Planning & Zoning	Development
Fund 1000	Fund 2111	Fund 2081	Fund 2011	Fund 2181	Fund 1000
Fund 2401	Fund 2281	Fund 2261	Fund 2021		Fund 2908
Fund 2901		Fund 2271	Fund 2031		
Fund 2902			Fund 2231		
Fund 2903			Fund 2911		
Fund 2907			Fund 2912		
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

The Township has adopted the following financial policies, which are attached to this document:

- **Purchasing Card Policy**
- **Purchasing Policy**
- **Capital Budgeting Policy**
- **Inventory & Capital Asset Policy**

The remaining policies are still under consideration by the Trustees 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 month end for accounting purposes.

Financial Policies *(continued)*

- **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.
- **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 every five years.

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Description of Major Revenues

Property Taxes: $17.79M (54.2% 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% ($498,000) per year. The majority of this revenue is tied to the Police and Fire Levies (totaling $15.6M or 88% of all property tax revenue). This revenue source is also comprised of a road levy and two TIF Districts. These tax dollars are relatively level year over year, absent an increase in outside millage.

Licenses, Permits, and Fees: $5.09M (15.5% of all revenue) – This revenue source is stable and primarily driven by the following categories of fees, licenses, and permits:

- $676,000 – 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.
- $215,000 – Fees collected from Impounded vehicles by the Police Department.
- $165,000 – Building Permit Fees and Vacant Building Registry Fees.

Intergovernmental: $4.86M (14.8% 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 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 actual 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.

Description of Major Revenues *continued*

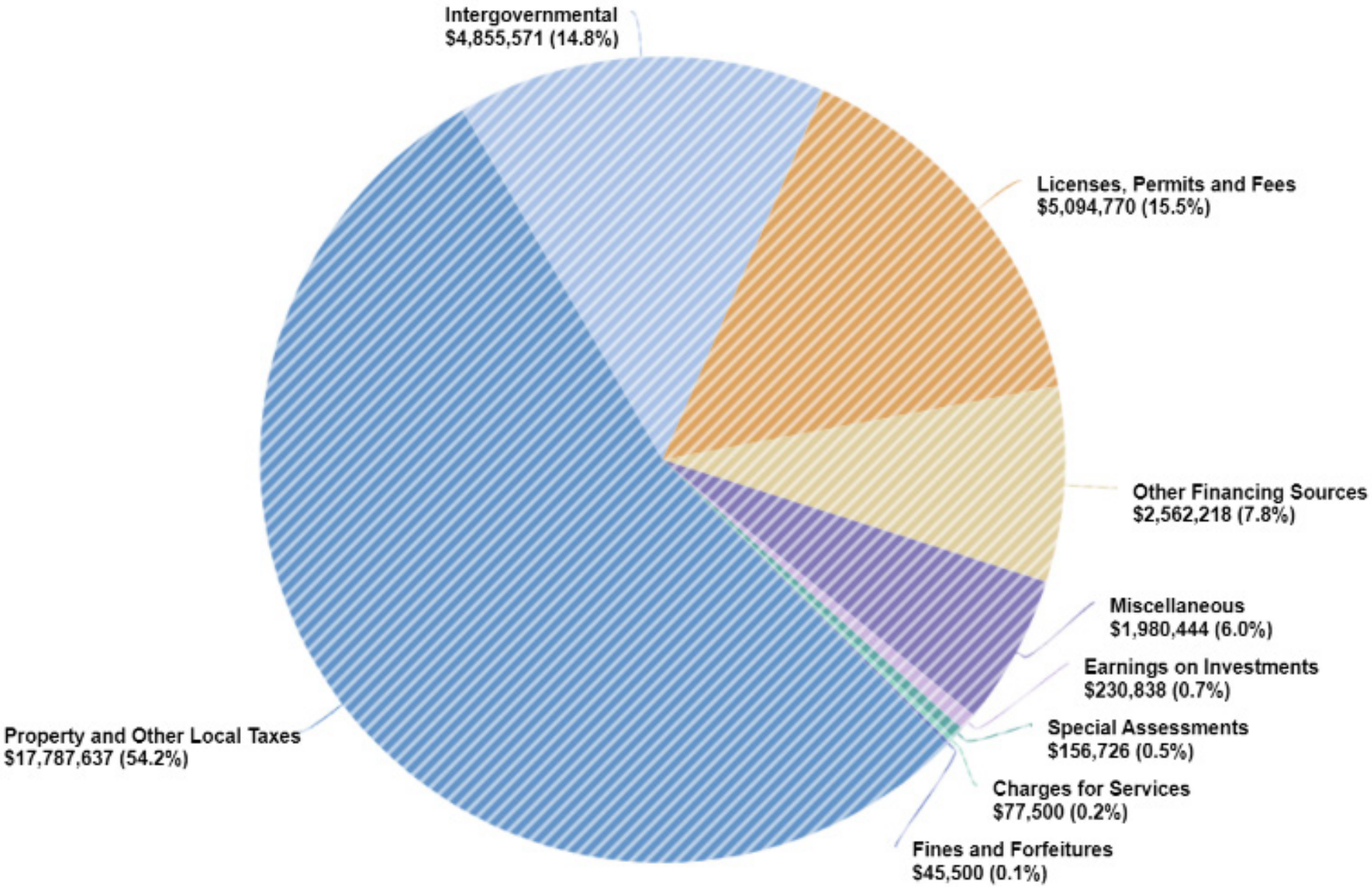
Other Financing Sources: $2.56M (7.8% of all revenue) - These are inter-fund transfers between departments. There is a corresponding expense tied to each of these transfers.

Miscellaneous: $1.98M (6.0% of all revenue) – 96% 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 4% of the revenue collected in this category is for the rental of Township property such as the community center or shelters.

All other revenue: $0.51M (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

There are circumstances in which the issuance of debt is appropriate and necessary; most notably to finance the acquisition of assets with a long useful life or the construction (or major maintenance) of facilities. The overall debt of the Township should be managed prudently to ensure that there are ample resources available to service the debt without compromising operations and to reserve sufficient debt capacity to address future needs under the most favorable interest rates and terms available.

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

Debt Service by Fiscal Year						
Fund	**2021**	**2022**	**2023**	**2024**	**2025**	**Exempt from Debt Limits**
2901- TIF Kroger	236,275	238,125	239,750	241,150	237,325	Yes
2903- TIF Colerain Towne Center	200,656	203,667	198,552	203,437	202,857	Yes
3102- Bond Retirement Parks	306,800	-	-	-	-	No
3103- Bond Retirement Public Works Building	213,200	-	-	-	-	No
3105- Bond Retirement Streetscape	176,800	-	-	-	-	No
3301- Bond Retirement Special Assessment	244,400	-	-	-	-	No

Description of Outstanding Debt & Debt Limits

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

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.

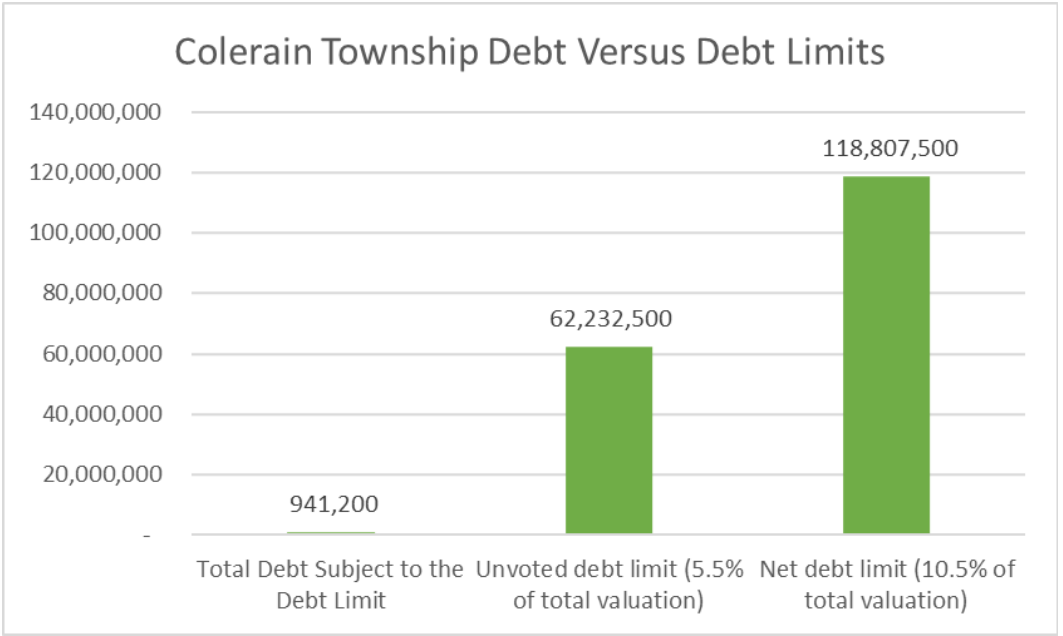
Debt Limits and Charts

Total Valuation: $1,131,500,000

Net Debt Limit: $118,807,500

Unvoted Debt Limit: $62,232,500

Total Debt: $941,200



Budget & Planning Process

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 Directors 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 our traditional community engagement process was disrupted by COVID and we were not able to conduct the Town hall meetings that had become the hallmark of the process to prioritize and develop of initiatives. This year staff conducted two surveys to get feedback on the big theme for 2021 and to get input on specific initiative priorities. The responses are included below and were taken into consideration when establishing the big theme of Prosperous, Green and Clean.

The community feedback helped to determine the big picture theme of Prosperous, Green and Clean 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 directors lasted through October as we honed in on the budget 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 at the end of October. The feedback received from individual Trustees and the policy priorities was then incorporated in the final budget. All the while staff was concurrently working to produce the Strategic Plan and Budget Book for 2021.

This effort culminated in the adoption of the Temporary Appropriations at the December Trustee's meeting. The Temporary Appropriations represents the official budget for 2021 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

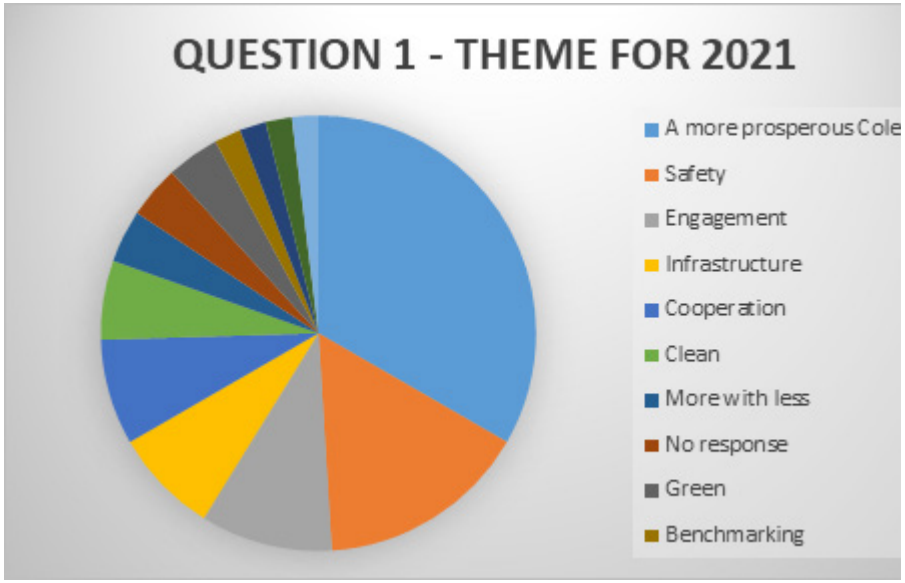
Three months into the new year, the Township has the opportunity to review how revenues and expenditures are trending and make final adjustments to the Temporary Appropriations. At the March Meeting of the Board of Trustees, they are presented with the Final Appropriations for adoption.

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
6/1/2020	Tax Budget Development by Staff
6/9/2020	Tax Budget Hearing Requested
6/12/2020	Tax Budget Public Notice
6/20/2020	Tax Budget Finalized by Staff
6/23/2020	Tax Budget Hearing
6/23/2020	Tax Budget Adopted
8/6-7/2020	Leadership Retreat - Strategic Plan
8/31/2020	Budget Entry Open to Departments
9/23/2020	Stakeholder Survey #1 Released
9/25/2020	Budget Entry Closed to Departments
10/1/2020	Budget Review with Departments Started
10/4/2020	Stakeholder Survey #1 Closed
10/7/2020	Stakeholder Survey #2 Released
10/9/2020	Budget Review with Departments Complete
10/14/2020	Budget Review with Trustees Started
10/18/2020	Stakeholder Survey #2 Closed
10/21/2020	Budget Review with Trustees Complete
10/21/2019	Development of Budget Book Started
10/27/2019	Trustees Adopt Policy Priorities
11/6/2019	Budget Book Finalized
11/10/2020	First Reading of Strategic Plan & Budget Book
12/8/2020	2021 Temporary Appropriations Adopted
12/8/2019	Strategic Plan & Budget Book Adopted


QUESTION 1 - THEME FOR 2021
A more prosperous Cole
Safety
Engagement
Infrastructure
Cooperation
Clean
More with less
No response
Green
Benchmarking

2021 Colerain Township

Strategic Goals and Initiatives

2021
Township Strategic Goals

1 Increase Focus on Economic Development and Township Prosperity.

2 Engage the New Economy with Green Initiatives.

3 Improve the Look of the Township With A Focus on Litter & Dumping

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

5 Continue to provide High Quality Safety Services

6 Continuously Improve the Operations of the Township.

Strategic Goal 1

Increase Focus on Economic Development and Township Prosperity.

Key Performance Indicators:

1. Real Estate Investment - Building Permit Valuation
2. Announced Project Investment

2021 Initiatives

ADMINISTRATION

DEVELOPMENT

- Strategic Economic Development Plan
- Establish TIF Districts
- Business List & CRM
- Sites Inventory, Website and Story Map
- Northgate Mall
- Business Improvement Districts
- Economic Development Map
- Groesbeck Strategic Investment Plan
- REACH
- Civic Organization Outreach
- Tactical Urbanism Grant Outreach
- Tiny Houses
- Colerain Ave. Streetscape Improvement
- Facade Improvement Program
- ED Communications

PLANNING

- Zoning Resolution
- VBML/VFPR
- Neighborhood Enhancement Program
- Code Process Improvements
- Top Ten Properties
- Rental Registration Research
- Opengov

POLICE

FIRE

PUBLIC SERVICES

Strategic Goal 2

Engage the New Economy with Green Initiatives.

Key Performance Indicators:

1. Residential Recycling Rate
2. Net Number of Street Trees

2021 Initiatives

ADMINISTRATION	DEVELOPMENT	PLANNING	POLICE	FIRE	PUBLIC SERVICES
				• Vehicles Going Greener	• Recycling In Parks • Street Tree Policy • Street Tree Plan • EV Charging • Park Goats • Solar/Wind Research • Pollinator Gardens

Strategic Goal 3

Improve the Look of the Township With A Focus on Litter & Dumping

Key Performance Indicators:

1. Pounds of Trash Collected
2. # of CSR Complaints for Trash, Litter, Debris

2021 Initiatives

ADMINISTRATION	DEVELOPMENT	PLANNING	POLICE	FIRE	PUBLIC SERVICES
			• Environmental Crimes Investigator		• Litter Pick Up • Litter Education Campaign • Park Maintenance Plan • 275 Gateway Landscaping

Strategic Goal 4

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

Key Performance Indicators:

1. Revenue - Actual vs. Budget
2. Expenditure - Actual vs. Budget

2021 Initiatives

ADMINISTRATION

- InfinityHR/Payroll Integration
- Streamline Payroll Process
- Physical Dashboard For Fiscal Indicators
- VPN 2.0
- Utility Process Improvement
- Financial Reporting
- Encryption Software & Policy

DEVELOPMENT

PLANNING

POLICE

FIRE

PUBLIC SERVICES

- 5 year Capital Equipment Budget
- Public Private Partnerships in Parks

Strategic Goal 5

Continue to provide High Quality Safety Services

Key Performance Indicators:

1. Average Response Time - Police
2. Average Response Time - Fire

2021 Initiatives

ADMINISTRATION

DEVELOPMENT

PLANNING

POLICE

- Physical Fitness Course
- K9 Agility Course
- Annual Medical Checkups
- Wellness Incentive
- Self-Defense Certification
- Emergency Operation of Police Vehicle Training
- Anti-Bias and De-Escalation Training
- Command Staff Development
- Enhance Communications with Additional MDCs and Radios
- Equipment for Civil Unrest

FIRE

- Community Paramedicine
- Continuity of Operations Plan
- Fall Free Zone
- Enhance Community Risk Reduction Strategy
- Mapping – Open Gov
- Anti-bias Training
- Community Outreach
- External Communication
- Health and Wellness

PUBLIC SERVICES

Strategic Goal 6

Continuously Improve the Operations of the Township.

Key Performance Indicators:

1. Strategic Plan Completion Percentage

2021 Initiatives

ADMINISTRATION

- Facility Master Plan
- Capital Plan 2.0
- Performance Management Initiative (Metric, Goals, And Data For All Departments)
- Opengov Departmental Stories
- Interactive Budget Book
- Pay Bands
- Ideation Portal
- Government Academy
- Employee Satisfaction Survey
- Ancillary Benefit Plans
- Diversity Programming
- HR Policy Training
- InfinityHR Performance Module
- InfinityHR & Payroll Integrations
- 4160 Phone Communication
- One Stop Shop
- Philanthropy
- Children In Govt. Programming
- Public Records 2.0
- Professional Development As a Team
- Leadership Sessions At Meetings
- Multi-Year Strategic Plan
- Digital Strategic Plan

D.D.

P&Z

POLICE

- Create and Post Annual Training Schedule
- Design and Issue Certificates for All Training
- Comprehensive Fleet Study
- Develop Storage Solutions for Shelving In Property Room
- Develop Internal Inventory System
- Officer Recognition Procedure
- Civilian and Command Pay Structure
- Staffing Study

FIRE

- Strategic Planning – External Stakeholders
- Advanced Data Analytics
- Blue Card Incident Command Training
- Records Management System(s) (RMS)
- Develop Outcome-based Data
- Diversity Pipeline
- Adopt Performance Measurements
- Professional Development Guide

PUBLIC SERVICES

- Programming
- Implement Software For Inspections
- One Stop Shop
- APWA Accreditation
- ID Future SCIP Projects
- Department Education
- PD/Park Physical Fitness
- Installation Of Loralinda Chicane
- Park District Research
- Veteran's Day Parade

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.

In 2021, you will see a reorganization of several of our staff and the standing up of a Development Division whose focus will be on attracting new businesses, retaining existing businesses and promoting real estate development in our community. We believe that this reassignment of staff will lead to the outcomes that the community is asking for and help us to achieve our Trustee's vision for a prosperous, green and clean Colerain Township.

Jeff Weckbach

Some of you may be wondering if it is possible for 2020 to have gone as planned? From my perspective, in Colerain Township, yes, 2020 did go to plan. Each year, Colerain outlines a list of initiatives that we hope to accomplish each year to improve our Township in a number of ways. These initiatives make progress on quality of life and safety improvements for all residents. While no one could have anticipated or envisioned the effects that COVID-19 would have on our community, Colerain was still able to engage in and achieve a number of strategic initiatives. Our departments were able to still complete a majority of their initiatives and engage with the community in new ways. Colerain is truly a community that cares and that bands together to find ways to stay engaged. Throughout 2020, the Administration Department was able

to conduct a true fiscal stress test, courtesy of COVID-19. The Township rolled out new processes for inventory management, capital budgeting, and communications. We managed to continue to find new ways to connect with our constituency through tools like Zoom, CERKL, and video. Overall, I am proud of all of the work that was accomplished in 2020, despite all of the unique challenges inherent with fighting a global pandemic. Our departments once again rose to the occasion.

As we transition to 2021, I cannot help but feel excited. The direction set forth by our Trustees will fuel projects that will leave a lasting impact on the Township for decades to come. The values felt throughout each member of our team will truly be on display as we embark through our 2021 initiatives. The newly formed Department of Development will inject more resources to business attraction and retention, while finding ways to continually strengthen our neighborhoods. The Township will start to also plan for the future by engaging in a facilities master planning process that will set the vision for the best version of this government. The comprehensive plan should also reach its conclusion in the early months of 2021. The Fire Department and other departments will engage in a multi-year planning effort to strategize an upstream approach to solving some of Colerain's most challenging problems. Each department is presented with a unique opportunity through this Strategic Plan and Budget to shape the future of Colerain for the next several decades and I am ready and excited to be a part of that strategy.

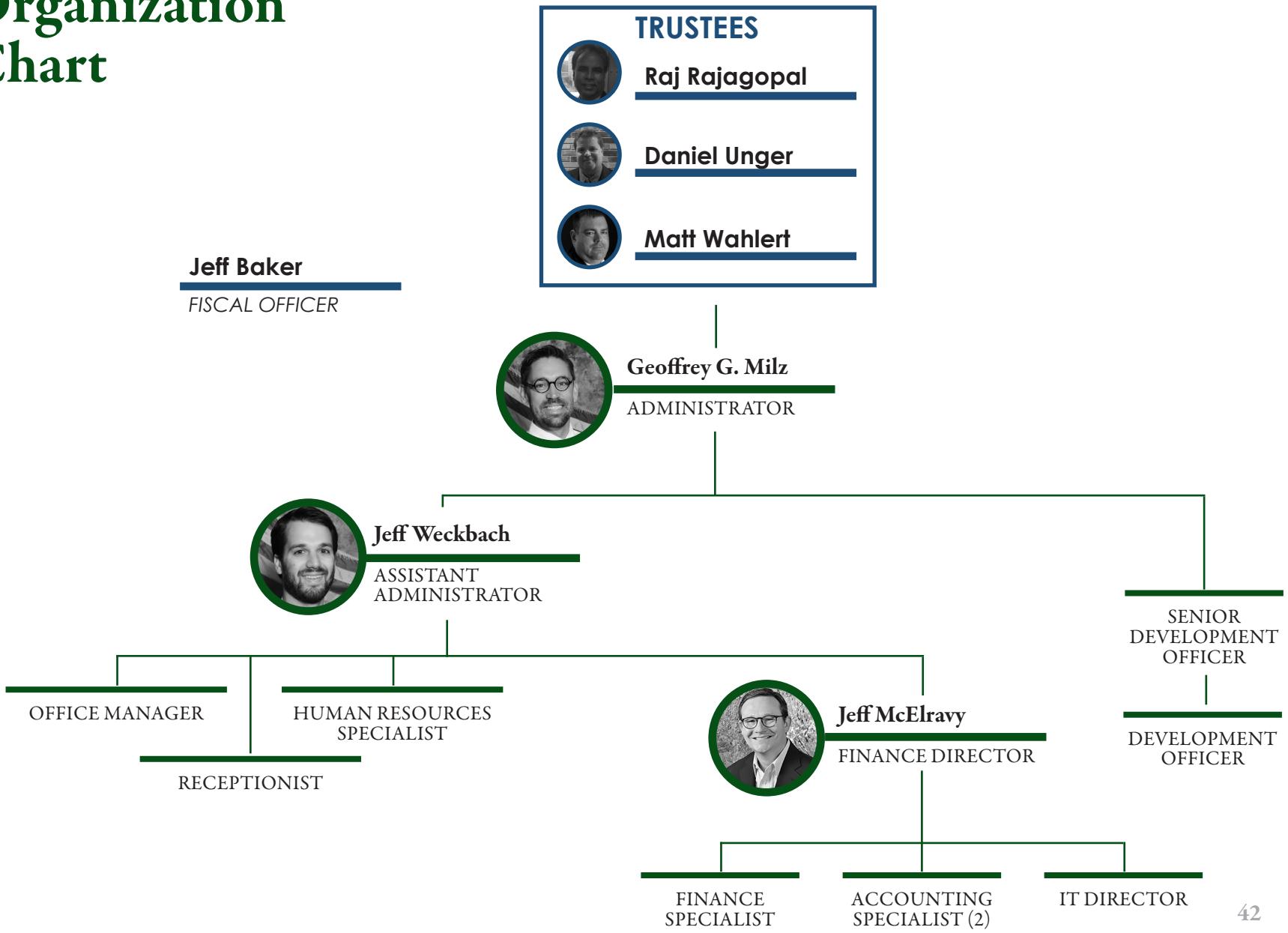
Jeff McElravy

The Finance Department has two sets of customers: the citizens and the operating departments of the Township. As always, our mission is to be effective and transparent stewards of the resources of the Township as we manage its revenue, expenses, payroll, investments, debt and financial reporting. In addition, the department manages the Township's information technology infrastructure, including its server systems, networking infrastructure and security and the VOIP telephony system; as well as providing user desktop and software support and leading the evaluation, acquisition, and implementation of new systems and software.

In 2021, our goal is to grow from a department focused on accurately processing thousands of financial transactions to one that also provides strategic financial leadership and analysis to position the Township for long-term fiscal health.

We look forward to better serving our citizens through the publication of a Citizens' Financial Report, which will describe the finances of the township without a lot of technical

Organization Chart



Strategic Goals and Initiatives

2021
Administration & Finance Strategic Initiatives

1 Increase Focus on Economic Development and Township Prosperity.

2 Engage the New Economy with Green Initiatives.

3 Improve the Look of the Township With A Focus on Litter & Dumping

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

- InfinityHR/Payroll Integration
- Streamline Payroll Process
- Setting Up Physical Dashboard For Fiscal Indicators
- VPN 2.0
- Utility Process Improvement
- Financial Reporting
- Encryption Software & Policy

5 Continue to provide High Quality Safety Services

6 Continuously Improve the Operations of the Township.

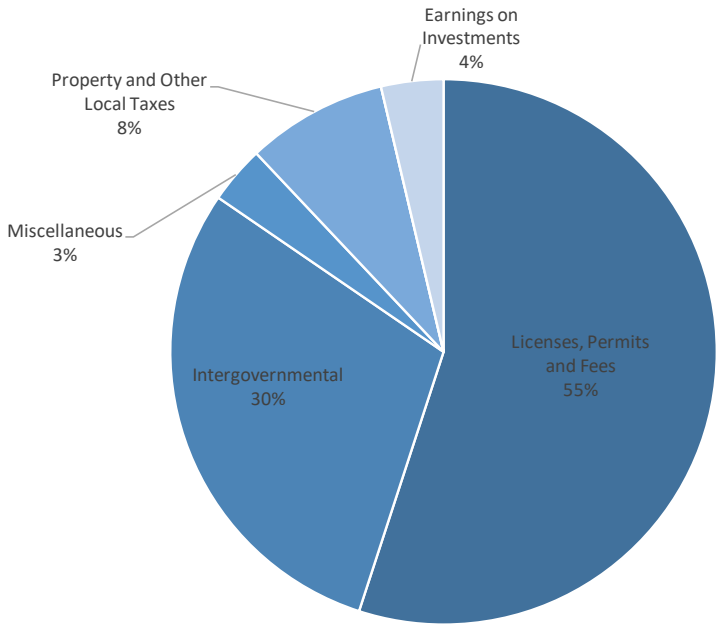
- Facility Master Plan
- Capital Plan 2.0
- Performance Management Initiative (Metric, Goals, And Data For All Departments)
- Opengov Departmental Stories
- Interactive Budget Book
- Pay Bands
- Ideation Portal
- Government Academy
- Employee Satisfaction Survey
- Ancillary Benefit Plans
- Diversity Programming
- HR Policy Training
- InfinityHR Performance Module
- InfinityHR & Payroll Integrations
- 4160 Phone Communication
- One Stop Shop
- Philanthropy
- Children In Govt. Programming
- Public Records 2.0
- Professional Development As a Team
- Leadership Sessions At Meetings
- Multi-Year Strategic Plan
- Digital Strategic Plan

Budget Charts

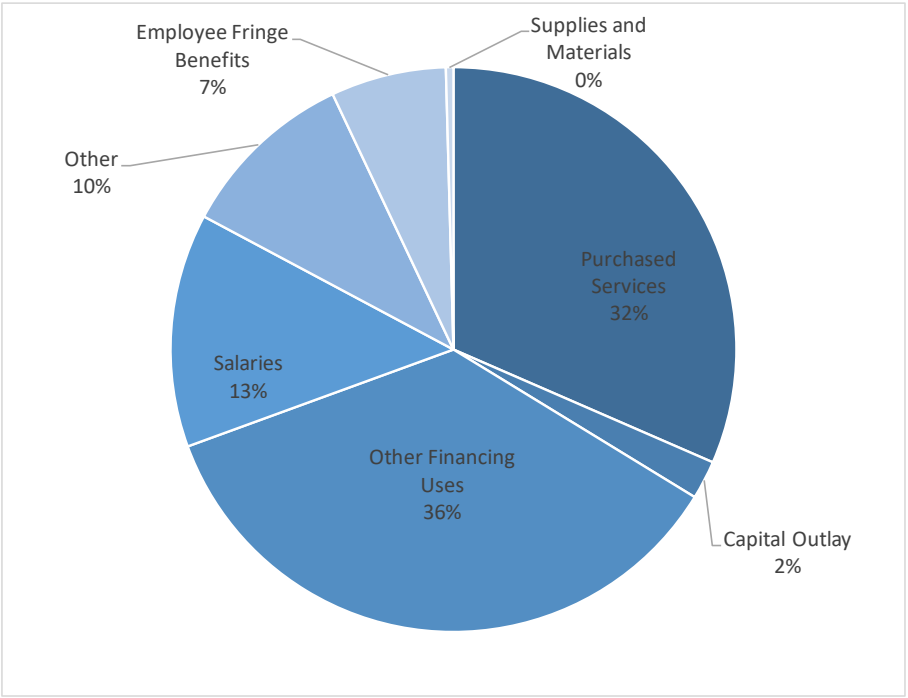
(19 Actual, 20 Budget, 21 Proposed)

General Fund	2019 Actual	2020 Appropriated	2021 Proposed
Expenses			
Personnel & Employee Benefits	$944,510	$1,316,580	$1,353,621
Other Expenses	$6,286,849	$5,107,611	$5,423,661
Expenses Total	**$7,231,359**	**$6,424,191**	**$6,777,282**
Capital Improvements	$1,979,453	$129,958	$150,000
Debt Service	$0	$0	$0
Revenues			
Licenses, Permits and Fees	$3,623,182	$3,330,020	$3,286,020
Intergovernmental	$1,198,002	$788,602	$1,766,027
Other Financing Sources	$467,272	$0	$0
Miscellaneous	$666,827	$223,221	$203,795
Property and Other Local Taxes	$512,328	$496,743	$497,979
Earnings on Investments	$438,795	$350,000	$220,000
Total	**$6,906,406**	**$5,188,586**	**$5,973,820**
Beginning Fund Balance	$7,822,254	$7,497,301	$6,261,695
Ending Fund Balance	$7,497,301	$6,261,695	$5,458,233

Summary of Revenues



Summary of Expenses



Fire Department Strategic Plan & Budget

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Summary of Expenses 56

Message from the Leadership

Geoff Milz

Our ISO 1 Rated Department of Fire and EMS is funded by property tax levies. That means that every 5 years or so, the Department must go to the voters of Colerain Township to ask them if they want the Department to continue to provide the exceptional level of service that our residents and businesses have come to expect. In 2020, the voters of Colerain Township again cast their ballots in support of the work that the Department does and approved a 3.0 mil levy that will fund operations of the Department until 2025. The vote was a humbling reminder of the value that our residents place in work that our dedicated professionals provide. We are grateful for their support and vow to continue to provide the service that they have asked for and deserve.

In addition to the passage of the levy, 2020 also saw a changing of the leadership of the Department. After over 35 years of dedicated service, Chief Frank Cook retired from public service. Chief Cook lead the Department with a steady grace and strategic foresight that endeared himself to our residents and his employees alike. His focus on providing outstanding customer service has ingrained itself in the organization. He gave so much to this community and I wish him nothing but the best in his well earned retirement.

Fortunately, Chief Cook's Assistant Chief Allen Walls was ready, willing and able to step into the role of Chief of the Department. Chief Walls is a man of unquestionable integrity. He possesses a sharp intellect and a mastery of his profession. We are all lucky to have men like Chiefs Cook and Walls and all those who are willing to sacrifice so much for our community. Their leadership can be seen in the integrity of all of the men and women who serve in the Fire Department. 2020 has been a difficult year for all of us, but, thanks to your support, the Colerain Township Department of Fire and EMS is here for our community, ready to serve 24 hours a day, seven days a week, 365 days a year - and for that I am grateful.

Chief Allen Walls

The Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire and EMS) continues to evolve as an organization and 2021 will prove to be no different. Being mission focused and value driven will become

synonymous with the name Colerain Fire and EMS.

Our **mission** is to:

"Provide first class all-hazards response and socially responsible programs to the citizens, businesses and visitors of Colerain Township with an engaged team of professionals that values involvement in our community"

Our **values** are:

Organizational	**Humanistic**	**Action Oriented**
Customer Service	Compassion	Bravery
Teamwork	Commitment	Courage
Trust	Integrity	Honor
Mutual Respect		
Growth		
Nurturing		

Furthermore, continuous improvement and striving to find the "next practice" are indicators of an organization who is disinterested in contentment. Contentment, otherwise known as complacency, must never become the fabric that holds an organization together. Colerain Fire and EMS is always looking for the "next practice" and will never be one of contentment. The lives and property of those we serve and protect depend upon it.

In order to continue to be a successful organization then, Fiscal Year (FY) 2021 will see a community-driven strategic planning process. A community-driven emergency service organization is one that seeks to gather and utilize the needs and expectations of its community in the development and or improvement of the services provided. Therefore, the voice of the community must drive our operation and chart the course for everyone's future.

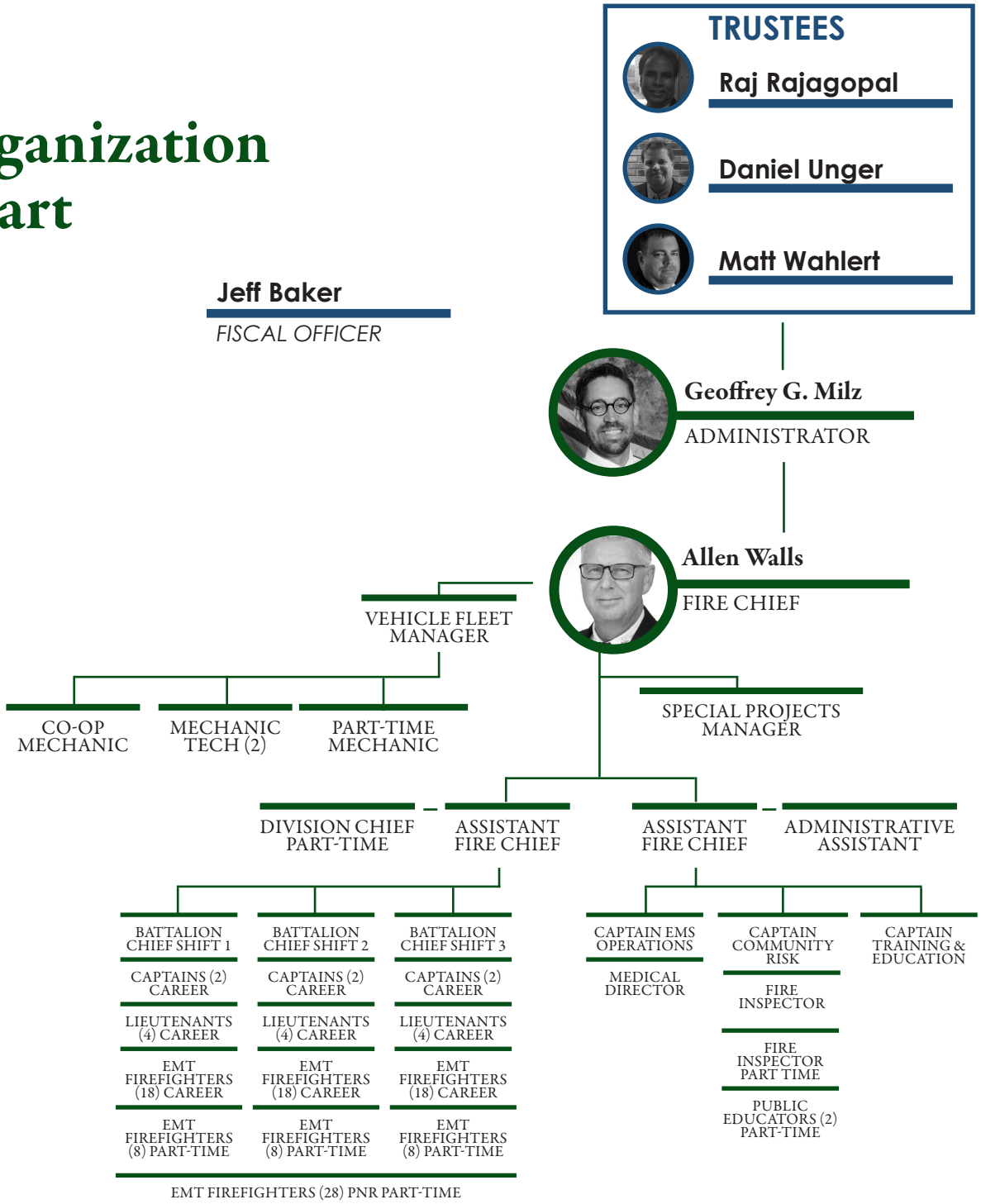
My vision for Colerain Fire and EMS, as your Fire Chief, revolves around the following eight vision statements:

- Conceptualize and implement what the future for Colerain Fire and EMS will look like, while embracing our heritage, and continuously evolve with the ever-changing landscape.
- Re-frame Colerain Fire and EMS and identify the future culture that will allow the organization to be agile and proactive.
- Advance the ability to thoroughly inspect, clean, transform, and model response time data with the goal of highlighting useful information, suggesting conclusions, and supporting enhanced data driven decision making to improve operations.

- Champion a comprehensive health and wellness program that preserves the physical, mental, and spiritual health of our employees.
- Build a network of partners that allows Colerain Fire and EMS to effectively, and efficiently, provide services to our residents, business owners, and visitors.
- Address organizational sustainability matters to maintain, or increase the level of service provided, while minimizing the impact to taxpayers.
- Advance the use of technology to improve service delivery.
- Embrace diversity, inclusiveness, and belonging to achieve far-reaching success, at Colerain Fire and EMS.

In closing, we are here to provide selfless service and make a difference in the lives of those we protect and serve. Together, we will chart the course of our future.

Organization Chart



Strategic Goals and Initiatives

2021 Fire & EMS Strategic Initiatives

1 Increase Focus on Economic Development and Township Prosperity.

2 Engage the New Economy with Green Initiatives.

- Vehicles Going Greener

3 Improve the Look of the Township With A Focus on Litter & Dumping.

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

5 Continue to provide High Quality Safety Services.

- Community Paramedicine
- Continuity of Operations Plan
- Fall Free Zone
- Enhance Community Risk Reduction Strategy
- Mapping – Open Gov
- Anti-bias Training
- Community Outreach
- External Communication
- Health and Wellness

6 Continuously Improve the Operations of the Township.

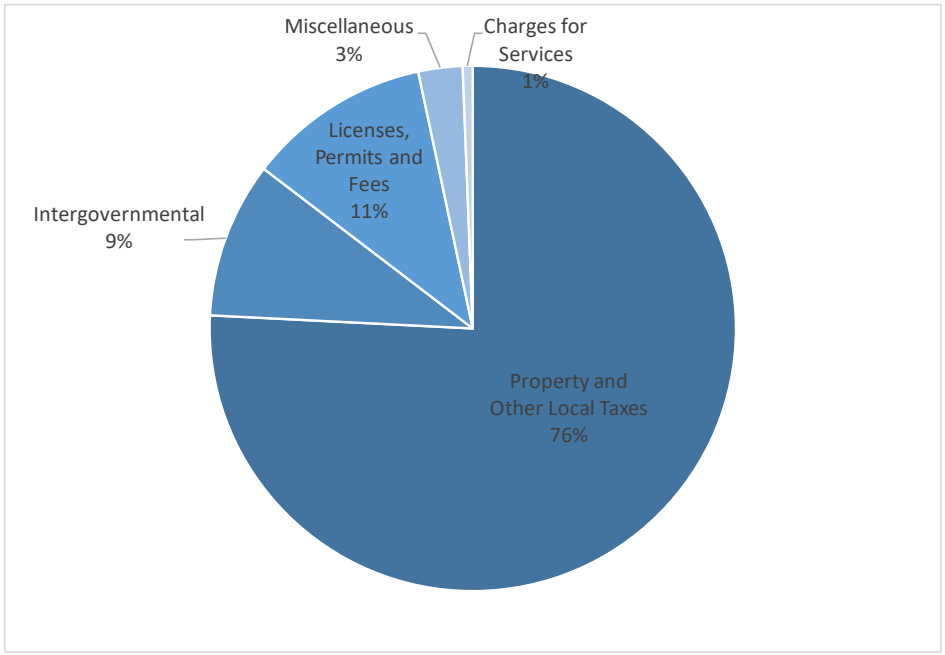
- Strategic Planning – External Stakeholders
- Advanced Data Analytics
- Blue Card Incident Command Training
- Records Management System(s) (RMS)
- Develop Outcome-based Data
- Diversity Pipeline
- Adopt Performance Measurements
- Professional Development Guide

Budget Charts

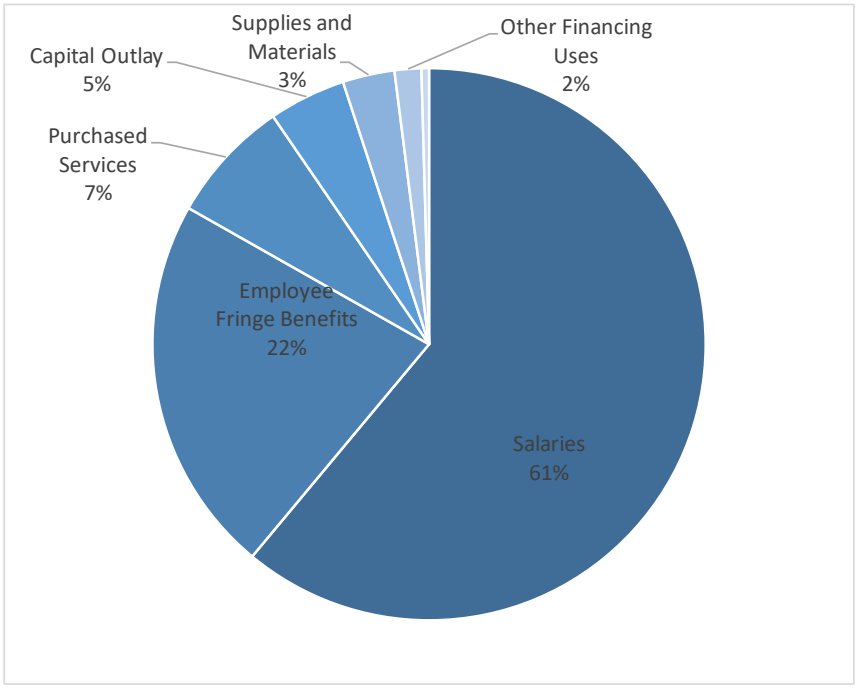
(19 Actual, 20 Budget, 21 Proposed)

Fire & EMS Funds	2019 Actual	2020 Appropriated	2021 Proposed
Expenses			
Personnel & Employee Benefits	$11,586,801	$12,970,695	$13,017,202
Other Expenses	$2,044,344	$3,184,716	$2,626,113
Expenses Total	**$13,631,145**	**$16,155,411**	**$15,643,315**
Capital Improvements	$407,780	$1,340,799	$704,738
Debt Service	$239,919	$238,200	$244,400
Revenues			
Property and Other Local Taxes	$9,496,984	$9,361,595	$9,533,105
Intergovernmental	1,295,839	1,357,220	1,207,393
Licenses, Permits and Fees	1,423,264	1,418,000	1,418,000
Miscellaneous	505,697	346,730	341,159
Charges for Services	72,500	72,500	77,500
Total	**$12,794,284**	**$12,556,045**	**$12,577,157**
Beginning Fund Balance	**$8,679,893**	**$7,843,033**	**$4,243,668**
Fire District	$8,015,943	$6,898,980	$3,733,393
Ambulance & EMS	$663,950	$944,053	$510,275
Ending Fund Balance	**$7,843,033**	**$4,243,668**	**$1,177,509**
Fire District	$6,898,980	$3,733,393	$1,123,429
Ambulance & EMS	$944,053	$510,275	$54,080

Summary of Revenues



Summary of Expenses



Police Department Strategic Plan & Budget

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Message from the Leadership

Geoff Milz

The men and women of Colerain Township's Police Department provide our residents and businesses with service that is second to none. While our crime rate remains at a record low in 2020, each year our officers respond to tens of thousands of calls for service. While the overwhelming majority of these calls for service do not involve violoent crimes, as our Chief likes to say, every single one of those calls is a Police call. Its a call from a resident to help find a grandparent who has become lost. Its a call about a cat stuck in a tree or a person locked out of their vehicle. It is my hope that every resident of Colerain never has to call for Police help but it is important for our community to know that we will be here when you need us.

Chief Mark Denney

Colerain Township is blessed with the finest Police Department in the region. The Department is Accredited by the Commission on Accreditation for Law Enforcement Agencies, as they have been for 15 years. They were also the very first department in the State of Ohio to meet the Ohio Police and Community Collaborative standards. Our policing philosophy is one of engagement and community-oriented policing and programing.

Our leadership is sought after to provide guidance to law enforcement professionals across the region, the State of Ohio and the United States. This is accomplished by serving on boards, providing assessments, speaking and presenting to law enforcement professionals and serving as a model agency on topics facing policing.

In 2020, there has been a demand for police reform. The Colerain Police Department has reviewed those proposed reforms and is proud to announce we have been operating under those proposed conditions for many years. Our accreditation ensures we operate under a "best practices" model.

We continue to tackle the opiate epidemic with the Quick Response Teams (QRT). We have formed new partnerships with the YWCA to address domestic violence and are working to implement a new diversion programs with Hamilton County. The Colerain Township Police Department continues to be an example of community policing. We have been pioneers

on several fronts and are looked upon as innovative leaders in policing.

2021 Strategic Plan

The Colerain Police Department works hard to prioritize the needs of the community by responsibly using the resources available to us. In order to do this, a detailed plan is required. The Strategic Plan is updated annually by each Township department. The leadership of the Township and our residents set the direction, and the command staff of the Police Department meets to implement that vision with specific, measurable, attainable, relevant and time-based (SMART) goals.

Training, public outreach and officer wellness were the major focus areas for 2020. Mental health and active shooter training was a priority as well as de-escalation training through the use of our firearms simulator. Officers were provided with annual mental health check-ups and individual meetings were held between the Chief and each employee to discuss needs and issues.

Most of our public outreach goals were impacted by the COVID-19 pandemic. There will be a renewed focus on public outreach and engagement in 2021.
In 2021, the focus areas for the Police Department will be training and wellness, developing systems for purchasing and inventory and staffing levels and retention.

The goals for 2021 are going to be difficult to achieve and will require focus from all of the employees. The idea is to challenge ourselves to be innovative while making the goals attainable.

2021 Budget

The Colerain Police Department continues to focus on delivering quality service while being mindful of the taxpayers' dollar. We enter year seven of a levy intended to last five years. We are able to do this through responsible spending and through efforts to generate new income streams. The Police Department ended 2019 spending $359,000 less than our appropriation. Revenue again outpaced spending by over $330,000. This was in a year where we were projected to be in deficit spending.

In 2020, The Colerain Police Department presented a budget that placed a high value on officer safety and employee retention. Officer wellness programs were implemented, and civilian salaries were right-sized. Our officers were outfitted with external patrol vests to decrease damage to their backs over years of work.

In October 2020, the Police Department renewed the agreement with Northgate Mall and increased rates charged to Walmart for police service. The Police Department suffered significant losses to revenue due to COVID 19. The contract with the Northwest Local School District was cut drastically and many revenue sources saw decreases due to the pandemic. Spending was immediately cut to mirror those losses.

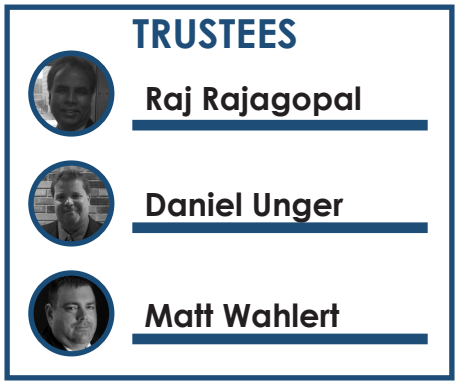
2021's budget will be positively impacted by a 50% decrease in fees paid to Hamilton County for dispatching services. The cost per call is being decreased from $10 to $5 per dispatch. The Police Department is on track to have approximately 30,000 dispatches from the Communications Center in 2020. That would save the Department $150,000 in 2021.

The Police Department saw a need to tackle illegal dumping and other environmental crimes in our Township. The Board of Trustees approved a plan to hire an additional police officer who will focus on these crimes and making Colerain a cleaner and safer community.

Outside revenue represents nearly 20% of the Department's total revenue. This reduced the burden on the taxpayer and extends the Police Department's 2014 levy. Levy funds remain at a constant level every year while costs increase annually. The life-cycle of our existing levy was set for five years (2014-2019). We have fought hard to keep expenses down and extend the life of our levy as long as possible. The goal is to make these funds last for through eight years (2022).

The Police Department enters 2021 with a lean, responsible and sound operating budget. The Department leadership continually look for opportunities to reduce spending and increase revenue.

Organization Chart



Jeff Baker
FISCAL OFFICER

Geoffrey G. Milz
ADMINISTRATOR

Mark Denny
POLICE CHIEF

PUBLIC SAFETY ADMIN ASSISTANT

PIO

PATROL COMMANDER

- PATROL SERGEANT
  - OIC (1)
  - POLICE OFFICERS (6)
- PATROL SERGEANT
  - OIC (1)
  - POLICE OFFICERS (6)
- PATROL SERGEANT
  - OIC (1)
  - POLICE OFFICERS (6)
- PATROL SERGEANT
  - OIC (1)
  - POLICE OFFICERS (7)
  - K-9 (2)
  - TRAFFIC SAFETY OFFICER (2)

INVESTIGATIVE SERVICES COMMANDER

- INVESTIGATIVE SERGEANT
  - OIC (1)
  - DETECTIVES (9)

SUPPORT SERVICES COMMANDER

- NWLSD SERGEANT
  - SRO (2)
  - SCHOOL SAFETY OFFICER (2)
- ADMIN SERGEANT
  - CIVILIAN SUPERVISOR (1)
  - CLERKS (4)
  - PART-TIME CLERKS (2)
  - PROPERTY ROOM MANAGER (1)
  - ENVIRONMENTAL CRIMES INVESTIGATOR (1)
  - ACCREDITATION MANAGER (1)

Strategic Goals and Initiatives

2021 Police Strategic Initiatives

1 Increase Focus on Economic Development and Township Prosperity.

2 Engage the New Economy with Green Initiatives.

3 Improve the Look of the Township With A Focus on Litter & Dumping.

- Environmental Crimes Investigator

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

5 Continue to provide High Quality Safety Services.

- Physical Fitness Course
- K9 Agility Course
- Annual Medical Checkups
- Wellness Incentive
- Self-Defense Certification
- Emergency Operation of Police Vehicle Training
- Anti-Bias and De-Escalation Training
- Command Staff Development
- Enhance Communications with Additional MDCs and Radios
- Equipment for Civil Unrest

6 Continuously Improve the Operations of the Township.

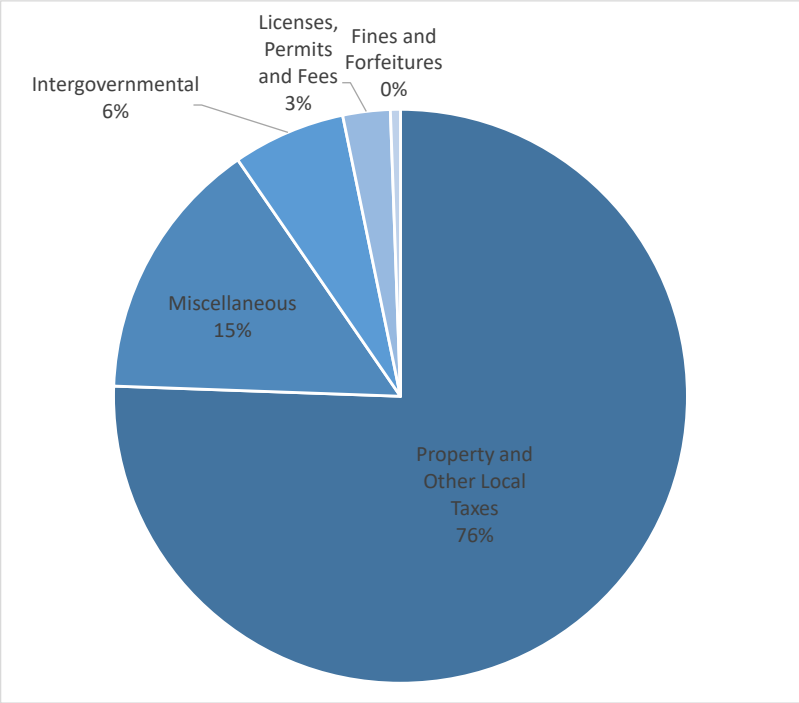
- Create and Post Annual Training Schedule
- Design and Issue Certificates for All Training
- Comprehensive Fleet Study
- Develop Storage Solutions for Shelving In Property Room
- Develop Internal Inventory System
- Officer Recognition Procedure
- Civilian and Command Pay Structure
- Staffing Study

Budget Charts

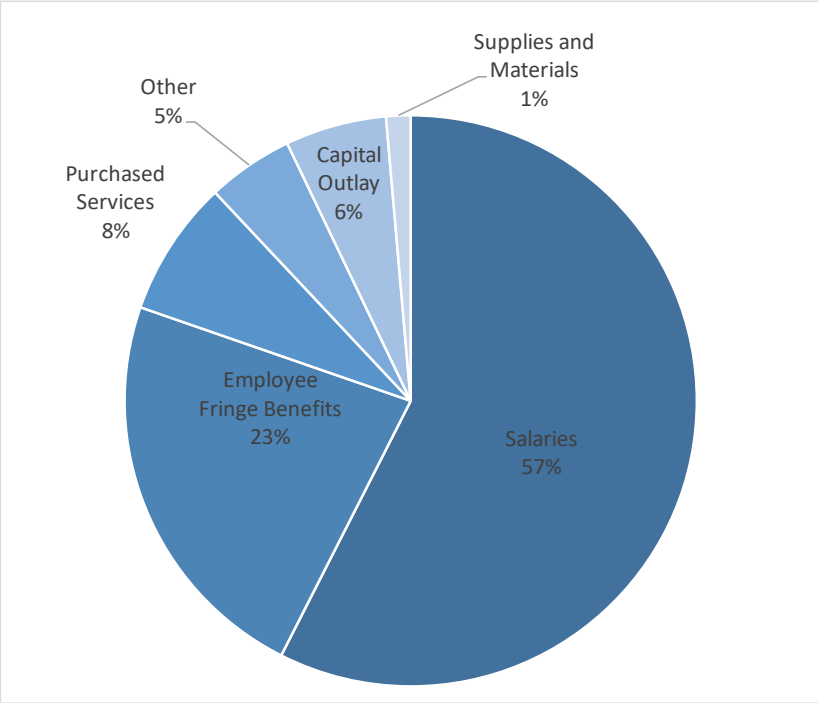
(19 Actual, 20 Budget, 21 Proposed)

Police	2019 Actual	2020 Appropriated	2021 Proposed
Expenses			
Personnel & Employee Benefits	$6,818,757	$7,121,147	$7,266,275
Other Expenses	$1,409,615	$1,971,811	$1,781,192
Expense Total	**$8,228,372**	**$9,092,958**	**$9,047,467**
Capital Improvements	$141,343	$586,421	$518,000
Debt Service	$0	$0	$0
Revenues			
Property and Other Local Taxes	$6,098,362	$6,073,407	$6,106,449
Miscellaneous	$1,561,604	$1,025,917	$1,199,315
Intergovernmental	$618,276	$481,609	$513,972
Licenses, Permits and Fees	$243,302	$250,000	$215,750
Fines and Forfeitures	$52,111	$53,500	$45,500
Total Revenues	**$8,573,655**	**$7,884,433**	**$8,080,986**
Beginning Fund Balance	**$3,699,402**	**$4,044,685**	**$2,836,160**
Police District	$3,518,429	$3,685,923	$2,555,434
Law Enforcement Trust	$177,972	$353,798	$275,762
Enforcement & Ed	$3,001	$4,963	$4,963
Ending Fund Balance	**$4,044,685**	**$2,836,160**	**$1,869,679**
Police District	$3,685,923	$2,555,434	$1,721,945
Law Enforcement Trust	$353,798	$275,762	$142,270
Enforcement & Ed	$4,963	$4,963	$5,463

Summary of Revenues



Summary of Expenses



Public Services Department Strategic Plan & Budget

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Summary of Expenses 86

Message from the Leadership

Jeff Weckbach

Losing someone is never easy. Unfortunately, the Public Services Department lost one of their own in 2020, with the passing of Jason Haines this past summer. Jason's passing was unexpected and left a hole in this Township that will not be easily filled. Jason had been a member of the Colerain team for nearly two decades, showing up everyday to work hard to make our parks and community a better place. Jason was always good for a laugh or two and will be dearly missed. His passing reminded us of the special bond that this community has for its employees and it was truly impactful to see us all come together to wish him one last goodbye from our Public Services garage.

However, despite the passing of Jason this Township and this Department would not let 2020 get the best of them. The Public Services team continues to adapt on the fly and quickly respond to public health orders, the need for additional facility sanitation, requests for building modifications to prevent the spread of COVID-19, and countless other last-minute items. The members of this team have been on the front lines throughout this pandemic, working hard to create a space that we can all be proud of and to create small but impactful recreation opportunities for this community to enjoy.

2021 should be another incredible year for this Department as we build on the successes of 2020. The Township is going to continue to roll out a multi-year road and facility maintenance plan. We will continue to evaluate the future of the Community Center, with an eye toward innovative uses of the space to ensure that it is operating at maximum efficiency. The Department will continue to engage in unique recreation experiences and make progress on all of our parks through public private partnerships and connections with community groups. If this pandemic taught us anything, it is that parks are a valuable asset and a key part of economic development

Jackie O'Connell

2020 has been quite a year for the Public Services Department – each division faced unprecedented challenges, work conditions and number of changes in their work to deliver facilities, activities and services to residents.

With more time at home, the Roads crew found people had

more time for projects around their property. Right-of-way permits were at an all-time high with people repairing sidewalks and driveway aprons. Additionally, requests for filling potholes, trimming right-of-way trees and cleaning dumpsites kept the Roads crew hoppin'. We also spent a lot of time working on infrastructure: repaired a large storm drain and headwall on Common Circle Drive; caught up with dead tree removals in the right-of-way; repaired nearly four dozen catch basins; swept and inspected every Township-maintained street.

The Parks and Recreation division was extremely busy in 2020; albeit for different reasons. Your township parks had record-level visitor-ship this year, in spite of not renting shelters for a large portion of the year. Park visitors locally were on trend with the national average of an increase of 250 percent. With limiting large group interaction, schools closed in the spring and many people working from home, the parks were humming with visitors trying to beat the quarantine blues by getting outside. Parks provided the perfect solution for both physical and mental health. By just seeing other people enjoying the trails and open space, parks even helped ease social isolation. Due to COVID, youth sports and shelter rentals were delayed and looked much different from usual, but Township facilities provided much needed normalcy and outlets for families and teams. Dogs benefited during the quarantine, too; we created a Doggie Bullpen at the Heritage Park Diamond Dogs dog park for our small dog friends and their humans to enjoy.

The Parks and Recreation team also excitedly saw the groundbreaking of the new Colerain Park Playground. With the help of the community, we were able to design an amazing playspace that has historical nods to Colerain's beginnings and play elements for all abilities. We are hopeful to finish Phase Two in 2021 with funds from the Ohio Capital Improvement Budget.

Although most events and recreation activities were canceled, Recreation found a way to provide summer programming to the community. The Parks and Rec Squad was a departure from the traditional summer camp, but they provided games, activities and education both virtually and in-person to kids (and businesses)! We brought the fun to you on Fridays when the Squad stopped by to challenge to neighbors to games or provide a fun tie-dye activity.

Unfortunately, the Colerain Township Senior and Community Center was quiet this year due to the closure of senior centers and the cancellation of events. However, through our partnership with the Clippard YMCA we were still able to deliver a record number of meals to the elderly throughout the Township. The cancellation of the congregate meals program

due to COVID allowed us the opportunity to take our show on the road and deliver dozens of two-day and five-day meal packages to residents. We were also busy trying to help brides reschedule weddings that were impacted by the quarantine. With the help of the Willow Event Center and Pebble Creek we were able to reschedule or move nearly every family impacted.

Serving the residents also extended beyond the day-to-day. Public Services was pleased to play a major role in the internal Township COVID Committee and external communications, as well as the July COVID test. The team also coordinated the annual Colerain Recycle Day, the USDA Farmers to Families program, the Colerain Veterans Banners displayed through the Township and led the creation of the new podcast – "Hey, Colerain!".

Finally, along with all of the constant change and new benchmarks we achieved, Public Services also experienced a devastating loss. On August 25, 2020, long-time Public Services employee Jason Haines fell ill while at work and passed away later that day. Jason leaves behind two kids, Korrine and Kory, and many, many friends who will dearly miss him. Jason's big heart and contagious smile will leave a void in the department, but we'll keep him with us with years' worth of stories to share around the shop. Rest in peace, Buddha.

Your Public Services Team is very much looking forward to 2021! We've created plans to analyze, inventory and plan long-term repairs of our infrastructure. We're looking forward to partnering with community organizations and hosting both new and loved events. Moreover, we're excited to see you back at the parks and at the new Colerain Park Playground. Take care and be well – we can't wait to see what this year brings!

Organization Chart

TRUSTEES

Raj Rajagopal

Daniel Unger

Matt Wahlert

Jeff Baker

FISCAL OFFICER

Geoffrey G. Milz

ADMINISTRATOR

Jeff Weckbach

ASSISTANT ADMINISTRATOR

Jackie O'Connell

PUBLIC SERVICES DIRECTOR

ROADS SUPERVISOR

PARKS SUPERVISOR

EVENTS COORDINATOR

FACILITY MANAGER

MAINTENANCE WORKERS (9)

PT SEASONAL WORKERS

LITTER PICK UP LABORER (2)

MAINTENANCE WORKERS (6)

PART-TIME SEASONAL WORKERS

PART-TIME SEASONAL COMMUNITY CENTER WORKERS

BUS DRIVER

SUMMER CAMP DIRECTOR

SUMMER CAMP ASSISTANT DIRECTOR

SUMMER CAMP COUNSELORS (6)

Strategic Goals and Initiatives

2021 Public Services Strategic Initiatives

1 Increase Focus on Economic Development and Township Prosperity.

2 Engage the New Economy with Green Initiatives.

- Recycling In Parks
- Street Tree Policy
- Street Tree Plan
- EV Charging
- Park Goats
- Solar/Wind Research
- Pollinator Gardens

3 Improve the Look of the Township With A Focus on Litter & Dumping.

- Litter Pick Up
- Litter Education Campaign
- Park Maintenance Plan
- 275 Gateway Landscaping

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

- 5 year Capital Equipment Budget
- Public Private Partnerships in Parks

5 Continue to provide High Quality Safety Services.

6 Continuously Improve the Operations of the Township.

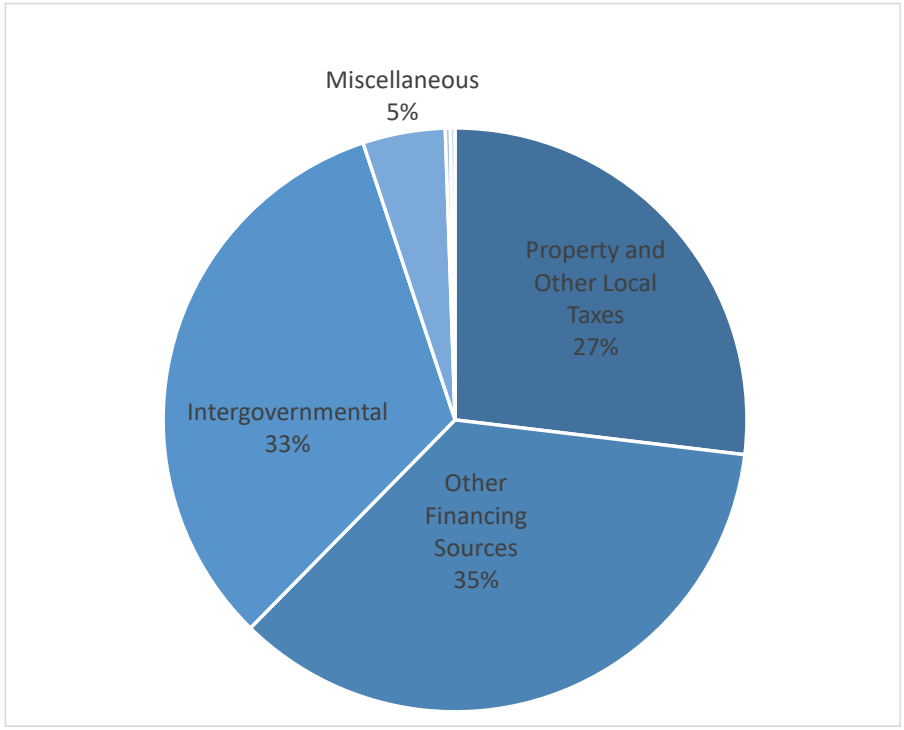
- Programming
- Implement Software For Inspections
- One Stop Shop
- APWA Accreditation
- ID Future SCIP Projects
- Department Education
- PD/Park Physical Fitness
- Traffic Calming
- Installation Of Loralinda Chicane
- Park District Research
- Veteran's Day Parade

Budget Charts

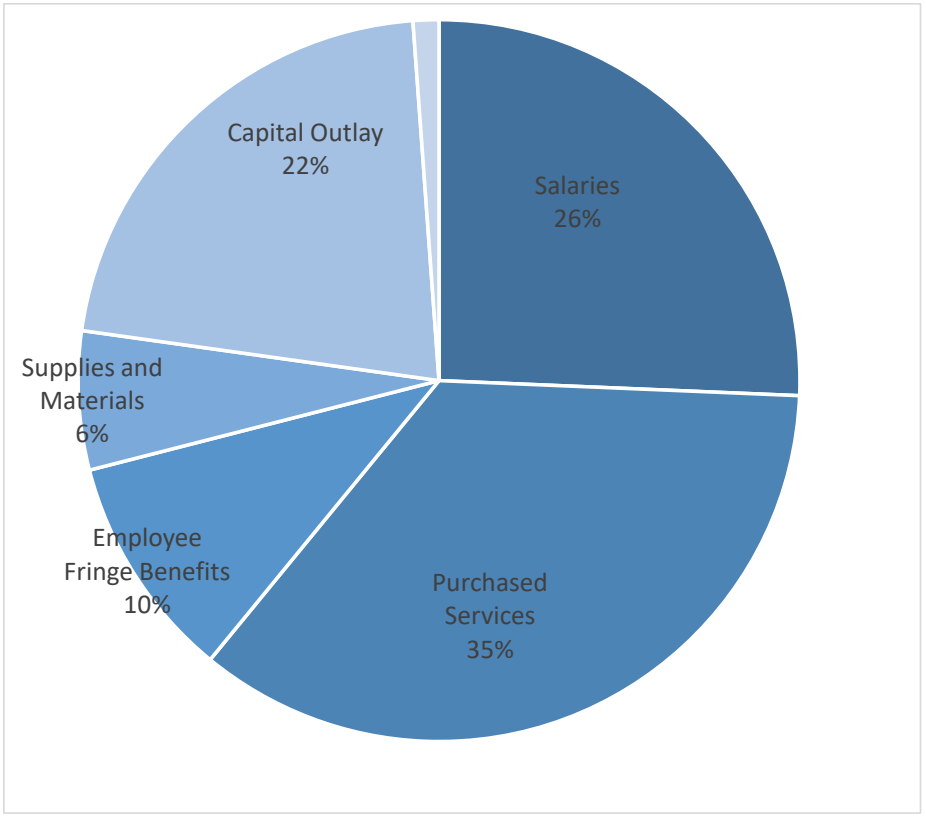
(19 Actual, 20 Budget, 21 Proposed)

Public Services	2019 Actual	2020 Appropriated	2021 Proposed
Expenses			
Personnel & Employee Benefits	$1,731,890	$1,901,167	$2,047,229
Other Expenses	$655,314	$2,852,368	$3,680,456
Expenses Total	**$2,387,204**	**$4,753,535**	**$5,727,685**
Capital Improvements	$17,493	$1,218,071	$1,238,796
Debt Service	$697,330	$702,800	$796,800
Revenues			
Property and Other Local Tax	$897,371	$884,084	$1,048,829
Intergovernmental	$1,113,099	$1,236,308	$1,268,180
Other Financing Sources	$862,272	$2,516,764	$1,382,383
Miscellaneous	$469,400	$122,596	$178,089
Licenses, Permits and Fees	$12,500	$6,500	$10,000
Earnings on Investments	$32,384	$10,838	$10,838
Total Revenues	**$3,387,026**	**$4,777,090**	**$3,898,319**
Beginning Fund Balances	**$1,967,421**	**$2,967,243**	**$2,990,798**
Motor Vehicle License Tax	$112,842	$98,492	$82,355
Gasoline Tax	$918,727	$1,145,887	$793,559
Road and Bridge	$269,885	$667,776	$585,923
Permissive Motor Vehicle License	$544,830	$766,347	$690,235
Parks & Services	$91,924	$95,627	$804,734
Community Center	$29,213	$193,114	$33,992
Ending Fund Balances	**$2,967,243**	**$2,990,798**	**$1,161,433**
Motor Vehicle License Tax	$98,492	$82,355	$86,828
Gasoline Tax	$1,145,887	$793,559	$210,490
Road and Bridge	$667,776	$585,923	$524,828
Permissive Motor Vehicle License	$766,347	$690,235	$339,287
Parks & Services	$95,627	$804,734	$0
Community Center	$193,114	$33,992	$0

Summary of Revenues



Summary of Expenses



Planning Department Strategic Plan & Budget

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Message from the Leadership

Geoff Milz

The Department of Planning and Zoning has had a banner year. In the midst of a pandemic which prevented us all from being around those we love, the Department has worked tirelessly to create connections within the community to guide the development of our most important long term vision for our future: the comprehensive plan. Using innovative strategies for community engagement, they have sought to understand where this community wants to be in terms of development and to synthesize the diverse perspectives into one unifying document that charts our course for years to come. They have been steadfast in their enforcement of zoning, property maintenance and nuisance laws - even as the courts have intermittently closed. Their dedication and scrappy resolve to make Colerain Township a better place is appreciated and respected in our community.

In 2021, they intend to build on the momentum they built this year. With a focus on operational efficiencies and honing the development tools available to them, they will drive the change we all want to see in our built environment. With the new comprehensive plan as their guide, they will work to align our development regulations with our community's new vision for the future and conduct a major overhaul of our zoning resolution to ensure that the rules will provide the outcomes the community is asking for.

Mike Ionna

The upcoming year will be pivotal for the Department of Planning and Zoning. Our team looks forward to a work plan that adds value to Colerain Township and continues to create positive, lasting change for residents, businesses and visitors. The 2021 initiatives can be grouped into three important areas of focus: Zoning Resolution Update, Roll out of OpenGOV and Code Enforcement 2.0.

Zoning Resolution Update

In many ways this year marks the end one legacy project and the beginning of another with the adoption of the Comprehensive Plan and kickoff the Zoning Update. Together these projects lie at the core of what will drive lasting and transformative change in Colerain Township. Purposely done in tandem, the Comprehensive Plan identifies the vision and goals of where the Township wants to be in the future which are reinforced by the development regulations contained in the updated Zoning Resolution. Together, both documents provide the basis for improving quality of life in Colerain

Township over the next 15-20 years.

Roll out of OpenGOV

A "customer first" approach to conducting business is central to the Department's Mission and Core Values. A shortcoming of many government entities is too often they lag behind the private sector in effectiveness and efficiency of delivering services. OpenGOV is a digital based software platform that keeps Colerain Township on the cutting edge of technology and convenience by meeting customers where they are. The new tool will make applications and service requests not only easier but more accessible via smart phone, tablet, or computer. Internally the new software automates many of the required process that today we do by hand which saves time and money. As the country navigates through the impacts of COVID-19, OpenGOV is vital asset in preventing transmission of the virus among residents and staff.

Code Enforcement 2.0

Perhaps the most visible benchmark of the viability of any community is what it looks like. Over the past year, staff has made critical changes to our operations to make them more impactful in achieving compliance in Code Enforcement and the administration of programs that fight against blight. This year's work plan includes a number of initiatives geared toward building off of our success in 2020 and adding new tools to make 2021 our most impactful year to date.

In closing, to say that this is an exciting time in the Planning and Zoning Department is an understatement. Regardless of the service line – long range planning, zoning administration and development review or code enforcement - our team members look forward to another year of achieving winning outcomes for Colerain Township.

Organization Chart

TRUSTEES

Raj Rajagopal

Daniel Unger

Matt Wahlert

Jeff Baker

FISCAL OFFICER

Geoffrey G. Milz

ADMINISTRATOR

Mike Ionna

PLANNING AND ZONING DIRECTOR

PART-TIME CODE ENFORCEMENT SPECIALIST (2)

CODE ENFORCEMENT OFFICER

Strategic Goals and Initiatives

2021 Planning Strategic Initiatives

1 Increase Focus on Economic Development and Township Prosperity.

- Zoning Resolution
- VBML/VFPR
- Neighborhood Enhancement Program
- Code Process Improvements
- Top Ten Properties
- Rental Registration Research
- Opengov

2 Engage the New Economy with Green Initiatives.

3 Improve the Look of the Township With A Focus on Litter & Dumping.

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

5 Continue to provide High Quality Safety Services.

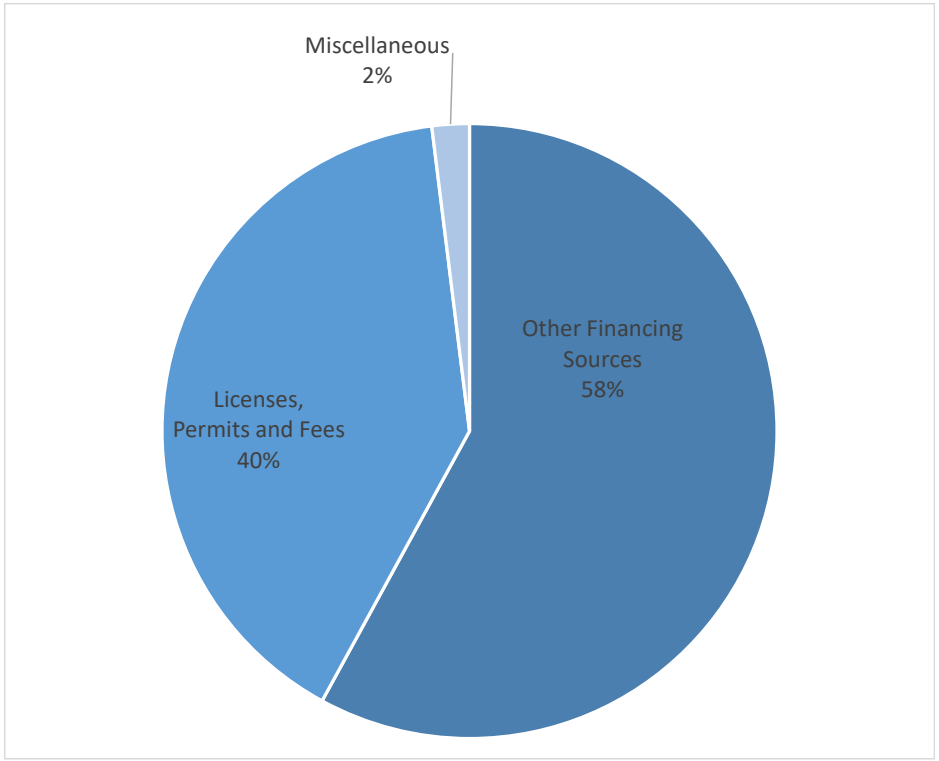
6 Continuously Improve the Operations of the Township.

Budget Charts

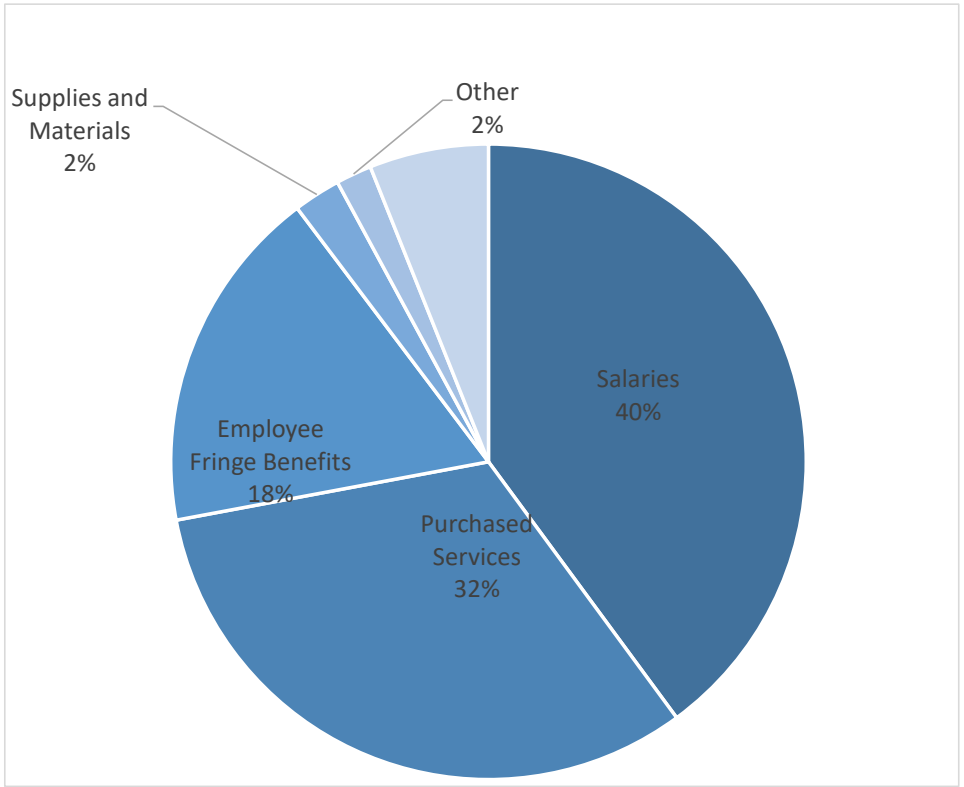
(19 Actual, 20 Budget, 21 Proposed)

Planning & Zoning	2019 Actual	2020 Appropriated	2021 Proposed
Expenses			
Personnel & Employee Benefits	$355,741	$397,788	$237,293
Other Expenses	$128,152	$78,738	$174,932
Total Expenses	**$483,893**	**$476,526**	**$412,225**
Capital Improvements	$35	$500	$25,000
Debt Service	$0	$0	$0
Revenues			
Licenses, Permits and Fees	$153,904	$122,500	$165,000
Other Financing Sources	$281,933	$318,625	$238,635
Miscellaneous	$11,505	$11,576	$8,087
Total Revenues	**$447,342**	**$452,701**	**$411,722**
Beginning Fund Balance	**$60,880**	**$24,329**	**$504**
Ending Fund Balance	**$24,329**	**$504**	**$1**

Summary of Revenues



Summary of Expenses



Capital Budget

Building, Vehicle and Equipment Capital Plan

2021 - 2025

Department	*Division*	*# of Items*	*Total Estimated Cost*	*Average Age*	*2021*	*2022*	*2023*	*2024*	*2025*
Administration	IT	1	$11,000	4	$150,000	$87,000	$0	$0	$0
Fire	All Divisions	44	$8,836,798	12	$615,288	$255,500	$298,500	$255,500	$255,500
Planning	Code Enforcement	2	$65,000	8	$25,000	$0	$0	$0	$0
Police	Admin & Investigation	20	$458,500	7	$50,000	$50,000	$50,000	$50,000	$50,000
Police	Patrol	29	$1,226,093	3	$315,000	$295,000	$295,000	$295,000	$295,000
Public Services	Community Center	1	$150,000	1	$50,000	$140,000	$0	$0	$0
Public Services	Parks	29	$896,500	7	$800,500	$11,000	$15,000	$15,000	$15,000
Public Services	Roads	34	$4,002,450	14	$309,196	$99,196	$99,196	$99,196	$99,196
					$2,314,984	**$937,696**	**$757,696**	**$714,696**	**$714,696**

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Police
DIVISION:	Patrol
# OF ITEMS:	29
TOTAL FLEET ESTIMATED COST:	$1,226,093
AVERAGE AGE (YEARS):	3

Item ID #	*Year*	*Make*	*Model*	*Mileage*	*Replacement Price*	*Replacement Year*	*Notes*
100	2017	Ford	Interceptor Utility	43,490	$42,247	2022	Cruiser
101	2017	Ford	Interceptor Utility	43,505	$42,247	2022	Cruiser
102	2020	Ford	Interceptor Utility	8,409	$46,096	2025	Cruiser
103	2016	Ford	Interceptor Sedan	58,808	$40,000	2021	K9
104	2016	Ford	Interceptor Utility	84,834	$39,000	2021	Cruiser
105	2015	Ford	Interceptor Utility	95,773	$38,000	2020	Cruiser
106	2017	Ford	Interceptor Utility	60,113	$42,247	2022	Cruiser
107	2016	Ford	Interceptor Utility	85,409	**$39,000**	**2021**	**Cruiser**
108	2018	Ford	Interceptor Utility	66,303	**$46,440**	**2023**	**Cruiser**
111	2018	Ford	Interceptor Utility	52,966	**$46,440**	**2023**	**Cruiser**
112	2018	Ford	Interceptor Utility	71,409	**$46,440**	**2023**	**Cruiser**
113	2018	Ford	Interceptor Utility	59,866	**$46,440**	**2023**	**Cruiser**
114	2018	Ford	Interceptor Utility	55,196	**$46,440**	**2023**	**Cruiser**
115	2017	Ford	Interceptor Utility	69,480	**$42,247**	**2022**	**Cruiser**
116	2016	Ford	Interceptor Utility	79,636	**$39,000**	**2021**	**Cruiser**
117	2017	Ford	Interceptor Utility	63,597	**$42,247**	**2022**	**Cruiser**
118	2018	Ford	Interceptor Utility	53,613	**$46,440**	**2023**	**Cruiser**
119	2015	Ford	Interceptor Utility	97,970	**$35,000**	**2020**	**Cruiser**
129	2016	Ford	Interceptor Utility	65,576	**$39,000**	**2021**	**Cruiser**
131	2015	Ford	Interceptor Utility	95,142	**$35,000**	**2020**	**Cruiser**
134	2015	Ford	Interceptor Utility	103,830	**$35,000**	**2020**	**Cruiser**
135	2016	Ford	Interceptor Utility		**$40,000**	**unknown**	**QRT**
139	2017	Ford	Interceptor Utility	67,090	**$42,247**	**2022**	**Cruiser**
140	2017	Ford	Interceptor Utility	62,250	**$42,247**	**2022**	**Cruiser**
141	2017	Ford	Interceptor Utility	59,391	**$42,247**	**2022**	**K9**
144	2020	Ford	Interceptor Utility	5,042	**$46,096**	**2025**	**Cruiser**
145	2020	Ford	Interceptor Utility	5,469	**$46,096**	**2025**	**Cruiser**
146	2020	Ford	Interceptor Utility	5,437	**$46,096**	**2025**	**Cruiser**
147	2020	Ford	Interceptor Utility	6,401	**$46,096**	**2025**	**Cruiser**

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Police
DIVISION:	Administration & Investigations
# OF ITEMS:	20
TOTAL FLEET ESTIMATED COST:	$458,500
AVERAGE AGE (YEARS):	7

Item ID #	*Year*	*Make*	*Model*	*Mileage*	*Replacement Price*	*Replacement Year*	*Notes*
109	2015	Ford	Interceptor Utility	74,760	$38,000	TBD	Chief
110	2015	Ford	Interceptor Utility	69,198	$38,000	TBD	
120	2012	Toyota	Camry	87,000	$12,000	TBD	
121	2011	Toyota	Camry	121,000	$12,000	TBD	
122	2016	Nissan	Altima	70,000	$12,500	2023	Lt. Owen
123	2007	Nissan	Altima	131,000	$12,500	TBD	Impound
124	2013	GMC	Terrain	85,400	$50,000	2021	
125	2017	Toyota	Camry	14,900	**$15,000**	**2025**	
126	2017	Toyota	Camry	27,474	**$15,000**	**2025**	
127	2011	Toyota	Camry	92,700	**$12,000**	**TBD**	
128	2012	Toyota	Camry	126,000	**$12,000**	**TBD**	
130	2016	Toyota	Camry	58,611	**$12,500**	**2024**	
133	2016	Nissan	Altima	103,400	**$12,500**	**2022**	
136	2016	Nissan	Altima	59,605	**$12,500**	**2023**	**Lt. Cordie**
137	2017	Toyota	Camry	62,000	**$15,000**	**2024**	
200	1994				**$60,000**	**TBD**	**Van**
Decoy	2009		Impala		**$28,000**	**TBD**	
142	2014	Mazda	6	104,811	**$15,000**	**2022**	
143	2017	Ford	Fusion	59,600	**$15,000**	**2025**	
150	2019	Ford	F150/trailer	3,000	**$59,000**	**TBD**	**Traffic**

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Zoning
DIVISION:	Code Enforcement
# OF ITEMS:	2
TOTAL FLEET ESTIMATED COST:	$65,000
AVERAGE AGE (YEARS):	8

Item ID #	*Year*	*Make*	*Model*	*Mileage*	*Replacement Price*	*Replacement Year*	*Notes*
6-601	2015	Ford	Taurus	88,684	$35,000	2025	
6-602	2010	Ford	Fusion	187,693	$25,000	2021	Mileage

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Police
DIVISION:	Administration & Investigations
# OF ITEMS:	20
TOTAL FLEET ESTIMATED COST:	$458,500
AVERAGE AGE (YEARS):	7

Item ID #	*Year*	*Make*	*Model*	*Mileage*	*Replacement Price*	*Replacement Year*	*Notes*
7-100	2019	Ford	E-450 Bus	3,465	$150,000	2029	Grant Funded

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Public Services
DIVISION:	Parks
# OF ITEMS:	29
TOTAL FLEET ESTIMATED COST:	$896,500
AVERAGE AGE (YEARS):	7

Item ID #	*Year*	*Make*	*Model*	*Mileage*	*Replacement Price*	*Replacement Year*	*Notes*
4-411	2007	Ford	F150	105,633	$65,000	2022	
4-412	2003	Ford	F350	66,099	$65,000	TBD	
4-413	2018	Ford	F350	111,258	$65,000	TBD	
4-415	1990	Case	IH385	298,546	$75,000	TBD	
4-416	2009	Ford	F350	315,486	$70,000	2024	
4-417	2019	Ford	F250	9,899	$45,000	2029	
4-418	2011	Ford	Ranger	494,172	$40,000	2021	
4-419	2008	John Deere	4720 Tractor	4,035	$30,000	TBD	
4-421	2015	Ford	F350	78,248	$65,000	2029	
4-422	2017	Redexin	Blecavator 145	N/A	$15,000	TBD	
4-454	2008	Vermeer	Chipper 1000 XL	386	$40,000	TBD	
4-457	2008	Woods	Batwing Mower	3,027	$16,000	TBD	
4-458	2017	Woods	Ditch Mower	N/A	$10,000	TBD	
4-773	2020	Bobcat	T76	N/A	$55,000	TBD	
4-G1	2019	John Deere	Gator XUV825E	340	$14,000	TBD	
4-G2	2005	John Deere	Gator	1,015	$14,000	TBD	
4-G3	2010	John Deere	Gator	1,696	$14,000	TBD	
4-G4	2014	John Deere	Gator TX 4X2	1,047	$14,000	TBD	
4-G5	2011	John Deere	Gator	1,168	$14,000	TBD	
4-M1	2010	Exmark	Super Z	1,818	$10,500	2021	
4-M2	2011	Exmark	LZX38KC655	1,793	$11,500	TBD	
4-M3	2019	Exmark		182	$11,500	2024	
4-M4	2018	Exmark		317	$12,000	2023	
4-M5	2020	Exmark		N/A	$12,000	2025	
4-M6	2020	Exmark		N/A	$12,000	2025	
4-M7	2011	Scag	Wildcat	1,290	$11,500	TBD	
4-M8	2014	Hustler	Super 104	707	$34,000	2021	
4-M9	2017	Exmark		547	$11,500	2022	
4-M10	2020	Ventrac	4500Z	N/A	$55,000	2030	

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Public Services
DIVISION:	Roads
# OF ITEMS:	34
TOTAL FLEET ESTIMATED COST:	$4,002,450
AVERAGE AGE (YEARS):	14

Item ID #	*Year*	*Make*	*Model*	*Mileage*	*Replacement Price*	*Replacement Year*	*Notes*
3-1	2014	Ford	Explorer	56,981	$35,000	2024	
3-105	2017	Caterpillar	30800 Mini Excavator	95	$115,000	2037	
3-105-H	2020	Caterpillar	B6HYDRO	N/A	$11,000	2040	
3-106	1992	Case	Backhoe Super K 580	5,252	$75,000	TBD	
3-107	2010	Sweepster	Sweeper	623	$300,000	2030	
3-107SS	2011	Case	SR220 Skid Steer	654	$40,000	2031	
3-108	1998	Case	721B Loader	42,158	$185,000	TBD	
3-118	1979	Dynapac	CC-10 Roller	1,925	$85,000	TBD	
3-12	2019	Ford	Transit 150	1,207	$35,000	2034	
3-124	2006	Stihl	MS361	N/A	$450	TBD	
3-134	2011	Ingersoll	Rand Air Pressure P185	N/A	$25,000	2022	
3-140	2018	Winston	24K Trailer	N/A	$18,000	TBD	
3-147	2006	Marathon	HMT4000 Asphalt	N/A	$20,000	TBD	
3-15	2019	Ford	F150	113,024	$35,000	2029	
3-16	2018	Ford	F250	10,793	$38,000	2028	
3-17	2018	Ford	F250	15,346	$40,000	2028	
3-24	1992		4600	101,875	$140,000	TBD	
3-32	2004	Ford	F450	105,425	$90,000	2021	
3-33	2007	Ford	F450	170,665	$65,000	2022	
3-34	2015	Ford	F350	36,323	$70,000	2029	
3-50	1995		4700	49,569	$190,000	TBD	
3-51	2000		4700	29,688	$190,000	TBD	
3-52	2001		4900	35,610	$190,000	2022	
3-53	1990		4700	97,301	$190,000	2021	
3-54	1995		4700	72,070	$190,000	TBD	
3-55	1993		4700	59,588	$195,000	2024	
3-56	2004		7400	30,956	$190,000	2024	
3-57	2002		4900	26,945	$190,000	2024	
3-58	2010		7400	142,695	$190,000	TBD	
3-59	2004		7400	35,378	$190,000	2024	
3-60	2015		7400	5,874	$195,000	2034	
3-61	2020		HV Series	285	$195,000	2040	
3-80	2018		4300	4,796	$275,000	2033	
3-97	1995	Vermeer	BC 1230	997	$40,000	TBD	

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Fire
DIVISION:	Fire - All Divisions
# OF ITEMS:	44
TOTAL FLEET ESTIMATED COST:	$8,836,798
AVERAGE AGE (YEARS):	12

Item ID #	*Year*	*Make*	*Model*	*Mileage*	*Replacement Price*	*Replacement Year*	*Notes*
1-101	2018	Ford	Explorer	27,127	$36,000	2028	
1-102	2016	Ford	F150	49,070	$57,000	2026	
1-104	2012	Cheverolet	Tahoe	85,795	$40,000	2022	
1-105	2011	Dodge	Durango	128,000	$36,000	TBD	
1-106	2018	Ford	F250	6,040	$38,000	2028	
1-108	2018	Ford	F250	61,883	$38,000	2028	
1-109	2012	Cheverolet	Tahoe	79,002	$40,000	2022	
1-110	2012	Cheverolet	Tahoe	74,839	$40,000	2022	
1-111	1998	Ford	Crown-Vic	106,692	$44,263	2021	
1-112	1998	Ford	Crown-Vic	128,888	$44,263	2021	
1-115	2009	Ford	F350 SD	146,750	$48,000	TBD	
1-116	2019	Ford	F150	4,236	$36,500	2029	
1-117	2019	Ford	F150	4,983	$36,500	2029	
1-118	2008	Ford	Expedition	85,918	$36,000	TBD	
1-119	2008	Ford	Expedition	103,978	$36,000	TBD	
1-201	2002	E-One	Typhoon	125,863	$450,000	2022	
1-202	2018	E-One	Quest	21,000	$936,798	2038	
1-203	2002	E-One	Typhoon	164,490	$450,000	2022	
1-204	1993	E-One	Hush XI	204,000	$450,000	TBD	
1-205	1993	E-One	Sentry	124,464	$450,000	TBD	
1-206	2016	Rosenbauer	Commander 3000	77,035	$490,000	2036	
1-207	2015	Rosenbauer	Commander 3000	137,095	$490,000	2035	
1-209	1994	E-One	Cyclone	189,661	$490,000	TBD	
1-210	2002	E-One	Typhoon	130,001	$450,000	2022	
1-211	2002	Freightliner	FL80	122,867	$375,000	2022	
1-212	1994	E-One		79,300	$950,000	TBD	
1-302	1990		4900	39,784	$175,000	TBD	
1-303	1990		4900	59,241	$175,000	TBD	
1-400	2017	Ford	E-450 SD	58,600	$210,000	2025	
1-401	2016	Ford	E-450 SD	96,000	$210,000	2022	
1-402	2019	Ford	E-450 SD	12,728	$210,000	2026	
1-404	2015	Ford	E-450 SD	5,661	$210,000	2022	

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Fire
DIVISION:	Fire - All Divisions
# OF ITEMS:	44
TOTAL FLEET ESTIMATED COST:	$8,836,798
AVERAGE AGE (YEARS):	12

Item ID #	*Year*	*Make*	*Model*	*Mileage*	*Replacement Price*	*Replacement Year*	*Notes*
1-406	2014	Ford	E-450 SD	68,905	$135,000	2021	
1-408	2001	Dodge	Durango	133,715	$44,263	2021	
1-409	2001	Dodge	Durango	100,342	$36,000	TBD	
1-411	2016	Ford	E-450 SD	51,024	$210,000	2023	
1-413	2014	Ford	E-450 SD	97,103	$210,000	TBD	
1-414	2008	Ford	Expedition	92,599	$36,000	TBD	
1-415	2008	Ford	Expedition	68,182	$36,000	TBD	
1-416	2013	Ford	E-450 SD	116,413	$210,000	TBD	
1-505	2002	John Deere	Gator	N/A	$14,000	TBD	
1-506	2000	Bobcat	773	N/A	$50,000	TBD	
1-510	2006	Magnum	MLT5080MMH	N/A	$15,000	TBD	Light Tower
1-511	2005	Haulin	Trailer HALS8520TA2	N/A	$12,000	TBD	

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Administration
DIVISION:	IT
# OF ITEMS:	1
TOTAL FLEET ESTIMATED COST:	$11,000
AVERAGE AGE (YEARS):	4

Item ID #	*Year*	*Make*	*Model*	*Mileage*	*Replacement Price*	*Replacement Year*	*Notes*
0-1	2016	Server	File Server	N/A	11,000	2021	

Facilities & Other Capital Plan

2021 - 2025

Division	*Location*	*Item*	*2021*	*2022*	*2023*	*2024*	*2025*
Administration	4200 Springdale	Air Handling Control System	$52,000	$54,000	$56,000	$58,500	$0
Administration	Various	LED Lighting Project	$47,000	$0	$0	$0	$0
Administration	275 & Colerain	275 Overpass Sign	$40,000	$0	$0	$0	$0
Fire	Various	Station Appliances	$22,500	$0	$0	$0	$0
Fire	Various	Station Antenna Upgrades	$175,000	$0	$0	$0	$0
Fire	Ladder Repayment		$105,000	$105,000	$105,000	$105,000	$105,000
Fire	EMS Unit	Power-load	$45,000	$0	$0	$0	$0
Parks	Colerain Park	Playground	$650,000	$0	$0	$0	$0
Parks	Wert Park	Garage Roof Replacement	$16,000	$0	$0	$0	$0
Parks	Heritage Park	Infield 1 & 2 Repair	$25,000	$0	$0	$0	$0
Parks	TBD	Pickleball	$40,000	$0	$0	$0	$0
Parks	Various	Cameras	$25,000	$0	$0	$0	$0
Community Center	4300 Springdale	Hall B Roof Replacement	$40,000	$0	$0	$0	$0
Community Center	4300 Springdale	HVAC Unit Replacement	$10,000	$10,000	$10,400	$0	$0
Roads	Excavator Lease		$24,196	$24,196	$24,196	$24,196	$24,196
Fire/Public Services	4160 Springdale	HVAC Unit Replacement	$0	$10,800	$11,250	$11,700	$12,200
Fire/Public Services	4160 Springdale	Radiant Heating System Replacement	$0	$24,000	$36,000	$0	$0
Fire/Public Services	4160 Springdale	Roof Replacement	$0	$30,000	$0	$0	$0
Community Center	4300 Springdale	Backup Generators	$0	$140,000	$0	$0	$0
			$1,316,696	**$1,316,696**	**$1,316,696**	**$1,316,696**	**$1,316,696**

Major Projects Capital Plan

2021 - 2025

Project Name	*Prior Years*	*2021*	*2022*	*2023*	*2024*	*2025*	*TBD*
Colerain Ave. Sidewalks	$0	$300,000	$0	$1,243,813	$0	$0	$0
Colerain Park Playground	$429,289	$571,542	TBD	$0	$0	$0	$0
Facility Master Plan	$0	$150,000	$0	$0	$0	$0	
Pippin Road Sidewalk	$0	$64,153	$31,597	$50,000	$578,336	$0	$0
Police Department Expansion or New Construction	$0	$0	$0	$0	$0	$0	TBD
Police Department Parking Lot Security Enhancements	$0	$0	$0	$0	$0	$0	TBD
Road Program	N/A	$2,300,000	$1,600,000	$1,500,000	$1,500,000	$1,500,000	$0
Station 102 Replacement	$0	$0	$0	$0	$0	$0	$3,250,000
Station 25 Remodel	$0	$0	$0	$0	$0	$0	$1,000,000
Station 26 Replacement	$0	$0	$0	$0	$0	$0	$4,250,000
Training Center Replacement	$0	$0	$0	$0	$0	$0	$1,000,000
TOTAL		**$3,385,695**		**$2,793,813**	**$2,078,336**	**$1,500,000**	**$9,500,000**

COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Colerain Avenue Sidewalk – Jonrose to Shady Crest

Department: Administration

Proposed Funding Source: Duke Energy TIF; Federal Transportation Alternative Grant

Anticipated Cost: $1,543,813

Budget Impact (& Line): 1000-110-599-0401

Desired Start: 2020

Estimated Project Length: 4 Years

Project Team Members

Project Team Members
• Geoff Milz – Township Lead/Point of Contact • Jeff McElravy – Finance • OKI – Funding Partner • KZF – Design and Engineering

Project Description

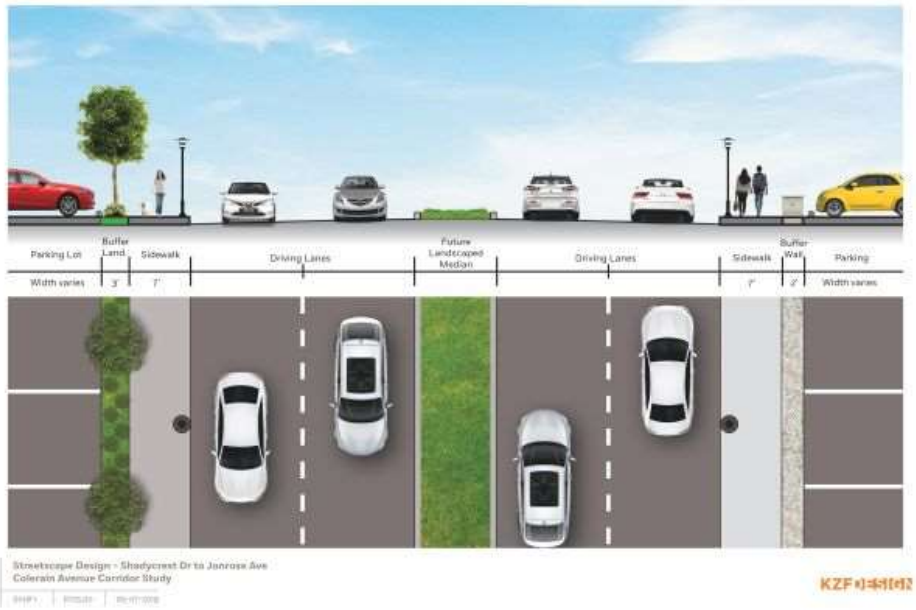
Initiative Business Goal
The overall goal of the project is to install sidewalks and landscaping along Colerain Avenue from Shady Crest to Jonrose.
Business Issue/Opportunity
There is an existing gap in the Township's sidewalk network along Colerain Avenue. There are needed streetscape improvements and other items to aid and protect pedestrians in this area.
Other Information/Justification
•

Project Costs

Project Costs	
• $100,000	ROW Acquisition
• $200,000	Design
• $81,371	Engineering
• $1,162,442	Construction
• **$1,543,813**	**TOTAL**

Location

Colerain Avenue from Shady Crest to Jonrose



COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Colerain Park Playground

Department: Public Services

Proposed Funding Source: Natureworks grant; State Capital Budget; General Fund

Anticipated Cost: $100,000+

Budget Impact (& Line): 2911-760-730-0305 & 2911-610-360-0000

Desired Start: 2020

Estimated Project Length: 1 Year

Project Team Members

Project Team Members

- Human Nature: Design Firm
- Jackie O'Connell: Township Project Point of Contact
- Tawanna Molter: Project Communications and Fundraising
- Logan Creek: Construction Contractor

Project Description

Initiative Business Goal

The overall goal of the project is to replace the former Megaland playground in Colerain Park with a new, state of the art playground that will be a draw for visitors and serve children for decades to come.

Business Issue/Opportunity

The former playground on this site was out dated and hazardous. Various portions of the previous playground did not meet current playground codes and standards. A new playground will help the Township to better market Colerain Park and to explore Public Private Partnership opportunities at the site. This park also serves as the primary location for the summer camp program.

Other Information/Justification

- The Township intends on partnering with outside non-profits and school groups for additional small enhancements to the site, consistent with the overall theme of the playground.
- Of note, phase two is entirely dependent on the award of state capital dollars.

Project Costs

Project Costs

• $70,100	Design/Engineering
• $359,190	Phase 1
• $571,542	Phase 2
• TBD	Phase 3
• **$1,000,831.48**	**TOTAL**

Location

4725 Springdale Road

COLERAIN
EST. 1794

COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Administrative Complex Facility Master Plan

Department: Administration, Fire, Police, Planning, and Public Services

Proposed Funding Source: General Fund – reallocate dollars from the fall off of debt service in 2022.

Anticipated Cost: $100,000 - $150,000

Budget Impact (& Line): 1000-760-730-0000 (Improvement of Sites)

Desired Start: 2021

Estimated Project Length: Two Years

Project Team Members

Project Team Members
• Design Firm – TBD • Geoff Milz • Jeff Weckbach • Jeff McElravy • Mark Denney • Allen Walls • Jackie O'Connell • Mike Ionna • Bob Dellaposta

Project Description

Initiative Business Goal
The overall goal of the project is to fully assess the existing facility configuration, space, and needs of all of the departments currently located at the Administrative Complex.

Business Issue/Opportunity
A master plan document considers the long-range growth, goals, development, and vision of the organization's buildings and infrastructure. It is in essence a strategic plan for facilities. Throughout the years, a number of one-time projects have been proposed by departments to better improve their operations. These projects have generally stalled, as a long term, holistic solution could better serve all parties. This master plan will analyze and provide recommendations for: • Design of the 4200 Parking lot – including any recommendations on fencing/screening for Police vehicles (see Police Capital Plan Sheet). • Evaluate the building capacity for the Police Department and if the existing space can be reconfigured to better serve the growth of the Police Department (see Police Capital Plan Sheet). • An analysis of a potential alternative impound lot site for the Police Department. • Evaluate and provide recommendations on how to better position 4300 Springdale, including alternative uses of the space, better utilization of the front and rear parking lot. • Redesign/functional review of the configuration of the basement of 4200. • Evaluation of the suitability of moving the operations of the training center to the existing administrative complex, potentially near the existing training tower. • Evaluation of the existing set up of 4160 and long-term space needs. • Evaluation of the potential uses and enhancements to Drew Campbell field in order to enhance the use of the space. • A review of the intake area for the planning and administration departments to better utilize the existing entrances. • Provide recommendations for improvements to fleet and equipment storage areas/locations to ensure that fleet and equipment are properly and adequately protected. • Evaluation of new designs for office space, including the potential for "flexible" office space and the potential to create public-private-partnerships throughout the existing facilities. • Evaluation and redesign of the Training Center, to potentially include regional partnerships and other opportunities. • An in-depth review of all existing park assets, vacant lots, and an assessment on missing types of park activities. • Analysis of all fire stations and development of a continuity of operations plan to coincide with any new builds or large scale renovations.

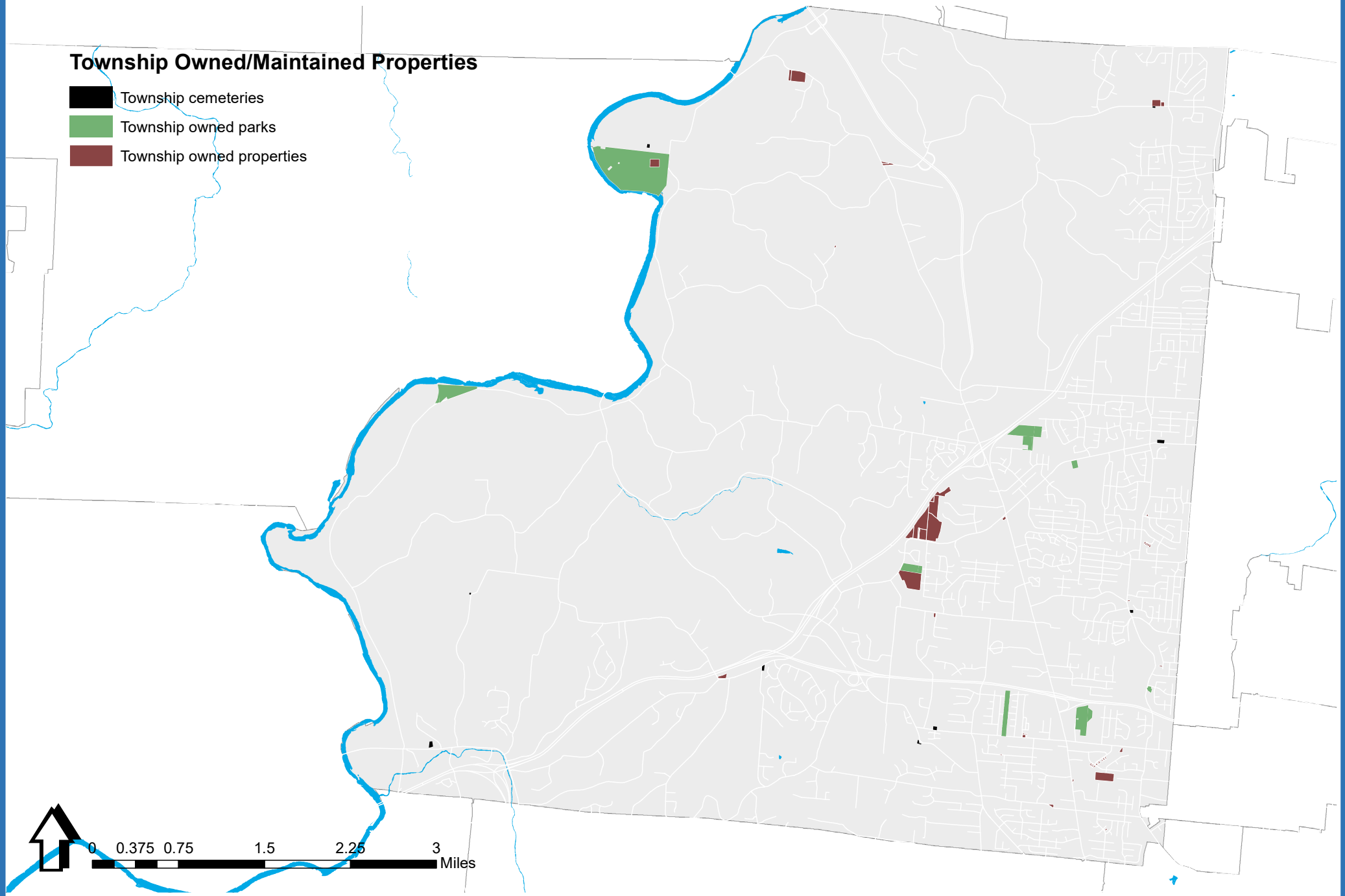
Other Information/Justification
• Many of the existing systems in these facilities are reaching the end of their useful life. If there is a holistic solution that encompasses the replacement of some of these critical systems, that may result in greater long term cost savings to the Township. • While not referenced above, this process could also include energy efficiency improvements and green initiatives, such as solar panels, E-V charging, and energy efficiency upgrades to HVAC. • Colerain Township has approximately 4.7 acres of cemeteries. • There are approximately 16.5 acres of vacant lots owned by the Township.

Project Costs

Project Costs	
• $100,000 - $150,000	Design/Engineering
• **$100,000 - $150,000**	**TOTAL**

Location

Please see attached for full listing of all Township owned/maintained property or visit:
https://www.arcgis.com/home/webmap/viewer.html?webmap=a30dbebc418f475aadff3fe98960cbbd


Township Owned/Maintained Properties
Township cemeteries
Township owned parks
Township owned properties
0 0.375 0.75 1.5 2.25 3
Miles

COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Police Department Expansion or New Construction

Department: Police

Proposed Funding Source: DEA funds/General Fund

Anticipated Cost: TBD

Budget Impact (& Line): TBD

Desired Start: Immediately following the Facility Master Plan

Estimated Project Length: Unknown

Project Team Members

Project Team Members
• Chief Mark Denney • Lieutenant Ed Cordie

Project Description

Initiative Business Goal
Construct or modify current building to house police department in the future

Business Issue/Opportunity
• Current department was constructed to house 35 officers, we are now at 56 officers and 12 civilians • We have no additional office space and lockers are full.

Other Information/Justification
•

Project Costs

Project Costs
TBD as part of the Facility Master Planning Process

Location

TBD

COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Police Department Parking Lot Security Enhancements

Department: Police

Proposed Funding Source: DEA funds/General Fund

Anticipated Cost: TBD

Budget Impact (& Line): TBD

Desired Start: Immediately following the Facility Master Plan

Estimated Project Length: Unknown

Project Team Members

Project Team Members
• Chief Mark Denney • Lieutenant Ed Cordie

Project Description

Initiative Business Goal
Provide a safe location for officers to park their personal vehicles and load their cruisers to begin their shift.

Business Issue/Opportunity
• Officers are approached before they are prepared to begin their shifts • Cruisers have been vandalized in the past • The existing Colerain Township Impound Lot serves as a revenue source for the Police Department. Expansion of the Police Parking area to include fenced/gated areas will allow for additional tow spaces. The current tow lot is often times at maximum capacity.

Other Information/Justification
•

Project Costs

Project Costs
TBD as part of the Facility Master Planning Process

Location

4200 Springdale Road

COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Pippin Road Sidewalk

Department: Public Services

Proposed Funding Source: ODOT Safety Funds – Highway Safety Improvement Program

Anticipated Cost: $724,086

Budget Impact (& Line): 1000-110-599-0401

Desired Start: 2021

Estimated Project Length: 4 years

Project Team Members

Project Team Members

- Jackie O'Connell – Township Lead/Point of Contact
- Integrated Engineering – Engineering firm/Consultant

Project Description

Initiative Business Goal

The overall goal of the project is to install new sidewalk along the west side of Pippin Road between Struble and Stout and improve the crossings at the intersections.

Business Issue/Opportunity

Sidewalks along Pippin Road connecting residents and kids to Northwest High School has been identified as a critical gap in the Township's existing sidewalk infrastructure. It was included and highlighted in the Township's sidewalk plan. These improvements will enhance the overall safety of pedestrians that currently have to walk in the roadway.

Other Information/Justification

- PID 113713

Project Costs

Project Costs

• $50,000	ROW Acquisition
• $31,597	Design
• $118,365	Engineering
• $542,124	Construction
• **$724,086**	**TOTAL**

Location

Pippin Road between Struble and Stout

COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Road Repair/Replacement

Department: Public Services

Proposed Funding Source: Rumpke Settlement, Gas Tax, Road and Bridge Property Tax, Motor Vehicle License Tax, Engineer's 20% Funds, OPWC

Anticipated Cost: Varies annually

Budget Impact (& Line): 2021-330-360-0000; 2231-330-360-0000; 2031-330-360-0000; 1000-330-360-0000

Desired Start: Annual

Estimated Project Length: Annual

Project Team Members

Project Team Members

- Jackie O'Connell: Director of Public Services
- Dan Schulte: Road Supervisor Foreman
- Todd Bandy: Road Inspector
- Kraig Reiman: Road Inspector
- Tawanna Molter: Project Communications

Project Description

Initiative Business Goal

The overall goal of the project is to improve the infrastructure and condition of Township maintained roads while maintaining appropriate fund balances in each of the road funds.

Business Issue/Opportunity

In 2020, the Township performed a full reassessment of the overall rating and condition of each Township maintained road. The full results of that assessment can be found in the Township's Data Transparency Portal. Various roadway interventions help to raise the overall quality and condition of the roadway, thereby increasing the total PCI score of the Township.

In the late Fall/early Winter of each year, the Board of Trustees will determine and adopt a road reconstruction program for the following year. This process typically coincides with the adoption of the annual budget, as the adopted appropriations will determine the total length of roadway that can be resurfaced in any given year. The number of roads to be repaved will vary annually based on the size of the budget, length of roadway, and paving strategy. The Public Services Department will start the formal procurement process after adoption of the program and budget by the Board of Trustees.

For perspective, Colerain Township currently has accepted and maintains an inventory of approximately 116 miles of roadway. All Township roads are assessed a Pavement Condition Index (PCI) score, which identifies the overall quality of the road surface and subsurface. PCI scores roads on a scale of zero to one-hundred. In Colerain Township, employees of the Public Services Department assess each road in the Township approximately every three years and assign a PCI score to each road based a number of criteria. Each road is unique and the overall quality of the road is dependent on the frequency of use, age, type of material used to construct the road, amount of water infiltration, and the types of vehicles that use the road (i.e. tractor trailers vs. sedans).

While a PCI score is a major factor in determining which roads get repaired, the Township also considers serval other factors:

- Overall condition of existing curbs (as curb failures can lead to water infiltration and future road failures)
- Volume of minor road work within the past several years (hot patch, cold patch, crack seal)
- Number of residents affected by the project (per capita effect of the repair)
- Proximity to other recent road projects

When possible, the Township will also consider repairing multiple roads in one subdivision in order to create an economy of scale and save dollars on mobilization costs. However, this is not always the most cost-effective approach as each road in a neighborhood has a unique traffic pattern and certain side streets or cul-de-sacs may have a much higher PCI score than a proposed road in the program.

A multi-year road replacement plan allows the Township to work closely with outside partners, such as Greater Cincinnati Water Works, MSD, and the Hamilton County Engineer, to capital on mobilization costs and to combine infrastructure improvements into one project.

Other Information/Justification

- This plan is preliminary and subject to change. Roads will be added or removed based on project availability, final contract costs, and other factors. **JUST BECAUSE A STREET IS LISTED IN THIS DOCUMENT DOES NOT GUARANTEE THAT IT WILL BE REPAVED IN THE LISTED YEAR.** The road program is subject to Trustee approval on an annual basis. This document is a plan that is not able to foresee all future circumstances and influences.

Project Costs

Project Costs

COST	YEAR	PROJECT
$200,000	2021	Loralinda Chicane Construction
$450,000	2021	Cape Sealing Project – Various Streets
$1,650,000	2021	Two Inch Mill & Fill – Various Streets
$1,600,000	2022	Two Inch Mill & Fill – Various Streets
$1,500,000	2023	Two Inch Mill & Fill – Various Streets
$1,500,000	2024	Two Inch Mill & Fill – Various Streets
$1,500,000	2025	Two Inch Mill & Fill – Various Streets
$8,400,000	**TOTAL**	

Location

The multi-year road program will affect a wide range of roads throughout Colerain Township and is subject to change as other roads may deteriorate at an unforeseen rate or new funding opportunities may become available that are limited to particular roads or project types. This location listing is intended to be a guide, as there are many streets that require replacement throughout Colerain Township.

COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Station 25

Department: Fire

Proposed Funding Source: TBD

Anticipated Cost: $1,000,000

Budget Impact (& Line): TBD

Desired Start: TBD – Based on recommendations from the Facility Master Plan

Estimated Project Length: TBD

Project Team Members

Project Team Members
• Allen Walls – Fire Chief • Will Mueller – Assistant Fire Chief

Project Description

Initiative Business Goal
The overall goal of the project is to renovate station 25, per the department's needs assessment conducted in 2020.

Business Issue/Opportunity
Station 25 has previously served as the Department's Headquarters and has been renovated several times in the past. The current facility does not meet the needs of a modern-day Fire Department. Various building concerns include: • Lack of functional space between vehicles • This affects response times as staff has to spend additional time navigating around equipment • Building Envelope issues • Interior Drainage and Exposed Wiring in Offices • Exterior Pavement issues

Project Costs

Project Costs
• **$1,000,000 TOTAL**

Location

3251 Springdale Road

COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Station 26

Department: Fire

Proposed Funding Source: TBD

Anticipated Cost: $4,250,000

Budget Impact (& Line): TBD

Desired Start: TBD – Based on recommendations from the Facility Master Plan

Estimated Project Length: TBD

Project Team Members

Project Team Members
• Allen Walls – Fire Chief • Will Mueller – Assistant Fire Chief

Project Description

Initiative Business Goal
The overall goal of the project is to replace station 26, per the department's needs assessment conducted in 2020.

Business Issue/Opportunity
• Station 26 has been in existence since the department operated as a volunteer Fire Department. This station has had a few remodels overtime, is land locked, and has major plumbing, space, and other needs. Many critical rescue operations are housed in this station. Various building concerns include a lack of functional space between vehicles that affects response times as staff has to spend additional time navigating around equipment.

Other Information/Justification
•

Project Costs

Project Costs	
• $1,000,000	Land/Building Acquisition
• $3,250,000	Construction/Design/Engineering
• **$4,250,000**	**TOTAL**

Location

3360 Galbraith Road / TBD

COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Station 102

Department: Fire

Proposed Funding Source: TBD

Anticipated Cost: $3,250,000

Budget Impact (& Line): TBD

Desired Start: TBD – Based on recommendations from the Facility Master Plan

Estimated Project Length: TBD

Project Team Members

Project Team Members
• Allen Walls – Fire Chief • Will Mueller – Assistant Fire Chief

Project Description

Initiative Business Goal
The overall goal of the project is to replace station 102, per the department's needs assessment conducted in 2020.
Business Issue/Opportunity
Station 102 currently serves the Western portion of Colerain and was formerly the home of the Department's fleet maintenance division. There are significant spacing issues with this station and relocation could benefit call times across all of Colerain Township. The Township currently has an option on property near Colerain Avenue that could be well suited for Station 102. Various building concerns include a lack of functional space between vehicles that affects response times as staff has to spend additional time navigating around equipment.
Other Information/Justification
•

Project Costs

Project Costs
• **$3,250,000 TOTAL**

Location

11474 Colerain Avenue

COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Training Center Replacement

Department: Fire

Proposed Funding Source: TBD

Anticipated Cost: $1,000,000

Budget Impact (& Line): TBD

Desired Start: TBD – Based on recommendations from the Facility Master Plan

Estimated Project Length: TBD

Project Team Members

Project Team Members
• Allen Walls – Fire Chief • Will Mueller – Assistant Fire Chief

Project Description

Initiative Business Goal
The overall goal of the project is to replace the existing fire training center with a new facility that better serves the training needs of the Fire Department.
Business Issue/Opportunity
• Due to normal wear and tear, the existing training tower is in need of annual repair. In addition, the Training Center on Colerain Avenue is reaching the end of its useful life, as building maintenance costs continue to grow to a point where repair is not a viable alternative. The Department could build a new training center on the site next to the training tower. • There are several major projects that will cost significant dollars in order to maintain and continue to operate the training center. It may be a more viable and cost efficient long term solution to replace the existing facilities. • The ability to synchronize training operations into one location could provide operational efficiencies for our training division.
Other Information/Justification
•

Project Costs

Project Costs	
• **$1,000,000**	**TOTAL**

Location

11865 Colerain Ave

All-Funds Budget Summary

Summary of Expenses, Revenues and Fund Balances

All Funds	2019 Actual	2020 Appropriated	2021 Proposed
All Funds Expenses			
Personnel & Employee Benefits	$21,444,221	$23,716,733	$23,967,462
Other Expenses	$17,111,673	$14,849,761	$15,383,210
Expenses Total	**$38,555,894**	**$38,566,494**	**$39,350,672**
Capital Improvements	$2,546,104	$3,275,749	$2,636,534
Debt Service	$1,069,266	$1,271,195	$1,378,131
Revenues			
Property and Other Local Taxes	$17,197,893	$17,627,423	$17,787,637
Intergovernmental	$8,983,042	$4,063,738	$4,855,571
Licenses, Permits and Fees	$5,456,152	$5,127,020	$5,094,770
Other Financing Sources	$2,548,726	$3,784,087	$2,562,218
Miscellaneous	$3,268,729	$1,777,930	$1,980,444
Earnings on Investments	$471,179	$360,838	$230,838
Special Assessments	$150,594	$149,714	$156,726
Charges for Services	$72,500	$72,500	$77,500
Fines and Forfeitures	$52,111	$53,500	$45,500
Total Revenues	**$38,200,926**	**$33,016,750**	**$32,791,204**
Beginning Fund Balances	**$23,139,066**	**$22,784,098**	**$17,234,354**
Ending Fund Balances	$22,784,098	$17,234,354	$10,674,886

Long Range Financial Forecast

Long Range Financial Forecast Narrative

Seven funds are used to account for the majority of the operating expenses of the Township. These funds are:

- 1000 – General Fund
- 2111 – Fire District
- 2081 – Police District
- 2011, 2021, 2031 and 2231 -- 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. Expenses are forecast to outpace revenues in the General Fund throughout the five-year window, which results in a decline in fund balance each year. This is primarily the result of transfers out of the fund to subsidize the operating departments.
It is also important to note that the $9,955,000 in debt issued by the Township in 2011 to refinance several prior issuances will be fully repaid in 2021.

2111 – Fire District: Thanks in part to the new levy approved by the residents of the Township this fall, revenue in the Fire District fund is forecast to grow modestly, beginning in 2022. This will allow the department to continue to operate as a Class 1 fire department, as graded by the Insurance Services Office. The levy does not address the capital or facility needs of the department, however. In addition, the fund balance for the department is forecast to begin to decline again in 2024, as expenses begin to outpace revenues, consistent with a five year levy model.

2081 – Police District: The Police Department faces a structural budgetary imbalance. This is because the department is operating in year six of a levy that was forecast to last five years. The department has been able to "stretch" the levy through prudent management, securing grant funding, and revenue from asset forfeitures. It may also be possible to stretch the levy an additional period of time by reallocating personnel expenses from the fund to the Coronavirus Relief Funds awarded to the Township through the CARES Act in 2020. In spite of these efforts, the fund balance is forecast to be negative in 2023 with the negative balance growing through 2025. A reduction in levels of service or a new levy will be necessary in the near future to correct for this imbalance.

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

Long Range Financial Forecast Narrative

program budget is sized in a typical year to match existing revenues. In 2021, however, Public Services plans to spend down its fund balance, which can only be used for road repair, to address a backlog of deferred maintenance. After 2021, however, that fund balance is projected to increase throughout the forecast period. The forecast also takes into account the 2019 increase in the permissive motor vehicle license fee.

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

Revenue Assumptions:

Property Taxes (54% 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 (16% 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. These revenues in this category include tipping and tonnage fees from Rumpke, consent decree funds from Rumpke, and cable franchise fees.

Intergovernmental (15% of all revenues) – These revenues are held flat based on estimates provided by outside governmental agencies. The revenues in this category include revenues from the State of Ohio, the gasoline tax, the Local Government Fund, and the motor vehicle license tax.
Other Financing Sources (8% 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% of all revenues) – All other revenues are held flat on an annual basis in order to maintain a conservative budgetary outlook. These revenues include fees for special duty police officers, among others.

Expense Assumptions:

Salaries (44% 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 (nearly 80% of all full-time employees are part of a bargaining unit). These expenses always come in below

Long Range Financial Forecast Narrative

budget, as it is the practice of the Township to budget every position as filled for all 12 months of the year at the highest rate in the pay range.

Employee Fringe Benefits (17% of all expenses) – This expense line has been highly volatile over the past several years. Health care costs increased 18% in 2018, decreased 7% in 2019, and decreased by roughly 9% in 2020. For 2021, health care costs will are projected to increase by 10%. 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 2022-2025. Purchased Services (16% of all expenses) – This category includes contracted services and professional and technical services, among others. It is projected to remain level with minor increases over the forecast period.

Other Financing Uses (7% of all expenses) – This expense category is 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 (7% 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 (9% of all expenses) – All other expenses are held flat on a year over year basis, unless a contractual increase is known. These expenses include debt service, supplies and materials and dues and fees.

Long Range Financial Forecast

		2021 Budget			2022 Budget			2023 Budget		
		Revenues	Expenses	12/31/2021	Revenues	Expenses	12/31/2022	Revenues	Expenses	12/31/2023
1000	General	$ 5,973,820	$ 6,777,282	$ 5,133,280	$ 4,708,222	$ 5,908,027	$ 3,933,475	$ 5,530,907	$ 6,549,298	$ 2,915,083
	Special Revenue	25,876,184	31,632,190	5,417,510	29,269,356	29,603,999	5,082,866	29,299,545	30,431,472	3,950,939
	Debt Service	941,200	941,200	0	-	-	0	-	-	0
	Capital Projects	-	-	124,096	-	-	124,096	-	-	124,096
	Permanent	-	-	-	-	-	-	-	-	-
		$ 32,791,204	$ 39,350,672	$ 10,674,886	$ 33,977,577	$ 35,512,026	$ 9,140,437	$ 34,830,452	$ 36,980,771	$ 6,990,119
	Special Revenue Funds									
2011	Motor Vehicle Lic. Tax	$ 45,636	$ 41,162	$ 86,828	$ 45,636	$ 41,787	$ 90,677	$ 45,636	$ 42,672	$ 93,640
2021	Gasoline Tax	628,000	1,211,069	210,490	729,000	731,744	207,746	729,000	637,777	298,969
2031	Road & Bridge	1,028,553	1,089,649	524,828	993,374	1,086,351	431,851	993,374	907,794	517,431
2081	Police District	7,870,486	8,703,975	1,721,945	7,587,312	8,984,320	324,937	7,603,147	9,402,023	(1,473,938)
2111	Fire District	11,099,657	13,709,620	1,123,429	14,437,523	13,813,858	1,747,094	14,468,725	14,335,776	1,880,044
2181	Zoning	411,721	412,225	0	365,443	365,444	0	371,031	371,031	0
2231	Permissive Motor Veh License	676,258	1,027,207	339,287	841,666	409,707	771,246	844,866	612,733	1,003,379
2261	Law Enforcement Trust	208,500	341,992	142,270	208,500	265,417	85,354	258,500	340,417	3,437
2271	Enforcement & Ed	2,000	1,500	5,463	2,000	1,500	5,963	2,000	1,500	6,463
2281	Ambulance & EMS	1,477,500	1,933,695	54,080	1,508,000	1,480,327	81,753	1,536,560	1,483,367	134,946
2401	Special Assessment - Lighting Districts	156,726	162,726	206,025	164,000	173,000	197,025	164,000	173,000	188,025
2901	TIF - Kroger	241,275	241,275	80,966	241,275	243,125	79,116	241,275	244,750	75,641
2902	Recycling Incentive	50,000	90,843	74,711	50,000	68,607	56,104	50,000	49,129	56,975
2903	TIF - Colerain Towne Center	360,000	206,656	847,187	360,000	203,188	1,003,999	360,000	198,073	1,165,927
2907	TIF - Stone	-	-	-	-	-	-	-	-	-
2908	CDBG Com Dev Block Grant	100,000	100,000	-	130,000	130,000	-	130,000	130,000	-
2910	TIF - Best Buy	-	-	-	-	-	-	-	-	-
2911	Parks & Services	1,034,329	1,839,063	-	966,417	966,417	-	988,250	988,250	-
2912	Community Center	485,543	519,535	-	639,210	639,210	-	513,182	513,182	-
	Total	$ 25,876,184	$ 31,632,190	$ 5,417,510	$ 29,269,356	$ 29,603,999	$ 5,082,866	$ 29,299,545	$ 30,431,472	$ 3,950,939
	Debt Service Funds									
3101	General Bond Note Retirement	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3102	Bond Retirement Parks	306,800	306,800	0	-	-	0	-	-	0
3103	Bond Retirement PW	213,200	213,200	-	-	-	-	-	-	-
3104	Gen Bond Retire-CLI	-	-	-	-	-	-	-	-	-
3105	Bond Retirement St. Scape	176,800	176,800	-	-	-	-	-	-	-
3301	Bond Retirement S.A. Fire	244,400	244,400	-	-	-	-	-	-	-
	Total	$ 941,200	$ 941,200	$ 0	$ -	$ -	$ 0	$ -	$ -	$ 0
	Capital Projects Funds									
4401	NSP	$ -	$ -	$ 930	$ -	$ -	$ 930	$ -	$ -	$ 930
4406	Hamilton Co. Comm.	-	-	-	-	-	-	-	-	-
4409	OPWC	-	-	123,166	-	-	123,166	-	-	123,166
	Total	$ -	$ -	$ 124,096	$ -	$ -	$ 124,096	$ -	$ -	$ 124,096

Long Range Financial Forecast

		2023 Budget			2024 Budget			2025 Budget		
		Revenues	Expenses	12/31/2023	Revenues	Expenses	12/31/2024	Revenues	Expenses	12/31/2025
1000	General	$ 5,530,907	$ 6,549,298	$ 2,915,083	$ 5,260,615	$ 5,945,864	$ 2,229,834	$ 4,756,963	$ 5,564,736	$ 1,422,061
	Special Revenue	29,299,545	30,431,472	3,950,939	29,507,483	31,159,274	2,299,148	29,617,577	32,107,846	(191,121)
	Debt Service	-	-	0	-	-	0	-	-	0
	Capital Projects	-	-	124,096	-	-	124,096	-	-	124,096
	Permanent	-	-	-	-	-	-	-	-	-
		$ 34,830,452	$ 36,980,771	$ 6,990,119	$ 34,768,097	$ 37,105,137	$ 4,653,079	$ 34,374,540	$ 37,672,582	$ 1,355,036
	Special Revenue Funds									
2011	Motor Vehicle Lic. Tax	$ 45,636	$ 42,672	$ 93,640	$ 45,636	$ 43,862	95,414	$ 45,636	$ 44,769	96,280
2021	Gasoline Tax	729,000	637,777	298,969	729,000	644,197	383,772	729,000	651,035	461,737
2031	Road & Bridge	993,374	907,794	517,431	993,374	947,741	563,064	993,374	990,239	566,199
2081	Police District	7,603,147	9,402,023	(1,473,938)	7,620,566	9,607,233	(3,460,606)	7,639,727	9,961,150	(5,782,029)
2111	Fire District	14,468,725	14,335,776	1,880,044	14,558,048	14,796,643	1,641,449	14,540,803	15,372,124	810,127
2181	Zoning	371,031	371,031	0	391,557	391,557	0	404,778	404,778	0
2231	Permissive Motor Veh License	844,866	612,733	1,003,379	848,384	618,733	1,233,031	852,255	628,241	1,457,045
2261	Law Enforcement Trust	258,500	340,417	3,437	268,500	263,992	7,946	283,500	265,417	26,029
2271	Enforcement & Ed	2,000	1,500	6,463	2,000	1,500	6,963	2,000	1,500	7,463
2281	Ambulance & EMS	1,536,560	1,483,367	134,946	1,565,691	1,507,476	193,162	1,595,405	1,408,516	380,052
2401	Special Assessment - Lighting Districts	164,000	173,000	188,025	164,000	173,000	179,025	164,000	173,000	170,025
2901	TIF - Kroger	241,275	244,750	75,641	241,275	246,150	70,766	241,275	242,325	69,716
2902	Recycling Incentive	50,000	49,129	56,975	50,000	49,667	57,308	50,000	50,855	56,453
2903	TIF - Colerain Towne Center	360,000	198,073	1,165,927	360,000	198,073	1,327,854	360,000	198,073	1,489,782
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	988,250	988,250	-	1,012,695	1,012,695	-	1,048,947	1,048,947	-
2912	Community Center	513,182	513,182	-	526,756	526,756	-	536,877	536,877	-
	Total	$ 29,299,545	$ 30,431,472	$ 3,950,939	$ 29,507,483	$ 31,159,274	$ 2,299,148	$ 29,617,577	$ 32,107,846	$ (191,121)
	Debt Service Funds									
3101	General Bond Note Retirement	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3102	Bond Retirement Parks	-	-	0	-	-	0	-	-	0
3103	Bond Retirement PW	-	-	-	-	-	-	-	-	-
3104	Gen Bond Retire-CLI	-	-	-	-	-	-	-	-	-
3105	Bond Retirement St. Scape	-	-	-	-	-	-	-	-	-
3301	Bond Retirement S.A. Fire	-	-	-	-	-	-	-	-	-
	Total	$ -	$ -	$ 0	$ -	$ -	$ 0	$ -	$ -	$ 0
	Capital Projects Funds									
4401	NSP	$ -	$ -	$ 930	$ -	$ -	$ 930	$ -	$ -	$ 930
4406	Hamilton Co. Comm.	-	-	-	-	-	-	-	-	-
4409	OPWC	-	-	123,166	-	-	123,166	-	-	123,166
	Total	$ -	$ -	$ 124,096	$ -	$ -	$ 124,096	$ -	$ -	$ 124,096

Budget Summaries: Funds & Programs

Summary of Expenses, Revenues and Fund Balances

Expenses by Fund

	2019 Actual	2020 Appropriated	2021 Proposed
1000 General			
Personnel & Employee Benefits	$944,510	$1,316,580	$1,353,621
Other Expenses	$6,286,849	$5,107,611	$5,423,661
Total	**$7,231,359**	**$6,424,191**	**$6,777,282**
2011 Motor Vehicle License Tax			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$58,343	$57,299	$41,162
Total	**$58,343**	**$57,299**	**$41,162**
2021 Gasoline Tax			
Personnel & Employee Benefits	$7,287	$0	$126,872
Other Expenses	$255,327	$1,002,277	$1,084,197
Total	**$262,614**	**$1,002,277**	**$1,211,069**
2031 Road & Bridge			
Personnel & Employee Benefits	$642,082	$701,737	$1,017,149
Other Expenses	$26,126	$401,876	$72,500
Total	**$668,208**	**$1,103,613**	**$1,089,649**
2081 Police District			
Personnel & Employee Benefits	$6,818,757	$7,121,147	$7,165,283
Other Expenses	$1,238,913	$1,608,348	$1,538,692
Total	**$8,057,670**	**$8,729,495**	**$8,703,975**
2111 Fire District			
Personnel & Employee Benefits	$10,773,320	$11,663,349	$11,637,575
Other Expenses	$1,664,831	$2,585,784	$2,072,045
Total	**$12,438,151**	**$14,249,133**	**$13,709,620**

	2019 Actual	2020 Appropriated	2021 Proposed
2181 Zoning			
Personnel & Employee Benefits	$355,741	$397,788	$237,293
Other Expenses	$128,152	$78,738	$174,932
Total	**$483,893**	**$476,526**	**$412,225**
2231 Permissive Motor Vehicle License Tax			
Personnel & Employee Benefits	$323,910	$315,356	$0
Other Expenses	$0	$230,002	$1,027,207
Total	**$323,910**	**$545,358**	**$1,027,207**
2261 Law Enforcement Trust			
Personnel & Employee Benefits	$0	$0	$100,992
Other Expenses	$170,415	$361,963	$241,000
Total	**$170,415**	**$361,963**	**$341,992**
2271 Enforcement & Education			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$287	$1,500	$1,500
Total	**$287**	**$1,500**	**$1,500**
2281 Ambulance & Emergency Medical Services			
Personnel & Employee Benefits	$813,481	$1,307,347	$1,379,627
Other Expenses	$379,512	$598,931	$554,068
Total	**$1,192,993**	**$1,906,278**	**$1,933,695**
2401 Special Assessment Lighting District			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$122,797	$155,152	$162,726
Total	**$122,797**	**$155,152**	**$162,726**
2901 TIF - Kroger			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$132,263	$239,425	$241,275
Total	**$132,263**	**$239,425**	**$241,275**

Summary of Expenses, Revenues and Fund Balances

Expenses by Fund *continued*

	2019 Actual	2020 Appropriated	2021 Proposed
2902 Recycling Incentive			
Personnel & Employee Benefits	$6,522	$9,356	$45,843
Other Expenses	$22,513	$75,700	$45,000
Total	**$29,035**	**$85,056**	**$90,843**
2903 TIF - Colerain Towne Center			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$85	$43,240	$206,656
Total	**$85**	**$43,240**	**$206,656**
2907 TIF - Stone Creek			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$7,727	$0	$0
Total	**$7,727**	**$0**	**$0**
2908 CDBG			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$8,645	$200,000	$100,000
Total	**$8,645**	**$200,000**	**$100,000**
2910 TIF - Best Buy			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$459,546	$0	$0
Total	**$459,546**	**$0**	**$0**
2911 Parks & Services			
Personnel & Employee Benefits	$517,164	$654,970	$645,038
Other Expenses	$211,100	$888,018	$1,194,025
Total	**$728,264**	**$1,542,987**	**$1,839,063**

	2019 Actual	2020 Appropriated	2021 Proposed
2912 Community Center			
Personnel & Employee Benefits	$241,447	$229,104	$258,170
Other Expenses	$104,417	$272,896	$261,365
Total	**$345,864**	**$502,000**	**$519,535**
3102 Bond Retirement Parks			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$306,794	$308,200	$306,800
Total	**$306,794**	**$308,200**	**$306,800**
3103 Bond Retirement PW Bldg.			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$212,138	$216,200	$213,200
Total	**$212,138**	**$216,200**	**$213,200**
3105 Bond Retirement - Streetscape			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$178,400	$178,400	$176,800
Total	**$178,400**	**$178,400**	**$176,800**
3301 Bond Retirement - Special Fire Assessment			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$239,919	$238,200	$244,400
Total	**$239,919**	**$238,200**	**$244,400**
4401 NSP			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$9,188	$0	$0
Total	**$9,188**	**$0**	**$0**
4409 OPWC			
Personnel & Employee Benefits	$0	$0	$0
Other Expenses	$4,887,387	$0	$0
Total	**$4,887,387**	**$0**	**$0**
Total			
Personnel & Employee Benefits	$21,444,221	$23,716,734	$23,967,463
Other Expenses	$17,111,674	$14,849,760	$15,383,211
Total	**$38,555,895**	**$38,566,494**	**$39,350,674**

Summary of Expenses, Revenues and Fund Balances

Revenues by Fund

Fund	Fund Name	2019 Actual	2020 Appropriated	2021 Proposed
1000	General	$6,906,406	$5,188,586	$5,973,820
2011	Motor Vehicle License Tax	$43,994	$41,162	$45,636
2021	Gasoline Tax	$489,773	$649,949	$628,000
2031	Road & Bridge	$1,066,099	$1,021,760	$1,028,553
2081	Police District	$8,225,164	$7,599,006	$7,870,486
2111	Fire District	$11,321,189	$11,083,545	$11,099,657
2181	Zoning	$447,342	$452,701	$411,721
2231	Permissive Motor Vehicle License Tax	$545,427	$469,246	$676,258
2261	Law Enforcement Trust	$346,241	$283,927	$208,500
2271	Enforcement & Education	$2,250	$1,500	$2,000
2281	Ambulance & Emergency Medical Services	$1,473,096	$1,472,500	$1,477,500
2401	Special Assessment Lighting District	$150,594	$149,714	$156,726
2901	TIF - Kroger	$131,584	$320,391	$241,275
2902	Recycling Incentive	$53,696	$47,890	$50,000
2903	TIF - Colerain Towne Center	$37,848	$498,900	$360,000
2907	TIF - Stone Creek	$0	$0	$0
2908	CDBG	$8,645	$200,000	$100,000
2910	TIF - Best Buy	$23,417	$0	$0
2911	Parks & Services	$731,967	$2,252,094	$1,034,329
2912	Community Center	$509,765	$342,878	$485,543
3102	Bond Retirement Parks	$306,794	$308,200	$306,800
3103	Bond Retirement PW Bldg.	$212,137	$216,200	$213,200
3105	Bond Retirement - Streetscape	$178,400	$178,400	$176,800
3301	Bond Retirement - Special Fire Assessment	$239,918	$238,200	$244,400
4401	NSP	$0	$0	$0
4409	OPWC	$4,749,182	$0	$0
	Total	**$38,200,928**	**$33,016,750**	**$32,791,204**

Summary of Expenses, Revenues and Fund Balances

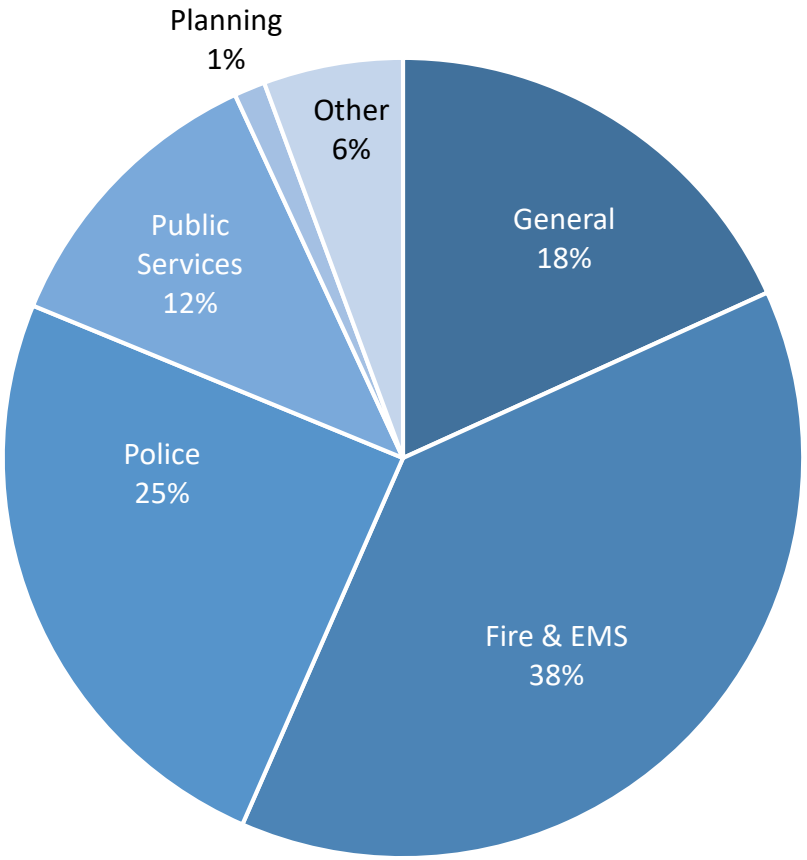
Expenses by Program

	2019 Actual	2020 Appropriated	2021 Proposed
General Government			
Personnel & Employee Benefits	$944,510	$1,316,580	$1,353,621
Other Expenses	$661,614	$878,046	$1,661,283
Total	**$1,606,124**	**$2,194,626**	**$3,014,904**
Fire & EMS			
Personnel & Employee Benefits	$11,586,801	$12,970,696	$13,017,202
Other Expenses	$2,044,343	$3,184,715	$2,626,113
Total	**$13,631,144**	**$16,155,411**	**$15,643,315**
Police			
Personnel & Employee Benefits	$6,818,757	$7,121,147	$7,266,275
Other Expenses	$1,409,615	$1,971,811	$1,781,192
Total	**$8,228,372**	**$9,092,958**	**$9,047,467**
Public Services			
Personnel & Employee Benefits	$1,731,890	$1,901,167	$2,047,229
Other Expenses	$655,314	$2,852,368	$3,680,456
Total	$2,387,204	$4,753,535	$5,727,685
Planning			
Personnel & Employee Benefits	$355,741	$397,788	$237,293
Other Expenses	$128,152	$78,738	$174,932
Total	$483,893	$476,526	$412,225
Other			
Personnel & Employee Benefits	$6,522	$9,356	$45,843
Other Expenses	$12,212,637	$5,884,082	$5,459,235
Total	$12,219,159	$5,893,438	$5,505,078
Total	**$9,130,920**	**$15,426,546**	**$9,231,901**

Summary of Expenses, Revenues and Fund Balances

Revenues by Program

	2019 Actual	2020 Appropriated	2021 Proposed
General	$6,906,406	$5,188,586	$5,973,820
Fire & EMS	$12,794,285	$12,556,045	$12,577,157
Police	$8,573,655	$7,884,433	$8,080,986
Public Services	$3,387,025	$4,777,090	$3,898,319
Planning	$447,342	$452,701	$411,721
Other	$6,092,215	$2,157,895	$1,849,201
	$38,200,928	**$33,016,750**	**$32,791,204**



Summary of Expenses, Revenues and Fund Balances

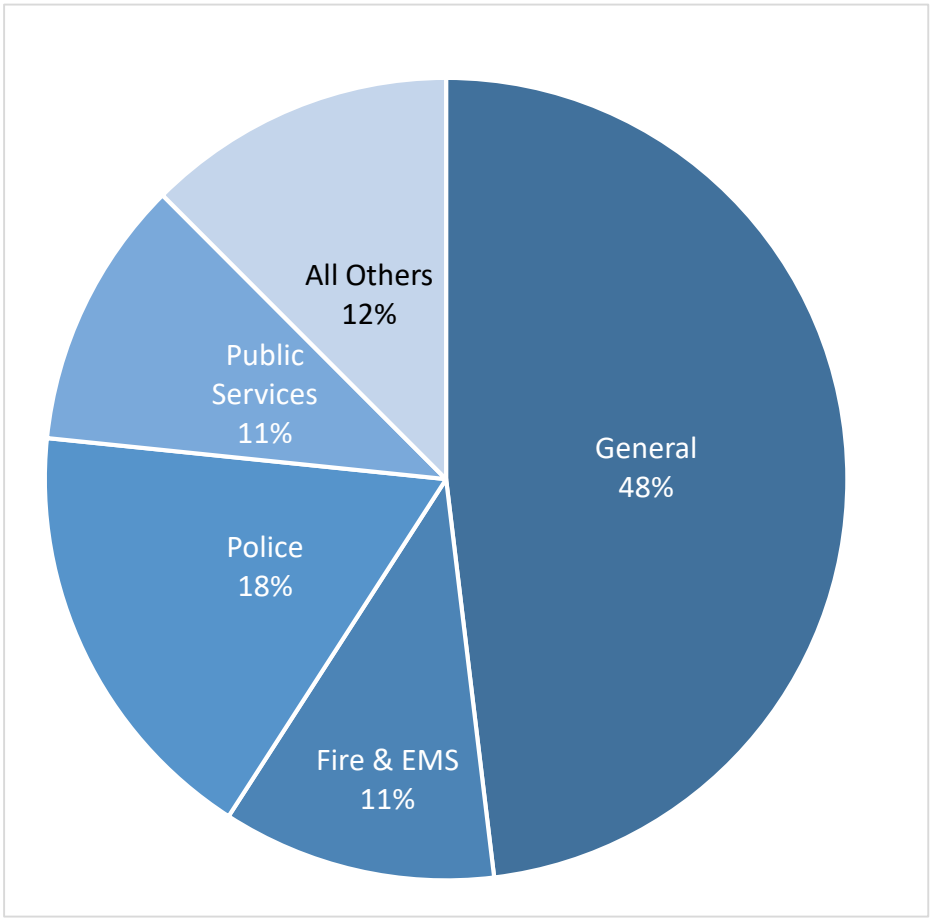
Ending Fund Balances by Fund

Fund	Fund Name	2019 Actual	2020 Appropriated	2021 Proposed
1000	General	$7,172,347	$5,936,741	$5,133,280
2011	Motor Vehicle Lic. Tax	$98,492	$82,355	$86,828
2021	Gasoline Tax	$1,145,887	$793,559	$210,490
2031	Road & Bridge	$667,776	$585,923	$524,828
2081	Police District	$3,685,923	$2,555,434	$1,721,945
2111	Fire District	$6,898,980	$3,733,393	$1,123,429
2181	Zoning	$24,329	$504	$0
2231	Permissive Motor Veh License	$766,347	$690,235	$339,287
2261	Law Enforcement Trust	$353,798	$275,762	$142,270
2271	Enforcement & Ed	$4,963	$4,963	$5,463
2281	Ambulance & EMS	$944,053	$510,275	$54,080
2401	Special Assessment - Lighting Districts	$217,462	$212,025	$206,025
2901	TIF - Kroger	$0	$80,966	$80,966
2902	Recycling Incentive	$152,721	$115,554	$74,711
2903	TIF - Colerain Towne Center	$238,183	$693,843	$847,187
2907	TIF - Stone	$0	$0	$0
2908	CDBG Com Dev Block Grant	$0	$0	$0
2910	TIF - Best Buy	$0	$0	$0
2911	Parks & Services	$95,627	$804,734	$0
2912	Community Center	$193,114	$33,992	$0
3101	General Bond Note Retirement	$0	$0	$0
3102	Bond Retirement Parks	$0	$0	$0
3103	Bond Retirement PW	$0	$0	$0
3104	Gen Bond Retire-CLI	$0	$0	$0
3105	Bond Retirement St. Scape	$0	$0	$0
3301	Bond Retirement S.A. Fire	$0	$0	$0
4401	NSP	$930	$930	$930
4406	Hamilton Co. Comm.	$0	$0	$0
4409	OPWC	$123,166	$123,166	$123,166
	Total	**$22,784,098**	**$17,234,354**	**$10,674,886**

Summary of Expenses, Revenues and Fund Balances

Ending Fund Balances by Program

	2019 Actual	2020 Appro-priated	2021 Pro-posed
General	$7,172,347	$5,936,741	$5,133,280
Fire & EMS	$7,843,033	$4,243,667	$1,177,509
Police	$4,044,685	$2,836,160	$1,869,679
Public Services	$2,967,243	$2,990,798	$1,161,433
Planning	$24,329	$504	$0
All Others	$732,462	$1,226,484	$1,332,985
Total	**$22,784,098**	**$17,234,354**	**$10,674,886**



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
- Ten Years of Demographic and Economic Data
- Top Ten Property Tax Payers
- Nine Years of Major Industries found in Colerain Township
- Ten Years of Staffing Levels, by Department
- Five Years of Actual Expenses, by Program
- Five Years of Actual Expenses, by Fund
- Five Years of Actual Revenue, by Source
- Five Years of Actual Revenue, by Fund

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

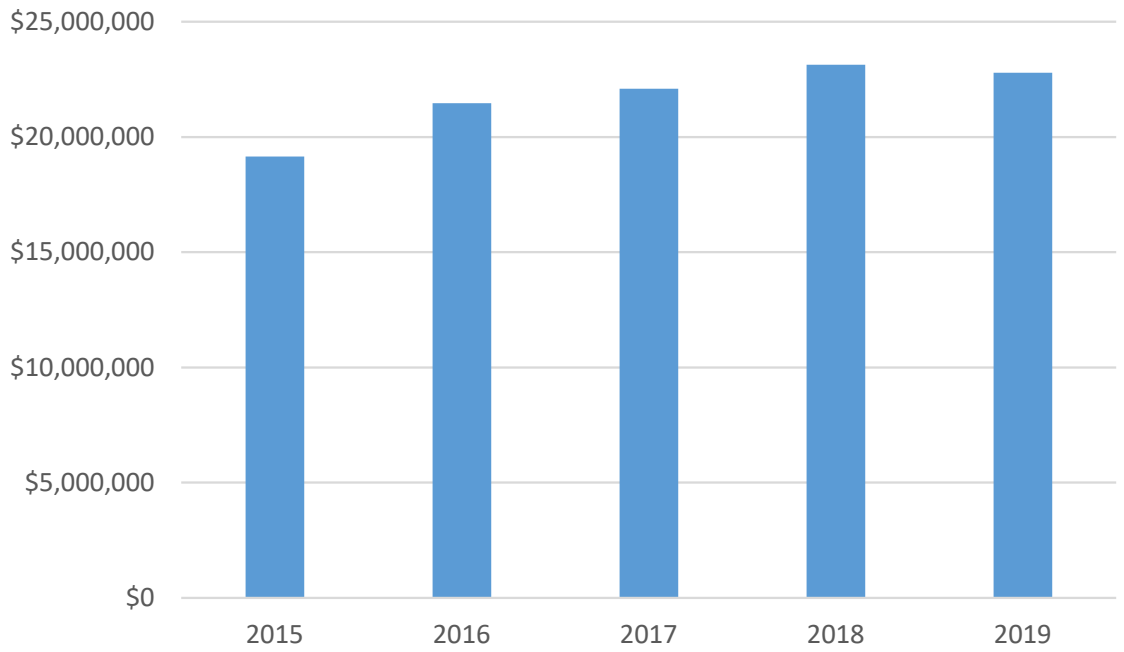
Ending Fund Balances by Fund

Fund Number	Fund Name	2015	2016	2017	2018	2019
1000	General	$4,824,610	$5,627,127	$6,430,200	$7,497,301	$7,172,347
2011	Motor Vehicle License Tax	$92,465	$97,396	$119,286	$112,842	$98,492
2021	Gasoline Tax	$375,393	$522,876	$739,136	$918,727	$1,145,887
2031	Road and Bridge	$338,623	$209,562	$180,274	$269,885	$667,776
2081	Police District	$889,911	$1,725,363	$2,768,305	$3,518,429	$3,685,923
2111	Fire District	$9,202,820	$9,206,319	$8,507,458	$8,015,943	$6,898,980
2181	Zoning	$138,885	$115,343	$40,870	$60,880	$24,329
2231	Permissive Motor Vehicle License Tax	$112,318	$228,300	$339,008	$544,830	$766,347
2261	Law Enforcement Trust	$117,643	$147,517	$119,729	$177,972	$353,798
2271	Enforcement and Education	$1,277	$1,885	$2,415	$3,001	$4,963
2281	Ambulance And Emergency Medical Services	$484,090	$598,520	$295,970	$663,950	$944,053
2401	Special Assessment - Lighting Districts	$175,460	$183,805	$188,131	$189,665	$217,462
2901	TIF - Kroger	$339,529	$170,104	$679	$679	$0
2902	Recycling Incentive	$52,523	$59,753	$81,768	$128,059	$152,721
2903	TIF - Colerain Towns Center	$0	$0	$0	$200,420	$238,183
2907	TIF - Stone Creek	$1,358,175	$1,864,883	$1,754,278	$7,727	$0
2908	Community Development Block Grant	$0	$0	$0	$0	$0
2910	TIF - Best Buy	$401,747	$544,365	$429,154	$436,129	$0
2911	Parks & Services	$122,920	$74,751	$24,039	$91,924	$95,627
2912	Community Center	$124,061	$92,581	$75,663	$29,213	$193,114
3101	General Bond Retirement	$0	$0	$0	$0	$0

Historical Fund Balances

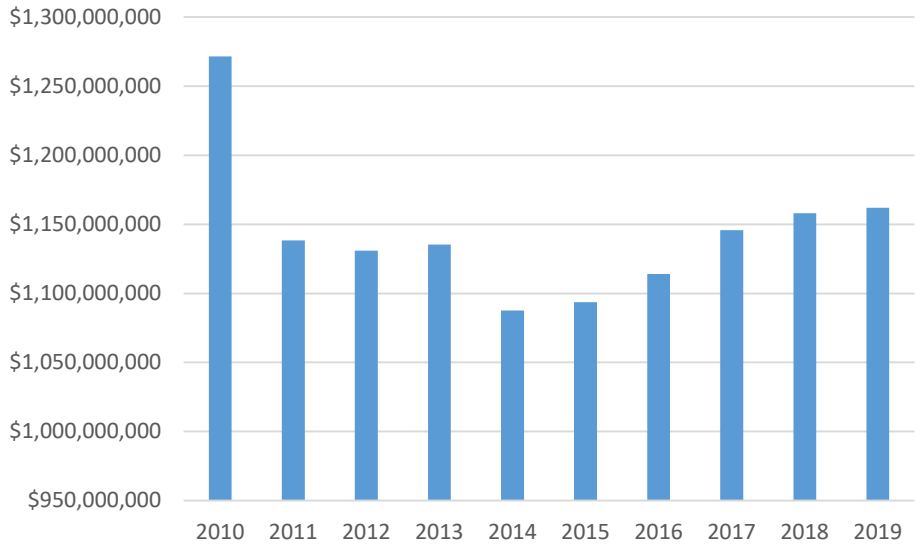
Ending Fund Balances by Fund

Fund Number	Fund Name	2015	2016	2017	2018	2019
3102	General Bond Retirement Parks	$0	$0	$0	$0	$0
3103	Bond Retirement Public Works	$1	$1	$1	$1	$0
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	$1	$1	$0
4401	Neighborhood Stabilization Program	$0	$0	$0	$10,118	$930
4406	Hamilton Co. Com	$0	$0	$0	$0	$0
4409	OPWC - Breezy Way	$0	$0	$0	$261,372	$123,166
	Total	**$19,152,452**	**$21,470,451**	**$22,096,364**	**$23,139,067**	**$22,784,098**



Annual Property Tax Valuation by Property Type

Fiscal Year	Residential/ Agricultural Property	Commercial/Industrial/Other Property	Public Utility Property	Total Valuation
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
2019	$898,616,750	$218,017,590	$45,338,900	$1,161,973,240
% Change - 5 Year	4.04%	14.10%	23.07%	6.47%
% Change - 10 Year	-12.43%	-2.54%	64.63%	-9.05%



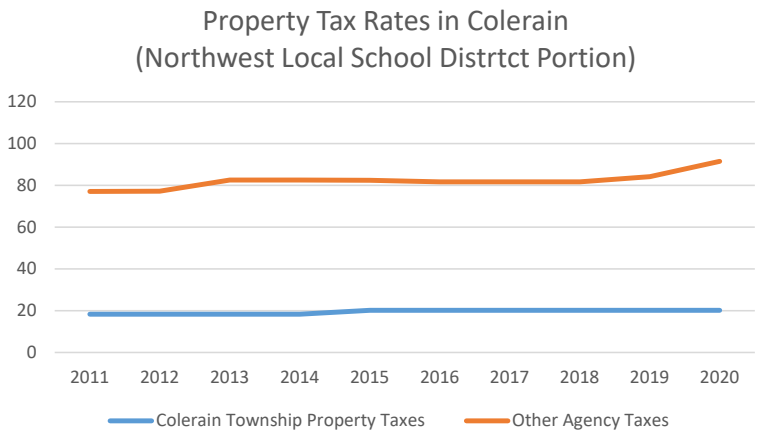
Annual Property Tax Rates

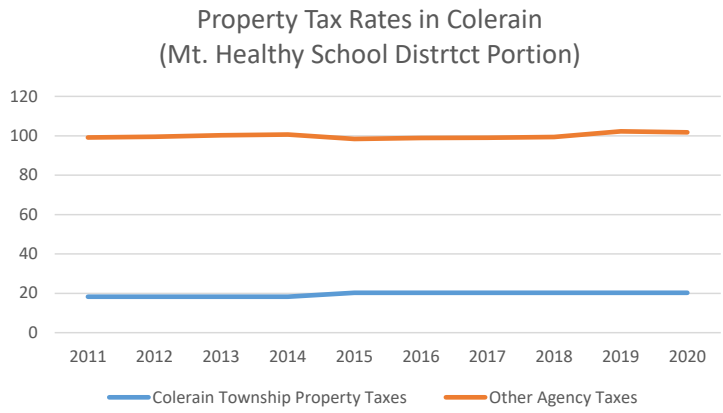
In Northwest Local School District

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Colerain Township Property Taxes	18.26	18.26	18.26	18.26	20.21	20.21	20.21	20.21	20.21	20.21
Other Agency Taxes	77.01	77.21	82.56	82.56	82.38	81.68	81.68	81.6	84.1	91.45
Total	95.27	95.47		100.82	102.59	101.89	101.89	101.81	104.31	111.66

In Mt. Healthy School District

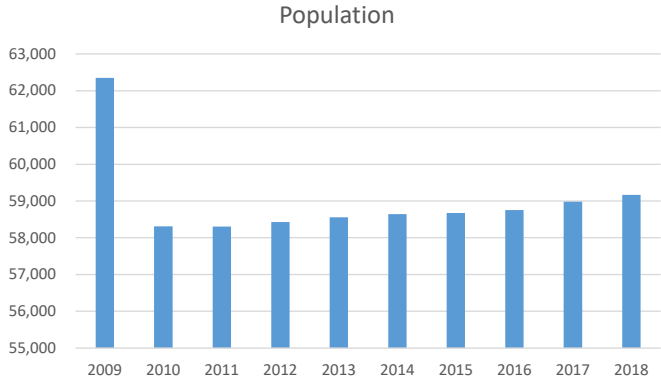
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Colerain Township Property Taxes	18.26	18.26	18.26	18.26	20.21	20.21	20.21	20.21	20.21	20.21
Other Agency Taxes	99.11	99.5		100.63	98.39	98.84	99.05	99.36	102.28	101.78
Total	117.37	117.76		118.89	118.6	119.05	119.26	119.57	122.49	121.99

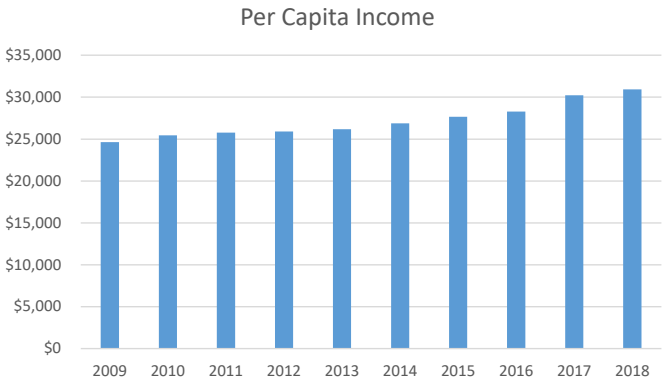


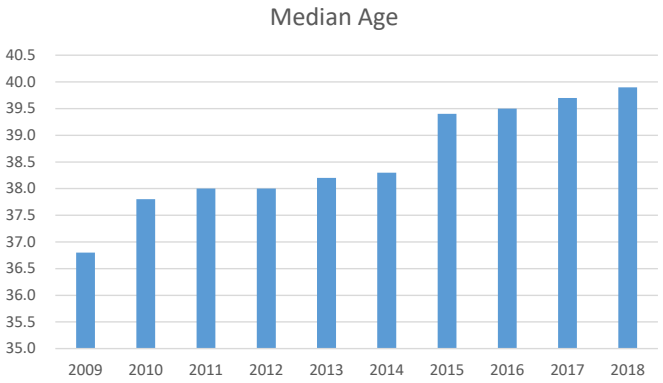


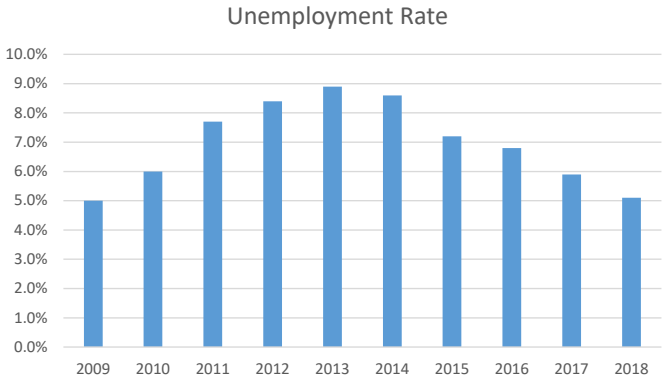
Demographic & Economic Data

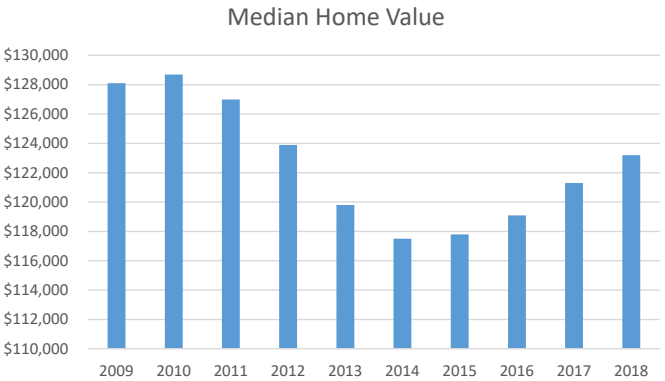
	Population	Per Capita Income	Median Age	Unemployment Rate	Median Home Value
2009	62,347	$24,632	36.8	5.0%	$128,100
2010	58,309	$25,440	37.8	6.0%	$128,700
2011	58,301	$25,780	38.0	7.7%	$127,000
2012	58,430	$25,896	38.0	8.4%	$123,900
2013	58,559	$26,173	38.2	8.9%	$119,800
2014	58,640	$26,866	38.3	8.6%	$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
2018	59,169	$30,941	39.9	5.1%	$123,200











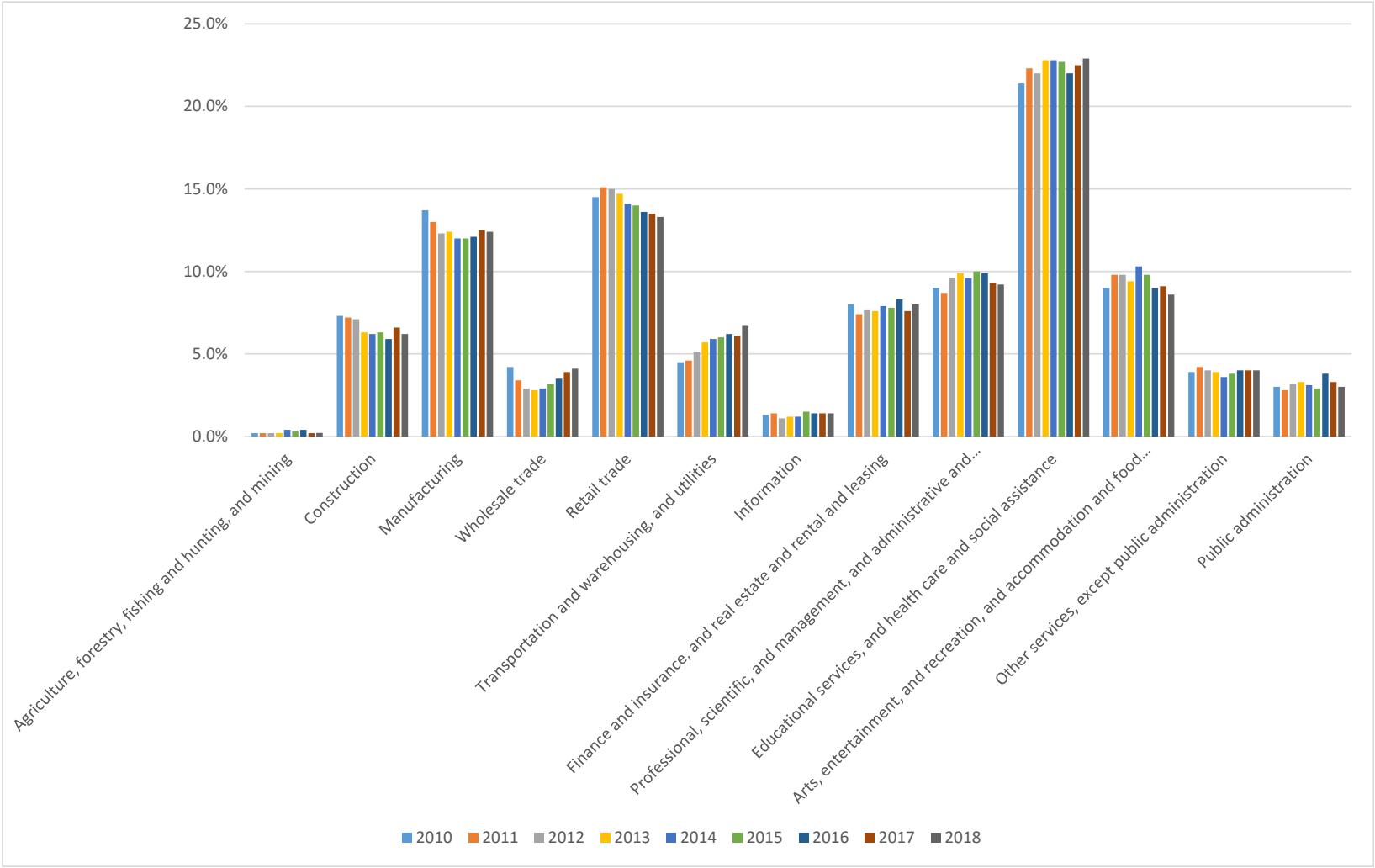
Top 10 Tax Payers by Assessed Value

Owner Name	Assessed Value
DUKE ENERGY OHIO INC	$43,943,870
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	$7,631,380
8403 COLERAIN AVE LLC	$5,347,830
COMM 2015-LC23 COLERAIN AVENUE LLC	$4,847,500
MEIJER STORES LIMITED PARTNERSHIP	$4,515,000
USREC REAL ESTATE HOLDINGS LLC	$3,675,000

Percent Employment by Industry

Industry	2010	2011	2012	2013	2014	2015	2016	2017	2018
Agriculture, forestry, fishing and hunting, and mining	0.2%	0.2%	0.2%	0.2%	0.4%	0.3%	0.4%	0.2%	0.2%
Construction	7.3%	7.2%	7.1%	6.3%	6.2%	6.3%	5.9%	6.6%	6.2%
Manufacturing	13.7%	13.0%	12.3%	12.4%	12.0%	12.0%	12.1%	12.5%	12.4%
Wholesale trade	4.2%	3.4%	2.9%	2.8%	2.9%	3.2%	3.5%	3.9%	4.1%
Retail trade	14.5%	15.1%	15.0%	14.7%	14.1%	14.0%	13.6%	13.5%	13.3%
Transportation and warehousing, and utilities	4.5%	4.6%	5.1%	5.7%	5.9%	6.0%	6.2%	6.1%	6.7%
Information	1.3%	1.4%	1.1%	1.2%	1.2%	1.5%	1.4%	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%	8.0%
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%	9.2%
Educational services, and health care and social assistance	21.4%	22.3%	22.0%	22.8%	22.8%	22.7%	22.0%	22.5%	22.9%
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%	8.6%
Other services, except public administration	3.9%	4.2%	4.0%	3.9%	3.6%	3.8%	4.0%	4.0%	4.0%
Public administration	3.0%	2.8%	3.2%	3.3%	3.1%	2.9%	3.8%	3.3%	3.0%

Percent Employment by Industry



Colerain Township Staffing Levels

As of January 1st of each year

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Administration										
- Full Time	5	5	4	5	5	5	6	7	8	9
- Part Time	2	1	0	0	0	1	1	0	0	0
Subtotal	**7**	**6**	**4**	**5**	**5**	**6**	**7**	**7**	**8**	**9**
Fire										
- Full Time	54	57	56	61	63	69	82	86	86	86
- Part Time	131	128	135	135	104	110	101	77	75	75
Subtotal	**185**	**185**	**191**	**196**	**167**	**179**	**183**	**163**	**161**	**161**
Planning										
- Full Time	4	2	2	2	3	3	4	4	4	4
- Part Time	3	3	0	1	1	0	1	1	2	2
Subtotal	**7**	**5**	**2**	**3**	**4**	**3**	**5**	**5**	**6**	**6**
Police										
- Full Time	43	45	48	54	56	60	62	60	64	64
- Part Time	0	1	1	1	1	1	1	1	4	4
Subtotal	**43**	**46**	**49**	**55**	**57**	**61**	**63**	**61**	**68**	**68**
Public Services										
- Full Time	27	25	21	21	16	15	17	17	17	17
- Part Time	20	15	23	21	13	21	10	9	19	19
Subtotal	**47**	**40**	**44**	**42**	**29**	**36**	**27**	**26**	**36**	**36**
TOTAL										
- Full Time	133	134	131	143	143	152	171	174	179	180
- Part Time	156	148	159	158	119	133	114	88	100	100
GRAND TOTAL	**289**	**282**	**290**	**301**	**262**	**285**	**285**	**262**	**279**	**280**

https://coleraintownshiphamiltonoh.opengov.com/transparency#/44543/query=B939C8B64AB7DFCB-5637644F9B6C76C3&embed=n

Actual Expenses by Program

2015 - 2019

Category	Program	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual
Public Safety	Fire Protection	$11,317,638	$11,420,752	$12,160,744	$12,407,130	$12,983,447
Public Safety	Police Protection	$6,335,319	$6,725,324	$6,855,104	$7,379,472	$8,087,028
Capital Outlay	Capital Outlay	$5,318,673	$1,119,065	$1,667,787	$4,374,998	$7,447,211
Public Works	Highways	$2,675,923	$3,158,724	$2,936,858	$3,704,572	$3,012,837
Public Works	Lighting	$173,947	$184,174	$188,998	$190,299	$148,265
Other Financing Uses	Transfers	$1,147,424	$1,257,255	$1,150,506	$3,573,623	$2,548,726
Other Financing Uses	Advances	$1,750,000	$0	$0	$0	$0
General Government	Administrative	$1,023,335	$1,048,100	$1,240,977	$1,155,747	$1,162,482
General Government	Townhalls, Memorial Buildings and Grounds	$330,428	$367,060	$398,957	$462,299	$464,367
General Government	Zoning	$321,792	$293,899	$395,343	$358,468	$492,498
Debt Service	Bond Principal Payment	$1,435,000	$1,500,000	$865,000	$910,000	$840,000
Debt Service	Interest	$366,224	$393,110	$335,480	$124,550	$229,266
Conservation - Recreation	Parks and Recreation	$466,224	$506,958	$408,966	$978,883	$1,056,636
Health	Health Districts	$71,201	$67,877	$35,056	$73,265	$74,485
Human Services	Other	$0	$0	$0	$74,485	$8,645
Total		**$32,733,128**	**$28,042,296**	**$28,639,777**	**$35,767,790**	**$38,555,894**

Actual Expenses by Fund

2015 - 2019

Fund #	Fund Name	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual
1000	General	$3,616,771	$3,838,539	$3,899,609	$6,525,524	$7,231,359
2011	Motor Vehicle License Tax	$37,870	$40,695	$23,818	$53,347	$58,343
2021	Gasoline Tax	$193,464	$292,652	$115,533	$167,176	$262,614
2031	Road and Bridge	$1,157,599	$1,113,797	$1,028,850	$935,424	$668,208
2081	Police District	$7,681,593	$6,999,072	$6,981,537	$7,418,886	$8,057,669
2111	Fire District	$11,003,425	$10,996,549	$11,870,219	$11,832,682	$12,438,151
2181	Zoning	$320,816	$295,841	$397,650	$342,625	$483,893
2231	Permissive Motor Vehicle License Tax	$483,450	$417,059	$439,636	$356,362	$323,910
2261	Law Enforcement Trust	$82,119	$99,657	$102,834	$121,901	$170,415
2271	Enforcement and Education	$1,939	$1,481	$1,500	$1,500	$287
2281	Ambulance And Emergency Medical Services	$1,625,537	$1,351,703	$1,703,023	$1,101,037	$1,192,993
2401	Special Assessment - Lighting Districts	$136,743	$145,476	$152,218	$152,809	$122,797
2901	TIF - Kroger	$3,425,471	$169,425	$169,425	$0	$132,263
2902	Recycling Incentive	$19,875	$19,497	$51,048	$23,152	$29,034
2903	TIF - Colerain Towne Center	$0	$0	$0	$0	$85
2907	TIF - Stone Creek	$991,088	$599,636	$121,657	$1,751,831	$7,727
2908	CDBG Com Dev Block Grant	$0	$0	$0	$74,485	$8,645
2910	TIF - Best Buy	$440,128	$90,996	$216,324	$98,443	$459,546
2911	Parks & Services	$319,347	$364,392	$279,546	$661,301	$728,264
2912	Community Center	$148,473	$150,432	$149,845	$318,672	$345,864
3101	General (bond) (note) Retirement	$105,388	$107,888	$0	$0	$0
3102	General (bond) (note) Retirement Parks	$304,006	$306,671	$303,491	$304,744	$306,794
3103	General (bond) (note) Retirement PW Bldg	$215,295	$216,568	$212,273	$212,688	$212,138
3105	Bond Principal Payments (streetscape)	$180,300	$181,675	$177,550	$178,050	$178,400
3301	Special Assessment Fire Bonds	$242,434	$242,596	$242,191	$241,219	$239,919
4401	NSP	$0	$0	$0	$34,260	$9,188
4409	OPWC-Breezyway	$0	$0	$0	$2,859,671	$4,887,387
	Total	**$32,733,128**	**$28,042,296**	**$28,639,777**	**$35,767,790**	**$38,555,894**

Actual Revenues by Source

2015 - 2019

Revenue Source	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual
Property and Other Local Taxes	$18,067,320	$18,153,460	$17,079,789	$17,442,489	$17,197,893
Intergovernmental	$3,191,536	$3,238,469	$3,203,186	$5,577,633	$8,983,042
Licenses, Permits and Fees	$3,332,178	$4,855,131	$4,730,254	$5,305,658	$5,456,152
Other Financing Sources	$6,662,424	$1,445,166	$1,150,506	$3,573,623	$2,548,726
Miscellaneous	$2,230,659	$2,280,141	$2,562,489	$4,269,680	$3,268,729
Earnings on Investments	$147,678	$189,232	$268,667	$398,615	$471,179
Special Assessments	$152,527	$153,820	$156,544	$154,343	$150,594
Fines and Forfeitures	$46,841	$44,878	$49,255	$48,052	$52,111
Charges for Services	$0	$0	$65,000	$46,700	$72,500
Total	**$33,831,162**	**$30,360,295**	**$29,265,690**	**$36,816,792**	**$38,200,926**

Actual Revenues by Source

2015 - 2019

Fund #	Fund Name	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual
1000	General	$3,269,762	$4,641,056	$4,702,682	$8,974,196	$6,906,406
2011	Motor Vehicle License Tax	$44,194	$45,627	$45,708	$46,903	$43,994
2021	Gasoline Tax	$317,945	$440,135	$331,794	$346,767	$489,773
2031	Road and Bridge	$1,025,664	$984,736	$1,023,085	$1,025,036	$1,066,099
2081	Police District	$8,348,544	$7,834,524	$8,021,638	$8,174,180	$8,225,164
2111	Fire District	$10,883,845	$11,000,047	$11,174,199	$11,341,122	$11,321,189
2181	Zoning	$435,189	$272,299	$323,177	$362,636	$447,342
2231	Permissive Motor Vehicle License Tax	$509,629	$533,041	$526,820	$562,184	$545,427
2261	Law Enforcement Trust	$157,939	$129,531	$75,046	$175,109	$346,241
2271	Enforcement and Education	$1,474	$2,089	$2,030	$1,951	$2,250
2281	Ambulance And Emergency Medical Services	$1,400,734	$1,466,133	$1,400,472	$1,469,113	$1,473,096
2401	Special Assessment - Lighting Districts	$152,527	$153,820	$156,544	$154,343	$150,594
2901	TIF - Kroger	$3,765,000	$0	$0	$0	$131,584
2902	Recycling Incentive	$20,710	$26,727	$73,064	$69,443	$53,696
2903	TIF - Colerain Towne Center	$0	$0	$0	$200,420	$37,848
2907	TIF - Stone Creek	$1,897,595	$1,106,343	$11,052	$5,280	$0
2908	CDBG Com Dev Block Grant	$0	$0	$0	$80,735	$8,645
2910	TIF - Best Buy	$235,046	$233,613	$101,113	$105,418	$23,417
2911	Parks & Services	$166,405	$316,222	$228,835	$729,185	$731,967
2912	Community Center	$151,536	$118,953	$132,927	$272,223	$509,765
3101	General (bond) (note) Retirement	$105,388	$107,888	$0	$0	$0
3102	General (bond) (note) Retirement Parks	$304,006	$306,671	$303,491	$304,744	$306,794
3103	General (bond) (note) Retirement PW Bldg	$215,296	$216,568	$212,273	$212,688	$212,137
3105	Bond Principal Payments (streetscape)	$180,300	$181,675	$177,550	$178,050	$178,400
3301	Special Assessment Fire Bonds	$242,434	$242,596	$242,192	$241,219	$239,918
4401	NSP	$0	$0	$0	$44,378	$0
4409	OPWC-Breezyway	$0	$0	$0	$1,739,472	$4,749,182
Total		**$33,831,162**	**$30,360,295**	**$29,265,690**	**$36,816,792**	**$38,200,926**

Glossary

Glossary

Annual Budget – a budget applicable to a single fiscal year (January 1 – December 31).

Appropriation – an authorization granted by the Board of Trustees to make expenditures and incur obligations for specific purposes. Temporary appropriations are approved in December, permanent appropriations are approved in April and supplemental appropriations may be approved over the course of a budget year.

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

Bond – a loan provided by an outside agency or entity to finance the acquisition of an asset with a long useful life or to construct or repair public facilities. Bonds are repaid (serviced) with interest, over an extended period of time, typically 20-30 years, with payments typically occurring semi-annually.

Budget – a plan for the financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

Cash Basis – the basis of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

Capital Project Fund – a fund that is used to account for activities related to large capital projects.

Community Development Block Grant (CDBG) – a program of the federal government that provides funding for investment in low- and moderate-income communities to eliminate blight, create jobs, remediate chronic nuisance properties, and fund infrastructure projects.

Debt – an obligation resulting from the borrowing of money or from the purchase of goods and services. Instruments of debt include bonds and notes.

Debt Service Fund – a fund that is used to account for activities related to retiring bonds or notes.

Glossary

Encumber – a charge against a specific appropriation item which sets aside appropriated funds for the obligation established by the purchase order.

Full-Time Employee – an employee that works more than 1,500 hours per year per federal guidelines. Full-time employees are eligible for health care insurance through the Township.

Fund – an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

General Fund – A fund used to account for all transactions of a governmental unit which are not accounted for in another fund.

Grant – a contribution by one governmental unit to another unit. The contribution is normally made for a particular program or project without expectation of repayment.
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 Indicator (KPI) – a strategic dataset that measures the performance of the organization.

Levy – to assess or to levy (assess, exact, raise, or collect) a tax. The township trustees are the taxing authority, the county auditor is the assessor, and the county treasurer is the collector of taxes and fees.

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.

Receipts – this term, unless otherwise qualified, means cash received.

Revenue – public moneys from taxes, fines, fees, and levies. These moneys are collected by the federal government, Township, state, or county.

Special Revenue Fund – a fund that has been established to account for a particular set of activities.

State Capital Improvement Program (SCIP) – a loan program administered by the Ohio Public Works Commission to finance major road rehabilitation projects.

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.

Township – a township is a body politic, a subdivision of the state, and partakes of state sovereignty. Its officers are elected to administer the affairs of the township government as representatives of the people. All public funds in its possession and control can be spent only for the purposes authorized by statute and in the manner provided by statute.

Some definitions are adapted from the Accounting and General Manual published by the Uniform Accounting Network and the Ohio Township Handbook published by the Ohio Auditor of State.

Attachments

Attachments

A - Board policy document and resolution
B - Roster
C – Purchasing Card Policy
D – Purchasing Policy
E - Capital Policy
F - Inventory & Asset Policy
E – What is a Levy

Attachment A

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7 p.m., on the 27th day of October, 2020, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Raj Rajagopal, Dan Unger, Matt Wahlert

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

RESOLUTION NO. 60-20

RESOLUTION ADOPTING POLICY PRIORITIES FOR 2021

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 2021; and;

WHEREAS, Township Staff conducted two digital surveys 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 2021 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 2021 Policy Priorities are as follows:

   A. Reorganize the organizational chart to dedicate more resources to Economic Development within the Township and develop programs and projects that will lead to a more prosperous Colerain Township. (Prosperous)

   B. Develop initiatives such the deployment of additional street trees, electric charging stations and improved streetscapes (Green)

   C. Develop initiatives that combat littering and illegal dumping throughout the Township (Clean).

   D. Create a new brand for the Township.

   E. Improve neighborhood health by focusing on property maintenance and 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. Wahlert seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mr. ~~Insco~~ Wahlert yes, Mr. Rajagopal yes, Mr. Unger yes

ADOPTED this 27th day of October, 2020.

BOARD OF TRUSTEES:

Raj Rajagopal, Trustee

Dan Unger, Trustee

Matt Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Lawrence E. Barbiere (0027106)
Colerain Township Law Director
Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200

Attachment B

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	Accounting Specialist	105
Administration	Human Resources Specialist	106
Administration	Office Manager	107
Administration	Receptionist	169
Administration	Senior Development Officer	173
Administration	Development Officer	174
Administration	Management Analyst Intern	175
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 II	118
Fire & EMS	Fleet Mechanic Technician I	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 Lieutenant	127
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
Fire & EMS	Firefighter EMT	129
Fire & EMS	Firefighter EMT	129

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Fire & EMS	Firefighter EMT	129
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	Code Enforcement Officer	133
Planning & Zoning	Code Enforcement Specialist	167
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
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Police	Detective	143
Police	Detective	143
Police	Detective	143
Police	Support Services Sergeant	170
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	Uniformed Patrol Officer	146
Police	Environmental Crimes Investigator	172
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
Public Services	Litter Pick Up Laborer	171
Public Services	Litter Pick Up Laborer	171

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

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.

2.4 COLERAIN TOWNSHIP INVENTORY & ASSET POLICY

PURPOSE

An inventory and asset management policy provides the Township with guidance on how to capture and adequately document all assets of value for insurance and tracking purposes. This policy will also help Departments and staff to identify and delineate which items should be considered for life cycle replacements.

INVENTORY THRESHOLDS AND ITEMIZATION

The Ohio Revised Code requires that the Township keep an annual inventory of all assets. Given that the ORC provides minimal guidance on what items are required to be maintained as part of the annual inventory, the below inventory thresholds are established for Colerain Township:

- The item is tangible; and
- The cost of the item, when initially purchased, is equal to or greater than the Township's property and casualty insurance deductible; and
- The item is not a permanent fixture; and
- The item is not leased

To the greatest extent possible, the inventory will include:

- A description of the item
- The item serial number or asset tag number
- The source of funding for initial purchase
- The date of acquisition
- The initial purchase price
- The current location of the item

DISPOSAL AND TRANSFER

The Ohio Revised Code provides guidance on the disposition and sale of Township owned assets. The Ohio Revised Code will supersede any requirements set forth in this section of this policy. At the time of adoption, the Ohio Revised Code requires that, in the opinion of the Board of Trustees, any item with a fair market value in excess of $2,500 shall be sold by public auction to the highest bidder. For items under the $2,500 threshold, they may be sold privately, auctioned, donated to an eligible non-profit, or disposed of via trash service or other method of destruction.

A resolution should be adopted by the Board of Trustees prior to removal of items on the inventory.

Under certain circumstances, it will be more beneficial to the Township to transfer an item on the inventory between various departments. Items may be transferred between departments provided that when the item is sold, auctioned, or otherwise disposed of that proceeds from the disposition are returned to the original funding source responsible for purchasing the item.

AUDITS AND DISCIPLINE

Annually, a member of Township staff will conduct an audit of the various items found on the inventory list. During this audit, inventory items will be reviewed and updated for any changes in location or other discrepancies. If items are found to be missing from the inventory, the Department Director or responsible staff may be subject to progressive discipline per the Township's disciplinary policy. At a minimum, a physical audit of each Department's inventory must occur once every three years.

As a reminder, as assets are removed from use, appropriate entries in the inventory program shall be made.

Lost or stolen items shall be immediately reported to Township Administrator and Chief of Police.

2.3 COLERAIN TOWNSHIP CAPITAL BUDGETING POLICY

PURPOSE

This policy outlines the general standards for what is considered to be a capital item and how the Township should budget for capital purchases. Capital purchases may vary annually and these items are typically large purchases that have a long-term useful life. Any capital item should be cataloged and disposed of in accordance with the Township's Inventory and Asset Policy.

DEFINITION OF CAPITAL

There are several key criteria that must be met for an item to be considered a capital item:

- The item must be a physical object that has value and is able to be resold; and
- The item will have an anticipated useful life of a minimum of five years; and
- The direct cost of the individual item must exceed $10,000.

In rare circumstances, a bundled purchase of a high number of items that do not exceed the $10,000 per item threshold may occur that should be considered a capital purchase. In general, these purchases will still meet all of the other capital criteria. It will be at the discretion of the Township Administrator to determine if a bundle purchase represents a capital purchase.

In addition to the above descriptions of capital items, for purposes of this policy maintenance of a capital item may be considered capital if the maintenance fits the above criteria and extends the useful life of the equipment by a minimum of five years.

PROCUREMENT AND BUDGETING

All capital items should be purchased according to the Colerain Township Purchasing Policy. In addition to the typical procurement procedures for all purchases, capital items should also be brought forward for Trustee approval. This approval may be sought through the consent agenda, capital purchase list at the Organizational Meeting, or as a stand alone item.

All capital items should be budgeted in the appropriate capital line items in either the General Fund or appropriate special revenue fund. To the extent possible, Departments should plan for and develop a multi-year capital replacement plan that will be incorporated into the Township's Five Year Financial Forecast. This plan will be evaluated each year during the budget process.

Definitions:

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

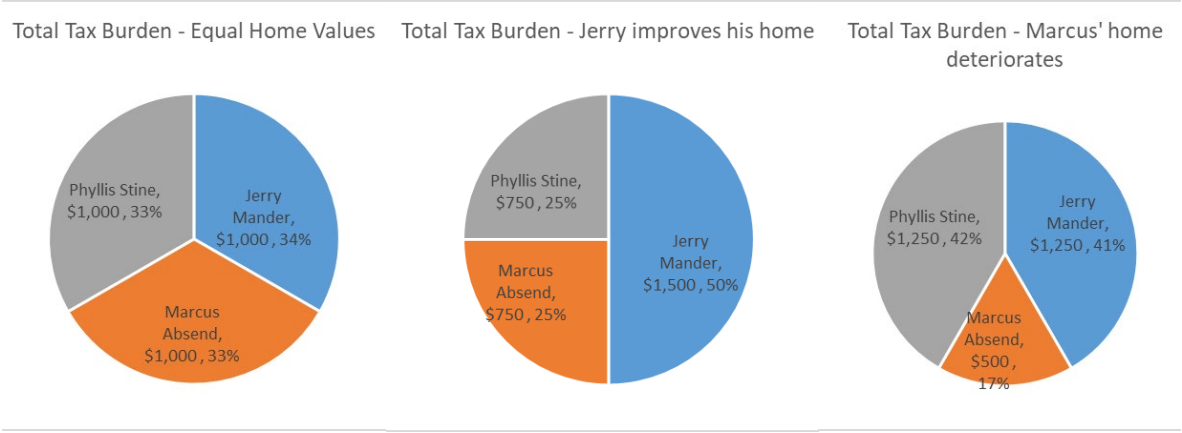
Assessed Property Value – 35% of the total property value

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.

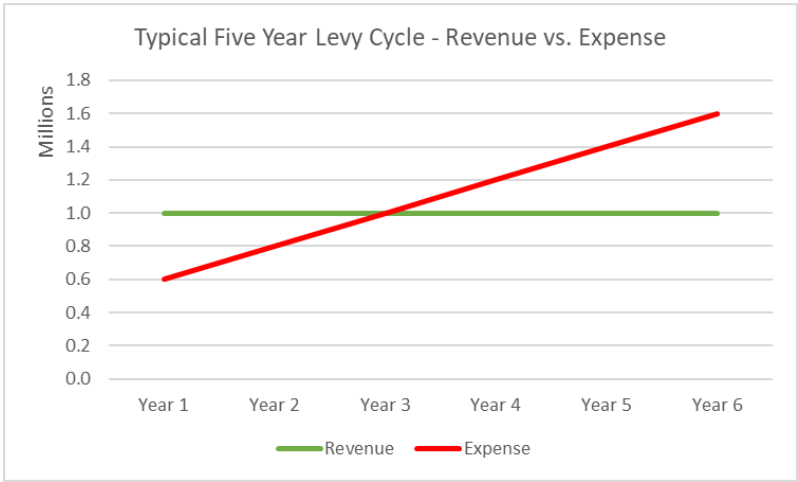
What is a levy?

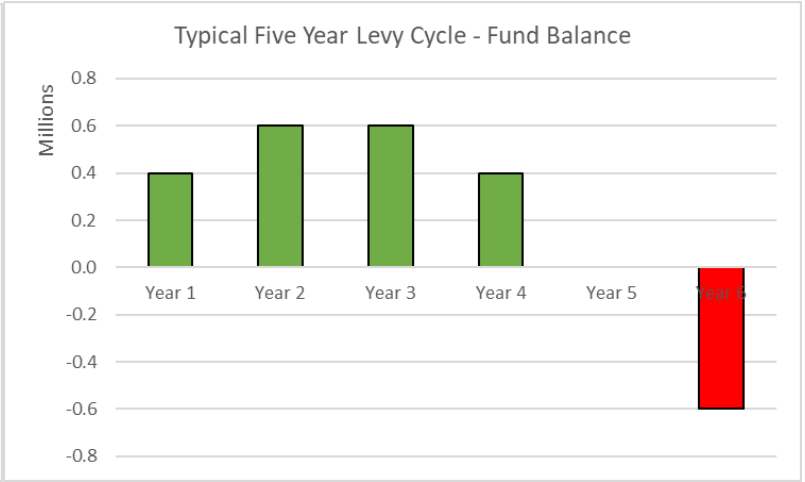
The Ohio Constitution states that property taxes shall be assessed at no more than 1% of value, unless otherwise approved by the electorate via *a voted tax levy*. This special tax is typically limited by the voters to fund specific expenses.

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.

GV

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Resolution Adopting Temporary Appropriations for 2021

Recommend ADOPTION of the Resolution.

Rationale:

By adopting the temporary appropriations, expenditures can continue effective January 1, 2021.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the __ day of December 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. Wahlert

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

RESOLUTION NO. _____ - 20

RESOLUTION AUTHORIZING THE ADOPTION OF TEMPORARY APPROPRIATIONS FOR THE YEAR 2021

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

Section 1: Authorize the Colerain Township Fiscal Officer to prepare and submit a schedule of "Temporary Appropriations" for the year ending December 31, 2021 to the Hamilton County Budget Commission, as follows:

FUND	NAME	TEMPORARY APPROPRIATIONS
1000	General	$6,777,282
2011	Motor Vehicle License Tax	$41,162
2021	Gasoline Tax	$1,211,069
2031	Road & Bridge	$1,089,649
2081	Police District	$8,703,975
2111	Fire District	$13,709,620
2181	Zoning	$412,225
2231	Permissive Motor Vehicle License Tax	$1,027,207
2261	Law Enforcement Trust	$341,992
2271	Enforcement & Education	$1,500
2281	Ambulance & Emergency Medical Services	$1,933,695
2401	Special Assessment Lighting District	$162,726
2901	TIF - Kroger	$241,275
2902	Recycling Incentive	$90,843
2903	TIF - Colerain Towne Center	$206,656
2907	TIF - Stone Creek	$0
2908	CDBG	$100,000
2910	TIF - Best Buy	$0
2911	Parks & Services	$1,839,063
2912	Community Center	$519,535
3102	Bond Retirement Parks	$306,800
3103	Bond Retirement PW Bldg.	$213,200
3105	Bond Retirement - Streetscape	$176,800

3301	**Bond Retirement - Special Fire Assessment**	**$244,400**
4401	**NSP**	**$0**
4409	**OPWC**	**$0**
	Totals	**$39,350,674**

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 December, 2020.

BOARD OF TRUSTEES:

_____
Raj Rajagopal, Trustee

_____
Daniel Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker,
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 December, 2020. I hereby certify that funds are available and have been lawfully appropriated, authorized or directed for the purposes identified in the attached resolution, and are in the treasury or in the process of collection to the credit of the appropriate fund, free from any previous encumbrance.

_____

Jeff Baker,
Colerain Township Fiscal Officer

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Resolution Adopting Organizational Chart And Job Descriptions

Recommend ADOPTION of the Resolution.

Rationale:

Attached to this document is the formal table of organization for the Township that aligns with the 2021 Strategic Plan & Budget Book. It includes updated job descriptions for all roles. Below is a summary list of changes that were made to job descriptions for 2021:

- New Description Created: Development Officer
- New Description Created: Senior Development Officer
- New Description Created: Fleet Mechanic I
- New Description Created: Fleet Mechanic II
- Pay Band Updates: Changes were made to many pay bands based on a recent salary survey.
- Minor updates to other job descriptions to coincide with changing roles related to the restructure of various departments.

As part of this formal adoption, the existing "Fleet Mechanic" for the Township will be re-classified into the "Fleet Mechanic II" role, the "Senior Planner" will be re-classified into the "Senior Development Officer" role, and the "Planner" will be re-classified into the "Development Officer" role. These changes are consistent with the employees existing compensation.

All pay band modifications were based on a review of peer compensation and pay band data compiled by the Center for Local Government.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the ____ day of December, 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 that the organizational chart and roster be formally adopted by the Board of Trustees; and;

WHEREAS, the attached organizational chart and roster includes all appropriated positions for the Township for the 2021 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 Township 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 ____ day of December, 2020.

BOARD OF TRUSTEES:

_____
Raj Rajagopal, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeffrey Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

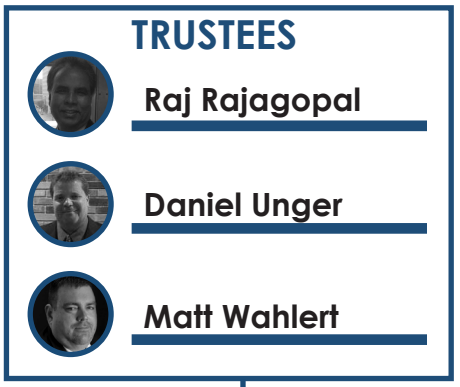
_____
Lawrence E. Barbiere, Law Director
Scott Sollmann, Assistant Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Colerain Township Law Director

AUTHENTICATION

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

_____
Jeffrey Baker
Colerain Township Fiscal Officer

ORGANIZATION CHART



Jeff Baker
FISCAL OFFICER

Geoff Milz
ADMINISTRATOR/ DEVELOPMENT DIRECTOR

SENIOR DEVELOPMENT OFFICER

DEVELOPMENT OFFICER

Jeff Weckbach
ASSISTANT ADMINISTRATOR

Jacqueline O'Connell
PUBLIC SERVICES DIRECTOR

- OFFICE MANAGER
- RECEPTIONIST
- HUMAN RESOURCES SPECIALIST
- FACILITY MANAGER
  - MAINTENANCE WORKERS (8)
  - LITTER PICK UP LABORER (2)
  - MAINTENANCE WORKERS (5)
- ROADS SUPERVISOR
  - SEASONAL PARKS WORKERS (8)
  - PART-TIME EVENT SET UP WORKER (2)
  - BUS DRIVER
- PARKS SUPERVISOR
  - SUMMER CAMP DIRECTOR
  - SUMMER CAMP ASST. DIRECTOR
  - SUMMER CAMP COUNSELORS (6)
- EVENTS COORDINATOR

Jeff McElravy
FINANCE DIRECTOR

- FINANCE SPECIALIST
- ACCOUNTING SPECIALISTS (2)
- IT DIRECTOR

Mike Ionna
PLANNING & ZONING DIRECTOR

- CODE ENFORCEMENT OFFICER
- CODE ENFORCEMENT SPECIALISTS (2)

Allen Walls
FIRE CHIEF

- PUBLIC SAFETY ADMIN ASSISTANT
- VEHICLE FLEET MANAGER
  - FLEET MECHANIC I
  - FLEET MECHANIC II
  - PART-TIME MECHANIC TECH
  - CO-OP MECHANIC
- DIVISION CHIEF PART-TIME (2)
- ASSISTANT FIRE CHIEF
  - BATTALION CHIEF SHIFT 1
    - CAPTAINS (2) FULL-TIME
    - LIEUTENANTS (4) FULL-TIME
    - EMT FIREFIGHTERS (18) FULL-TIME
    - EMT/ PARAMEDIC FIREFIGHTERS (21) PART-TIME
  - BATTALION CHIEF SHIFT 2
    - CAPTAINS (2) FULL-TIME
    - LIEUTENANTS (4) FULL-TIME
    - EMT FIREFIGHTERS (18) FULL-TIME
    - EMT/ PARAMEDIC FIREFIGHTERS (22) PART-TIME
  - BATTALION CHIEF SHIFT 3
    - CAPTAINS (2) FULL-TIME
    - LIEUTENANTS (4) FULL-TIME
    - EMT FIREFIGHTERS (18) FULL-TIME
    - EMT PARAMEDIC FIREFIGHTERS (21) PART-TIME
- ASSISTANT FIRE CHIEF
  - CAPTIAN EMS OPERATIONS
    - MEDICAL DIRECTOR
    - FIRE HYDRANT INSPECTORS (3) SEASONAL
  - CAPTIAN COMMUNITY RISK REDUCTION
    - FIRE INSPECTORS (1) PART-TIME (1) FULL-TIME
    - RESERVIST - PUBLIC EDUCATORS (2) PART-TIME
  - CAPTIAN TRAINING & EDUCATION
- ADMINISTRATIVE ASSISTANT
- RESERVIST

Mark Denney
POLICE CHIEF

- PIO
- PATROL COMMANDER
  - PATROL SERGEANT
    - OIC (1)
    - POLICE OFFICERS (6)
  - PATROL SERGEANT
    - OIC (1)
    - POLICE OFFICERS (6)
  - PATROL SERGEANT
    - OIC (1)
    - POLICE OFFICERS (7)
  - PATROL SERGEANT
    - OIC (1)
    - POLICE OFFICERS (7)
- INVESTIGATIVE SERVICES COMMANDER
  - INVESTIVATIVE SERGEANT
    - OIC (1)
    - DETECTIVES (7)
    - K-9 (1)
    - ACCREDITATION MANAGER (1)
    - OFFICER (2)
- SUPPORT SERVICES COMMANDER
  - SUPPORT SERVICES SERGEANT
    - SRO (2)
    - DISTRICT DETECTIVES (2)
    - SCHOOL SAFETY OFFICER (2)
  - ADMIN SERGEANT
    - CIVILIAN SUPERVISOR (1)
    - CLERKS (4)
    - PART-TIME CLERKS (2)
    - PROPERTY ROOM MANAGER
    - ENVIRONMENTAL CRIMES INVESTIGATOR(1)

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	Accounting Specialist	105
Administration	Human Resources Specialist	106
Administration	Office Manager	107
Administration	Receptionist	169
Administration	Senior Development Officer	173
Administration	Development Officer	174
Administration	Management Analyst Intern	175
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 II	118
Fire & EMS	Fleet Mechanic Technician I	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 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 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 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	Code Enforcement Officer	133
Planning & Zoning	Code Enforcement Specialist	167
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	Support Services Sergeant	170
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	Uniformed Patrol Officer	146
Police	Environmental Crimes Investigator	172
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	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
Public Services	Litter Pick Up Laborer	171
Public Services	Litter Pick Up Laborer	171

100 - Township Administrator

101 - Assistant Township Administrator

102 - Director of Finance

103 - IT Director

104 - Finance Specialist

105 - Accounting Specialist

106 - Human Resources Specialist

107 - Office Manager

169 - Receptionist

173 - Senior Development Officer

174 - Development Officer

175 - Management Analyst Intern

108 - Fire Chief

109 - Assistant Fire Chief - Operations

110 - Assistant Fire Chief - Administration

111 - Administrative Assistant

112 - Division Chief

113 - Reservist

114 - Part Time Fire Safety Inspector

115 - Reservist - Public Educator

116 - Fire Hydrant Maintenance Worker (seasonal)

117 - Vehicle Fleet Manager

177 - Fleet Mechanic II

176 - Fleet Mechanic I

119 - Part Time Fleet Mechanic Technician

120 - Co-Op Fleet Mechanic Technician

121 - Medical Director

122 - Battalion Chief

123 - Captain- Emergency Medical Services

124 - Captain Community Risk Reduction

125 - Captain Training and Education

126 - Fire Captain

127 - Fire Lieutenant

128 - Fire Safety Inspector

129 - Firefighter Full Time

130 - Firefighter EMT PT

130 - Paramedic PT

131 - Director of Planning and Zoning

133 - Code Enforcement Officer

167 - Code Enforcement Specialist

136 - Police Chief

137 - Support Services Commander

138 - Patrol Commander

139 - Investigative Services Commander

140 - Administrative Sergeant

141 - Investigative Sergeant

142 - Patrol Sergeant

170 - Support Services Sergeant

143 - Detective

144 - School Resource Officer

145 - District Detective

172 - Enviromental Crimes Enforcement Investigator

146 - Uniformed Patrol Officer

147 - Canine Officer

148 - Public Safety Administrative Assitant

149 - Civilian Supervisor

150 - Accreditation Manager

151 - Property Room Manager

152 - Police Clerk

153 - School Safety Officer

154 - Police Clerk (PT)

155 - Public Information Officer

156 - Director of Public Services

157 - Event Coordinator

158 - Facility Manager

159 - Supervisor Foreman

160 - Maintenance Worker

161 - Bus Driver

162 - Event Setup Worker

163 - Seasonal Maintenance Worker

164 - Summer Camp Director

165 - Summer Camp Assistant Director

166 - Summer Camp Counselor

171 - Litter Laborer

999 - Other - PD - Bike Officer

999 - Other - PD - Cadet

999 - Other - PD - Chaplain

999 - Other - PD - DARE Officer

999 - Other - PD - FTC

999 - Other - PD - FTO

999 - Other - PD - FTS

999 - Other - PD - Impound Lot Clerk

999 - Other - PD - Special Investigative Unit

999 - Other - PD - Traffic Safety Officer

100 - Township Administrator

101 - Assistant Township Administrator

102 - Director of Finance

103 - IT Director

104 - Finance Specialist

105 - Accounting Specialist

106 - Human Resources Specialist

107 - Office Manager

169 - Receptionist

173 - Senior Development Officer

174 - Development Officer

175 - Management Analyst Intern

108 - Fire Chief

109 - Assistant Fire Chief - Operations

110 - Assistant Fire Chief - Administration

111 - Administrative Assistant

112 - Division Chief

113 - Reservist

114 - Part Time Fire Safety Inspector

115 - Reservist - Public Educator

116 - Fire Hydrant Maintenance Worker (seasonal)

117 - Vehicle Fleet Manager

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119 - Part Time Fleet Mechanic Technician

120 - Co-Op Fleet Mechanic Technician

121 - Medical Director

122 - Battalion Chief

123 - Captain- Emergency Medical Services

124 - Captain Community Risk Reduction

125 - Captain Training and Education

126 - Fire Captain

127 - Fire Lieutenant

128 - Fire Safety Inspector

129 - Firefighter Full Time

130 - Firefighter EMT PT

130 - Paramedic PT

131 - Director of Planning and Zoning

133 - Code Enforcement Officer

167 - Code Enforcement Specialist

136 - Police Chief

137 - Support Services Commander

138 - Patrol Commander

139 - Investigative Services Commander

140 - Administrative Sergeant

141 - Investigative Sergeant

142 - Patrol Sergeant

170 - Support Services Sergeant

143 - Detective

144 - School Resource Officer

145 - District Detective

172 - Enviromental Crimes Enforcement Investigator

146 - Uniformed Patrol Officer

147 - Canine Officer

148 - Public Safety Administrative Assitant

149 - Civilian Supervisor

150 - Accreditation Manager

151 - Property Room Manager

152 - Police Clerk

153 - School Safety Officer

154 - Police Clerk (PT)

155 - Public Information Officer

156 - Director of Public Services

157 - Event Coordinator

158 - Facility Manager

159 - Supervisor Foreman

160 - Maintenance Worker

161 - Bus Driver

162 - Event Setup Worker

163 - Seasonal Maintenance Worker

164 - Summer Camp Director

165 - Summer Camp Assistant Director

166 - Summer Camp Counselor

171 - Litter Laborer

999 - Other - PD - Bike Officer

999 - Other - PD - Cadet

999 - Other - PD - Chaplain

999 - Other - PD - DARE Officer

999 - Other - PD - FTC

999 - Other - PD - FTO

999 - Other - PD - FTS

999 - Other - PD - Impound Lot Clerk

999 - Other - PD - Special Investigative Unit

999 - Other - PD - Traffic Safety Officer

Untitled

POSITION TITLE Township Administrator	STATUS Full time - Exempt
REPORTS TO Board of Trustees	**Salary Range:** $120,000 - $145,000
SUPERVISES Asst. Admin., Dir. Planning, Sr. Dev. Off., Fire & 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:** $120,000 - $145,000
SUPERVISES Asst. Admin., Dir. Planning, Sr. Dev. Off., Fire & 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:** $120,000 - $145,000
SUPERVISES Asst. Admin., Dir. Planning, Sr. Dev. Off., Fire & 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:** $90,000 - $115,000
SUPERVISES Director of PS, Finance, 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:** $90,000 - $115,000
SUPERVISES Director of PS, Finance, 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 Assistant Township Administrator	**Salary Range:** $77,500 - $102,500
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

POSITION TITLE Director of Finance	STATUS Full Time - Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $77,500 - $102,500
SUPERVISES Finance Specialist, Accounting Specialist, IT Director	**Minimum Education:** Bachelor's Degree

financial management system consistent with township policy, generally accepted governmental accounting and financial reporting principles and procedures in the Ohio Revised Code.

- Serve as the primary Liaison to the Colerain Township Fiscal Officer to make certain the duties of the office are carried out in a timely and efficient manner, including oversight of the accounts payable function and ensuring all Township obligations are paid in a timely manner.
- Participate as a member of the Colerain Township Health Care Review Committee that partner to direct and plan the selection of Health Care providers to maintain health care to employees in the most cost effective manner.
- Supervise staff of the Colerain Township Finance 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.

POSITION TITLE Director of Finance	STATUS Full Time - Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $77,500 - $102,500
SUPERVISES Finance Specialist, Accounting Specialist, IT Director	**Minimum Education:** Bachelor's Degree

- Perform in depth cash flow analysis based upon the Hamilton County Auditor's estimated tax revenue in terms of expenditures for operating budgets, reserves and capital improvements budgets.
- Assist in the preparation and processing monetary match for Colerain Township grant applications.
- Assist the Township Administrator and Law Director in all monetary matters for collective bargaining agreements, specifically, to model the long-range financial implications of all proposals and counter-proposals.

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.

POSITION TITLE Director of Finance	STATUS Full Time - Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $77,500 - $102,500
SUPERVISES Finance Specialist, Accounting Specialist, IT Director	**Minimum Education:** Bachelor's Degree

- Thorough knowledge of accounting & finance procedural best practices, and standard office and accounting systems and software.
- Ability to plan, organize and direct the work of subordinate employees in the specialized fields of accounting, purchasing, and goal setting.
- Ability to conduct him/herself in accordance with the highest ethical standards, both on and off duty.
- Ability to maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Must be available for service at all times in case of special needs or emergencies.
- 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:

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 Director of Finance	STATUS Full Time - Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $77,500 - $102,500
SUPERVISES Finance Specialist, Accounting Specialist, IT Director	**Minimum Education:** Bachelor's Degree

SIGNATURE **PRINTED NAME**

POSITION TITLE IT Director	STATUS Full time – Exempt
REPORTS TO Director of Finance	**Salary Range:** $66,500 - $93,500
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 violations to the Finance Director, and the Assistant Township Administrator or Township

POSITION TITLE IT Director	STATUS Full time – Exempt
REPORTS TO Director of Finance	**Salary Range:** $66,500 - $93,500
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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.
- 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

POSITION TITLE IT Director	STATUS Full time – Exempt
REPORTS TO Director of Finance	**Salary Range:** $66,500 - $93,500
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

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:

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 – Exempt
REPORTS TO Director of Finance	**Salary Range:** $42,000 - $62,000
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 – Exempt
REPORTS TO Director of Finance	**Salary Range:** $42,000 - $62,000
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:

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 Finance Specialist	STATUS Full time – Exempt
REPORTS TO Director of Finance	**Salary Range:** $42,000 - $62,000
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 - $62,000
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.
- Must be a mature and pragmatic individual with strong people skills.

POSITION TITLE Accounting Specialist	STATUS Full time – Non Exempt
REPORTS TO Director of Finance	**Salary Range:** $42,000 - $62,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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 - $62,000
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 - $62,000
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:

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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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Senior Development Officer	STATUS Full time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $60,000 - $80,000
SUPERVISES Development Officer	**Minimum Education:** Bachelor's Degree

PURPOSE:

The position of the Senior Development Officer reports directly to the Township Administrator to advance the development interests of the Township, including residential, commercial, retail, and industrial sectors.

SCOPE:

Under the supervision of the Township, this position will perform a variety of routine and complex tasks such as: small area studies, program management, and business attraction, retention, and expansion.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Assists businesses and commercial contractors in completing submission requirements for new construction and expansion of existing businesses.
- Serves as a liaison to businesses of Colerain Township.
- Recruits and retains businesses into the community.
- Assists the Administrator with economic development efforts of the Township, including economic development negotiations.
- May act as a liaison between civic groups and township administration.
- May assist in the preparation and processing of grant applications that support economic development efforts.
- May represent the township at various functions that are dedicated to the promotion of economic development.
- Works with developers to promote business and residential development throughout the Township.
- Administers the Township's Community Development Block Grant program.
- Analyzes pro formas and requests for economic development assistance, including TIFs, CRA, and other financial models.
- Works with outside agencies such as REDI, the Port, HCDC, OKI, and others to secure grant funding and support for economic development projects.
- Serves as liaison to the Colerain Township Community Improvement Corporation.
- Coordinates any business recognition programs.
- Monitors economic development agreements for compliance.
- Develops a strategic network of contacts, including real estate professionals, developers, business executives, business organizations, government agencies and civic groups to promote development and identify business opportunities within Colerain Township.
- Assists with the development of materials for the Tax Incentive Review Council and Joint Economic Development District Board.
- Seeks new leads for business investment and meets with potential contacts to attract new business.
- Communicates government issues and matters affecting business operations and provides resources to mitigate those issues.
- Performs project research and trends analyses impacting the business community.
- Attends and addresses conferences and meetings to promote development.
- Develops and implements a strategic plan for business retention, expansion, and attraction, including requisite small area studies.
- Coordinates with other departments and development agencies, public and private, to streamline the business development process.

POSITION TITLE Senior Development Officer	STATUS Full time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $60,000 - $80,000
SUPERVISES Development Officer	**Minimum Education:** Bachelor's Degree

- Conducts charettes with community members on key property redevelopments and long term neighborhood visioning.
- Program administration for various residential redevelopment activities, including any façade repair programs.
- Leads and works to establish appropriate business improvement districts throughout the Township.
- Promotes development opportunities and general community attributes to applicable target markets.
- Coordinates visits to the Township and surrounding area for prospective investors
- 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.
- 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.
- Knowledge of Federal, State, County, and other groups or laws that directly affect development.
- Knowledge of economic development best practices.
- Ability to build support for various development projects with internal and external stakeholders.
- Skill in translating complex economic development principles into easily understood terms and concepts.
- Ability to find and write grants for economic development assistance and projects.
- Ability to read, analyze, and interpret legal documents, plans and reports;
- Understanding of laws governing land use and economic development;
- Ability to network and form relationships with community organizations and individuals to further department goals.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid state driver's license.
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Geography, or related field.

POSITION TITLE Senior Development Officer	STATUS Full time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $60,000 - $80,000
SUPERVISES Development Officer	**Minimum Education:** Bachelor's Degree

- A master's degree in planning, public administration, business, finance, or a closely related discipline is preferred.
- Must possess a minimum of five years of relevant experience which evidences knowledge of zoning review and processing, planning administration, land development, business attraction, business retention, or development project administration.

PHYSICAL & MENTAL 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 Development Officer	STATUS Full time – Non Exempt
REPORTS TO Senior Development Officer	**Salary Range:** $44,000 - $60,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

PURPOSE:

The position of Development Officer reports directly to the Senior Development Officer to assist in the advancement of Township's economic development vision. This position also assists with the production of graphic content for various departments (including GIS), and permitting.

SCOPE:

Under general supervision, assists the Senior Development Officer in the performance of economic development activities such as business retention and expansion visits, business attraction, residential development, graphics, and other activities incumbent upon the development direction of the Township.

ESSENTIAL ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Develops and maintains a database of key demographics and a community profile for Colerain Township that includes economic statistics and indicators, local businesses and other services.
- Conducts business retention and expansion visits, offering technical assistance where necessary for expansion or relocation efforts.
- Administers the tactical urbanism mini-grant program.
- Assist with the establishment and development of TIF districts.
- Maintains the website for the Development division, story maps, book of sites, and other electronic economic development communication tools/programs.
- Develops brochures and promotional materials to be used in business attraction.
- Attends and addresses conferences and meetings to promote development.
- Develops reports and presentations and collects statistics, facts, and figures, demonstrating Colerain's competitive advantages of business location and operations.
- Solicits feedback from the business community to help identify challenges and drive potential solutions to improving the business climate of Colerain.
- Assist all departments in their use of Geographic Information Systems and graphic production as needed.
- Assist all departments in data analysis, display and interpretation as needed.
- Perform other duties as required or as assigned by the Senior Development Officer.

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.
- 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 economic development.
- 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

POSITION TITLE Development Officer	STATUS Full time – Non Exempt
REPORTS TO Senior Development Officer	**Salary Range:** $44,000 - $60,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

public.

- Ability to read, inspect, and understand construction plans, site plans and drawings.
- Knowledge of Federal, State, County, and other groups or laws that directly affect development.
- Knowledge of economic development best practices.
- Ability to build support for various development projects with internal and external stakeholders.
- Skill in translating complex economic development principles into easily understood terms and concepts.
- Ability to find and write grants for economic development assistance and projects.
- Ability to read, analyze, and interpret legal documents, plans and reports;
- Understanding of laws governing land use and economic development;
- Ability to network and form relationships with community organizations and individuals to further department goals.

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, business attraction, business retention, or development project administration.

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:

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POSITION TITLE Development Officer	STATUS Full time – Non Exempt
REPORTS TO Senior Development Officer	**Salary Range:** $44,000 - $60,000
SUPERVISES N/A	**Minimum Education:** Bachelor's Degree

SIGNATURE **PRINTED NAME**

POSITION TITLE Management Analyst Intern	STATUS Part time – Non Exempt
REPORTS TO Assistant Township Administrator	**Salary Range:** $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

Under direction of the Assistant Administrator, the Management Analyst Intern will assist with various special projects and administrative tasks throughout the Township.

SCOPE:

The Management Analyst Inter will perform a variety of routine clerical, secretarial and administrative work in the administration of various components special projects for the organization. This position is open to current students seeking a Master's Degree or Bachelor's Degree in Public Administration or a related field.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- Special projects.
- Leading cross functional teams to make operational improvements.
- Report generation, including data analysis and insights.
- Assist with public records requests.
- Assist with program research, grant writing, and other projects.
- Produce external communications.
- Assist with community surveys and engage with external stakeholders.
- Develop and enhance department operations performance data systems.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to government operations.
- 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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school diploma or equivalent required. Must be enrolled in either a four-year college or university or a master's degree program with an emphasis or specialization closely related to local government.
- 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.

POSITION TITLE Management Analyst Intern	STATUS Part time – Non Exempt
REPORTS TO Assistant Township Administrator	**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 Fire Chief	STATUS Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $125,000
SUPERVISES Assistant Fire Chiefs and 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 - $125,000
SUPERVISES Assistant Fire Chiefs and 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 - $125,000
SUPERVISES Assistant Fire Chiefs and 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
- Blue Card© Incident Command 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 TITLE Fire Chief	STATUS Full Time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $125,000
SUPERVISES Assistant Fire Chiefs and Fleet Manager	**Minimum Education:** BA/BS, MA/MS preferred

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 Operations	STATUS Full Time - Exempt
REPORTS TO Fire Chief	**Salary Range** $87,500 – $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.

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 Town.
- 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** $87,500 – $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.

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** $87,500 – $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
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENTS:

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

WORK ENVIRONMENT:

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

EMPLOYEE ACKNOWLEDGEMENT:

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

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

POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $87,500 – $100,000
Supervises Division Chief; Captains – EMS/Training/CRR; Admin. Asst.	**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 delegate the responsibility to the supervisory personnel.

POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $87,500 – $100,000
Supervises Division Chief; Captains – EMS/Training/CRR; Admin. Asst.	**Minimum Education:** Bachelor's Degree

- 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 REQUIREMENT:

- Valid State Driver's License
- Valid State Firefighter II
- Valid State of Ohio Emergency Medical Technician
- Valid State of Ohio Fire Instructor's Certification

POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $87,500 – $100,000
Supervises Division Chief; Captains – EMS/Training/CRR; Admin. Asst.	**Minimum Education:** Bachelor's Degree

- 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
- Blue Card© Incident Command 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 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 Administrative Assistant	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief of Administration	**Salary Range:** $42,000 - $62,000
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:** $42,000 - $62,000
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:** $42,000 - $62,000
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	**Salary Range:** $21.59 - $22.24 per hour
SUPERVISES All Part Time Personnel (Operations)	**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.
- Division budgeting and expenditures- Submits the division's budget for the year and determines the cost-effective ways to provide additional training for personnel. Ensures that personnel are reimbursed for various training as determined by the policies of the Township.
- Will serve as a liaison for the Department, within the business community.
    a) Address training and related issues
    b) Foster working relationships

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59 - $22.24 per hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED

c) Create a compatible working environment between first responders and department members.

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

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

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

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

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

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

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

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

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59 - $22.24 per hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED

disciplinary action taken when necessary. In instances of exceptional performance, provide letter of commendation for personnel file and advises the Chief when such commendations are awarded.

d) Equipment purchases- Assists in research and development for any new equipment for the department to ensure the safety standards and guidelines of the department are met.

e) Goal setting- Assists in determining and implementing goals for the department according to NFPA and OSHA standards.

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

a) Upon arrival of an incident scene, coordinates, directs and supervises all activities. This includes but is not limited to:

1. Performs as the incident commander at the incident scene in accordance with the department's Standard Operating
2. Procedures at the shift level. This includes but is not limited to the following tasks:

i. Actual location of the incident

ii. Brief description of the incident and report of conditions.

iii. Designation of the individual assuming command and incident name.

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

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

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

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59 - $22.24 per hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED

- Transfer of Command. When command is transferred, the transfer will be accompanied by an appropriate status report. The status report will include the following information:

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

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

MINIMUM EDUCATION & EXPERIENCE:

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

CRITICAL SKILLS / EXPERTISE:

- Meet 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:

View Minimum Education & Experience as stated Above

- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENT:

As set forth by the departments General Operating Guidelines

POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** $21.59 - $22.24 per hour
SUPERVISES All Part Time Personnel (Operations)	**Minimum Education:** H.S. Diploma/GED

WORK ENVIRONMENT:

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

EMPLOYEE ACKNOWLEDGEMENT:

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

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

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 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

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 - $87,000
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 vehicle and equipment specifications.

POSITION TITLE Vehicle Fleet Manager	STATUS Full Time – Exempt
REPORTS TO Fire Chief	**Salary Range:** $70,000 - $87,000
SUPERVISES Fleet Mechanic Technician, Co-Op and Part Time Fleet Tech.	**Minimum Education:** H.S. Diploma/GED

- 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 2	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $54,000 - $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 Technician 2.

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

CRITICAL SKILLS / EXPERTISE:

Knowledge of:

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

Ability to:

- Read and interpret pertinent laws, codes, safety orders, repair manuals, wiring 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 2	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $54,000 - $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.
- Direct and provide over sight to fleet mechanic technician 1
- 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

POSITION TITLE Fleet Mechanic Technician 2	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $54,000 - $70,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

required by this job include the ability to hear in the normal range with or without correction.

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

The noise level in the work environment is usually high.

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

SIGNATURE **PRINTED NAME**

POSITION TITLE Fleet Mechanic Technician 1	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $41,600 - $54,000
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 Technician 1.

SCOPE:

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

CRITICAL SKILLS / EXPERTISE:

Basic fundamental knowledge of:

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

Ability to:

- 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 1	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $41,600 - $54,000
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Assist in performing mechanical work including troubleshooting and repair of equipment.
- Assist with diagnosing 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.

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 two-year of previous experience in performing automotive and/or diesel vehicular service and repair work.
  - Have a 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 a four year plan. Any other ASE certification a plus.
  - Experience in the repair of emergency vehicles (e.g., fire apparatus, ambulances, etc.). Preferred but not required.
- 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 1	STATUS Full Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	**Salary Range:** $41,600 - $54,000
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	**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 Station 25.
- 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	**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.

MINIMUM EDUCATION & EXPERIENCE:

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 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.

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.

POSITION TITLE Battalion Chief	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	**Salary Range:** Per CBA
SUPERVISES Station Captain and / or Lieutenant	**Minimum Education:** Associate's Degree

- Utilize personal computers, word processing software, calculators, copy and fax utilities, phones, mobile or portable radio, and automobiles.

LICENSING & CERTIFICATION REQUIREMENT:

- Valid State of Ohio Driver's License
- Blue Card© Incident Command 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 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 ACKNOWLEDGEMEN:

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

SIGNATURE **PRINT NAME** **DATE**

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
- Blue Card© Incident Command Certification

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

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

curriculum for the Juvenile Fire Awareness program.

- Promotes fire prevention activities through various media such as radio, television, newspaper, etc.
- Plans for fire prevention activities, public safety days, career days in high schools, and fire prevention week.
- Assists in producing fire escape plans for residential, commercial, and educational facilities.
- Assists in implementing, training, and practicing the plan as necessary.
- Assists in developing curriculum and the training of staff in order to perform the public education function.
- Oversees the shift in public education activities such as station tours, neighborhood block parties, public safety days, preschool presentations, etc.

- Reviews activity reports. Reports include, and are not limited to, number and type of inspections conducted, number and type of investigations conducted, juvenile fire awareness sessions held, public education sessions, fire drill reports, and any other reports determined to be necessary. Reviews these reports to ensure accuracy. The information gathered from these daily incident reports will make up the annual report.
- Performs statistical analysis on types of fires to determine the dollar amounts and locations of the incident.
- From these reports, determines what type of public education may be necessary to ensure that the behavior contributing to the incident is deterred.
- Based on the statistical analysis, determines any additional budgetary needs toward further public education and/or interdepartmental training.
- Performs all functional duties of firefighter and EMT, directs activities of personnel and coordinates action with other agencies and apparatus to ensure that departmental safety policies and procedures are followed.
- Performs administrative duties as assigned.
- Performs any other related work as required.

CRITICAL SKILLS / EXPERTISE:

- Organizational philosophy and policies that define the department's goals and objectives.
- Department rules and policies relating to the management of all service delivery and support programs.
- Principles, practices, procedures, and equipment used in modern firefighting and the protection of life and property from fire damage.
- Arson detection methods and techniques.
- Analyze problems and develop methodical solutions.
- Understand both theoretical and practical concepts.
- Perform a wide range of complicated tasks with consistent accuracy and minimal supervision.
- Make accurate predictions about future trends, directives and developments by keeping current on the latest technological advancements.
- Use effective verbal and written communication.
- Ability to establish and maintain effective working relationships with employees,

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

supervisors, other agencies, and the public.

- Utilize personal computers, word processing software, calculators, copy and fax utilities, phones, mobile or portable radio, and automobiles.
- The ability to relate to various audiences and be able to verbally communicate on an understandable level to various audiences ranging from pre-school to the elderly.
- The ability to work flexible hours, as overtime and scheduling flexibility will be required at various times for meetings and schooling.
- Must continue to satisfactorily perform the tasks and functions of the positions, must maintain position-related continuing education and must assist with and/or perform any other tasks assigned by supervisory and/or administrative personnel, and within the knowledge, abilities, and expectations of the position.
- The ability to interact with and interface with individuals from all divisions and levels of the department, the general public, and the public safety community – as determined by the specific circumstances, the manner of interaction will range from supervisor to subordinate, instructor to student, and information source to problem solver.

EDUCATION, LICENSING & CERTIFICATION 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.
- Blue Card© Incident Command 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 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

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

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 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.

Blue Card© Incident Command Certification

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:

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 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, cleanliness, and maintenance of their assigned station, apparatus and equipment. Administrative oversight is defined as all non-emergency response issues. The station captain is responsible for all the same duties and responsibilities of a company officer (captain or lieutenant) as they relate to emergency response while on duty and assigned to a fire company.

POSITION TITLE 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.
- Blue Card© Incident Command Certification.
- Must be at current Hazard Materials Operations Level.
- State of Ohio EMT – Paramedic certification.
- State of Ohio Fire or EMS Instructor certification.

PHYSICAL & MENTAL 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

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

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** **DATE**

POSITION TITLE Fire Lieutenant	STATUS Full Time - Non-Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Fire Fighters	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The Shift 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/events of the assigned crews.

SCOPE:

The Shift Lieutenant is the station supervisor at Stations 25, 26, 102, 103, and 109.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include, but not limited to the following:

- The Lieutenant is responsible for the safety and well-being of his or her assigned crews.
- Functions as a Company Officer of the engine or ladder company at Station 25.
- Acts as relief for a superior officer as assigned.
- Assigned as the company officer at all stations.
- Conduct Shift Briefings.
- Work with the Station Captain on shift personnel assignments for Stations 25 & 26
- Complete incident reports as required.
- Direct and coordinate training activities
- Conduct public education activities and attend to customer service needs and issues.
- Responsible for cleanliness of station and maintenance of apparatus, tools, equipment, and other fire department property.
- Maintains discipline and insures that personnel follow department rules and regulations.
- Any other duties as prescribed by the Shift Commander, Acting Shift Commander, and or the Deputy Chief of Operations.

MINIMUM EDUCATION & EXPERIENCE:

- Shall have at least five years of service with Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS).
- Must currently function as an Acting Company Officer.
- Must be authorized to drive and operate all department vehicles including Ladder 25.
- Must have successfully completed Fire Officer 1 (or equivalent)
- Minimum of twelve (12) hours of formal training in Fire ground Operations/Incident Command.
- Minimum of twelve (12) hours of formal training in Firefighting Tactics and Strategies.

  Must be at current Hazard Materials Operations Level.

CRITICAL SKILLS / EXPERTISE:

- Possess knowledge of proper documentation of incident information, daily company staffing and daily station activities.
- Understand and utilize principles of supervision and interaction management.
- Possess thorough knowledge of Colerain Fire & EMS policies and procedures.
- The use and limitation of various types of equipment and apparatus.

POSITION TITLE Fire Lieutenant	STATUS Full Time - Non-Exempt
REPORTS TO Battalion Chief	**Salary Range:** Per CBA
SUPERVISES Full Time and Part Time Fire Fighters	**Minimum Education:** H.S. Diploma/GED

- The principles, practices, procedures, and equipment used in contemporary Firefighting and EMS professions.
- Establish the command system on all emergencies including emergency medical and mass casualty incidents.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

LICENSING & CERTIFICATION REQUIREMENT:

- State of Ohio EMT –Paramedic Certification
- State of Ohio Fire or EMS Instructor Certification
- Blue Card© Incident Command 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 occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

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

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

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:

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 Firefighter Paramedic	STATUS Full time - Non-Exempt
REPORTS TO Lieutenant	**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/events typically assigned to firefighter and basic EMS operations.

SCOPE:

The Firefighter Paramedic may be stationed at any Colerain Firestation 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.
- Shall conduct a daily inventory of all EMS units.
- Shall assist with EMS training.
- Shall follow the established infection control program.
- Shall respond to, and render aid in the event of a natural disaster.
- Shall respond to fires, emergency medical scenes, and any other emergency scenes to render assistance and/or care where needed.
- Shall perform general maintenance work around fire department property and buildings, to include working from ladders, lifting heavy objects, climbing on fire apparatus to perform service to same, and performing various manual labors.
- General maintenance and repair on medical equipment and apparatus.
- Shall have the ability to properly perform the following medical functions:
- Use medical equipment associated with the emergency medical service.
    - Evaluate vital signs.
    - Perform a complete patient assessment.
    - Properly manage a patient's airway.
    - Splint sprains and fractures.
    - Provide psychological first aid.
    - Obstetrics.
    - Control bleeding.
    - Perform CPR.
    - Perform equipment checks.
    - Initiate I.V.'s.
    - Initiate intraosseous I.V.'s.
    - Perform chest decompression.
    - Administer medications.
    - Establish an airway using an ET tube or other Supraglottic airway device (medic only).
    - Efficiently operate an AED

POSITION TITLE Firefighter Paramedic	STATUS Full time - Non-Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Defibrillate and perform cardioversion.
- Perform a cricothyrotomy.
- Maintain security, and direct the distribution of medications and controlled substances as dictated by a physician or protocol.
- Any other procedure included within the current Hamilton County protocol for EMT-P's and/or any procedure authorized by the department's Medical Director.

- At various points in their careers, firefighters may also be assigned to work in support divisions such as, but not limited to, training and education, community risk reduction or fire administration.

MINIMUM EDUCATION & EXPERIENCE:

- Must have a high school diploma or equivalent.
- Must have a minimum of a State of Ohio Firefighter Level I certification.
- Must have a current State of Ohio Emergency Medical Technician (EMT) – Paramedic certificate or currently be an EMT – Basic enrolled in an approved paramedic training program at the time of application.
- A successfully hired candidate possessing a State of Ohio Firefighter Level I certificate and or currently an EMT – Basic enrolled in an approved paramedic training program shall be a State of Ohio certified Firefighter Level II and or Paramedic by the end of the employee's probation date.
- Candidates must be currently employed part-time with Colerain Fire & EMS at time of application or had been employed for at least two 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.

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

POSITION TITLE Firefighter Paramedic	STATUS Full time - Non-Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

conditions of accident victims.

- Possess sufficient visual acuity in order to function optimally in dense smoke and darkness.
- Sufficiently hear instructions and commands while wearing protective headgear at fire and emergency scenes.
- Shall have acute hearing in order to locate somebody during a search and rescue, when a verbal or electronic signal is emitted.
- Balance on ice, oil, and water slick surfaces as may be encountered in the course of firefighting and rescue operations, and fire safety inspections.
- Understand the theories of fire science, fire safety and prevention, and emergency medical training, and apply theoretical knowledge on a practical level.
- Work cooperatively with subordinates' supervisors and the public under extremely stressful conditions, including situations of a life-threatening nature.
- Communicate effectively, both verbally and in writing.
- 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.

LICENSING & CERTIFICATION REQUIREMENT:

- 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.

POSITION TITLE Firefighter Paramedic	STATUS Full time - Non-Exempt
REPORTS TO Lieutenant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Step vertically three feet without assistance to enter a fire vehicle.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- Exposure to extreme heat and toxic smoke.
- Exposure to potential building collapse.
- Exposure to cuts bruises sprains, fractures and any other injury that might occur on an emergency scene.
- Exposure to electrical hazards – electrocution hazard.
- Exposure to severe stress that could cause a fatal heart attack or stroke.
- Exposure to extreme weather conditions that could cause heat exhaustion, heat stroke, frostbite or any other weather-related injury or illness.
- Potential for exposure to contagious diseases including but not limited to hepatitis and aids.
- Exposure to dangerous and hazardous materials.
- Exposure to any and all such hazards that might be encountered while responding to, and working at a fire, EMS, rescue, hazardous materials disaster or any emergency scene.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

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

SIGNATURE **PRINT NAME** **Date**

POSITION TITLE Firefighter Paramedic/EMT	STATUS Part time - Non Exempt
REPORTS TO Lieutenant	**Salary Range:** $14.50/hour - $15.01/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

POSITION TITLE Firefighter Paramedic/EMT	STATUS Part time - Non Exempt
REPORTS TO Lieutenant	**Salary Range:** $14.50/hour - $15.01/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

Hospitals to ensure resident safety in the home.

- Respond to medical and or traumatic emergency calls and provide basic medical or advanced treatment as required.
- Communicates with local hospitals and other healthcare providers for the continuity of patient care.
- Completes patient care reports for every patient as outlined in the Ohio Revised Code, Colerain Fire Department's Policies and Procedures Manual, and per the general standard of care expected of each employee.
- Adheres to the Southwest Ohio Medical Protocols and keeps a working knowledge of the protocol during update periods through training and education.
- Maintains a high level of understanding and knowledge of emergency medicine, emergency care, and all EMS operations, while having the desire to continue to learn new techniques, medical treatments, and any other continuing education as the job requires.
- Performs all job duties and functions that are expected under the auspices of the Ohio EMT and/or Paramedic Scope of Practice, and performs under the direction of the Southwest Medical Protocols that have been established.

CRITICAL SKILLS / EXPERTISE:

- Shall be capable of operating both as a member of a team, and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of using a variety of hand tools.
- Shall be capable of using a self-contained breathing apparatus.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of operating portable fire extinguishers.
- Shall be capable of working with ropes and tying certain knots used in the fire service.
- Shall be capable of handling highly pressurized fire hoses.
- Shall be capable of safely operating portable power equipment, such as a chain saw.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall be capable of passing the department's job related physical performance evaluation.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Detect the presence of fire and/or smoke using the senses of sight, smell, or touch.
- Visually inspect buildings and fire equipment and visually examine the physical conditions of accident victims.
- Possess sufficient visual acuity in order to function optimally in dense smoke and darkness.
- Sufficiently hear instructions and commands while wearing protective headgear at fire and emergency scenes.
- Shall have acute hearing in order to locate somebody during a search and rescue, when a verbal or electronic signal is emitted.
- Balance on ice, oil, and water slick surfaces as may be encountered in the course of firefighting and rescue operations, and fire safety inspections.

POSITION TITLE Firefighter Paramedic/EMT	STATUS Part time - Non Exempt
REPORTS TO Lieutenant	**Salary Range:** $14.50/hour - $15.01/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Understand the theories of fire science, fire safety and prevention, and emergency medical training, and apply theoretical knowledge on a practical level.
- Work cooperatively with subordinates, supervisors, and the public under extremely stressful conditions, including situations of a life threatening nature.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

EDUCATION, LICENSING & CERTIFICATION 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.

POSITION TITLE Firefighter Paramedic/EMT	STATUS Part time - Non Exempt
REPORTS TO Lieutenant	**Salary Range:** $14.50/hour - $15.01/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- Step vertically three feet without assistance to enter a fire vehicle.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department's physical fitness and medical evaluations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- Exposure to extreme heat and toxic smoke.
- Exposure to potential building collapse.
- Exposure to cuts bruises sprains, fractures and any other injury that might occur on an emergency scene.
- Exposure to electrical hazards – electrocution hazard.
- Exposure to severe stress that could cause a fatal heart attack or stroke.
- Exposure to extreme weather conditions that could cause heat exhaustion, heat stroke, frostbite or any other weather related injury or illness.
- Potential for exposure to contagious diseases including but not limited to hepatitis and aids.
- Exposure to dangerous and hazardous materials.
- Exposure to any and all such hazards that might be encountered while responding to, and working at a fire, EMS, rescue, hazardous materials disaster or any emergency scene.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

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

SIGNATURE **PRINTED NAME**

POSITION TITLE Paramedic	STATUS Part time – Non Exempt
REPORTS TO Lieutenant or Captain of Assigned Station	**Salary Range:** $15.50/hour - $17.32/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 - $17.32/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 - $17.32/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 Township Administrator	**Salary Range:** $70,000 - $90,000
SUPERVISES Code Enforcement Officer & Code Enforcement Specialist	**Minimum Education:** Bachelor's Degree

PURPOSE:

The position of the Director of Planning and Zoning reports directly to the 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 consistency to the best of our abilities.

POSITION TITLE Director of Planning and Zoning	STATUS Full time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $70,000 - $90,000
SUPERVISES Code Enforcement Officer & Code Enforcement Specialist	**Minimum Education:** Bachelor's Degree

- 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.
- 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.
- Review of plans submitted for issuance of zoning certificates and other matters affecting and relating to zoning.
- 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.

POSITION TITLE Director of Planning and Zoning	STATUS Full time – Exempt
REPORTS TO Township Administrator	**Salary Range:** $70,000 - $90,000
SUPERVISES Code Enforcement Officer & Code Enforcement Specialist	**Minimum Education:** Bachelor's Degree

- 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.
- 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 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 Code Enforcement Specialist	STATUS Part time – Non Exempt
REPORTS TO Director of Planning and Zoning	**Salary Range:** $10/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:** $10/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.

HOW TO APPLY: You may apply and view current openings by visiting our employment opportunities webpage at www.colerain.org

Colerain Township is an EEO/ADA Employer

POSITION TITLE Police Chief	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $120,000
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.
  - Recognition of outstanding performance by Department employees through

POSITION TITLE Police Chief	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $120,000
SUPERVISES Patrol, Support Services, and Investigative Commander	**Minimum Education:** BA/BS, MA/MS preferred

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.
- Insure civil treatment and protection of rights for all persons coming into the scope of police authority.

POSITION TITLE Police Chief	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $120,000
SUPERVISES Patrol, Support Services, and Investigative Commander	**Minimum Education:** BA/BS, MA/MS preferred

- 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 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

POSITION TITLE Police Chief	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $120,000
SUPERVISES Patrol, Support Services, and Investigative Commander	**Minimum Education:** BA/BS, MA/MS preferred

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.

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 Police Chief	STATUS Full time - Exempt
REPORTS TO Township Administrator	**Salary Range:** $100,000 - $120,000
SUPERVISES Patrol, Support Services, and Investigative Commander	**Minimum Education:** BA/BS, MA/MS preferred

SIGNATURE **PRINTED NAME**

POSITION TITLE Support Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $87,500 - $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.
- Be familiar with administrative policy and execute the service program within areas of

POSITION TITLE Support Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $87,500 - $100,000
SUPERVISES Administrative Sergeant	**Minimum Education:** Associate's Degree

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.
- 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

POSITION TITLE Support Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $87,500 - $100,000
SUPERVISES Administrative Sergeant	**Minimum Education:** Associate's Degree

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.
- 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 Support Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $87,500 - $100,000
SUPERVISES Administrative Sergeant	**Minimum Education:** Associate's Degree

- 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:** $87,500 - $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.
    b) Prevention and suppression of crime.

POSITION TITLE Patrol Commander (Lieutenant)	STATUS Full time - Exempt
REPORTS TO Police Chief	**Salary Range:** $87,500 - $100,000
SUPERVISES Patrol Sergeants	**Minimum Education:** Associate's Degree

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.
- 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

POSITION TITLE Patrol Commander (Lieutenant)	STATUS Full time - Exempt
REPORTS TO Police Chief	**Salary Range:** $87,500 - $100,000
SUPERVISES Patrol Sergeants	**Minimum Education:** Associate's Degree

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.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.

POSITION TITLE Patrol Commander (Lieutenant)	STATUS Full time - Exempt
REPORTS TO Police Chief	**Salary Range:** $87,500 - $100,000
SUPERVISES Patrol Sergeants	**Minimum Education:** Associate's Degree

- 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:** $87,500 - $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.
- Be familiar with administrative policy and execute the service program within areas of

POSITION TITLE Investigative Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $87,500 - $100,000
SUPERVISES Investigative Sergeant, Accreditation Manager	**Minimum Education:** Associate's Degree

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.
- 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

POSITION TITLE Investigative Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $87,500 - $100,000
SUPERVISES Investigative Sergeant, Accreditation Manager	**Minimum Education:** Associate's Degree

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.
- 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 Investigative Services Commander (Lieutenant)	STATUS Full time – Exempt
REPORTS TO Police Chief	**Salary Range:** $87,500 - $100,000
SUPERVISES Investigative Sergeant, Accreditation Manager	**Minimum Education:** Associate's Degree

- 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 Support Services Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES School Resource Officers and School Safety Officers	**Minimum Education:** Associate's Degree

PURPOSE:

The position of Support Services Sergeant is supervisory in nature and assists in the overall direction of the Colerain Police Department.

SCOPE:

The Support Services Sergeant provides direct supervision of the specialized school units. The Support Services Sergeant is responsible for the daily operations of this unit's activities. The Support Services 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 Support Services 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 Support Services Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES School Resource Officers and School Safety Officers	**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 Support Services Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES School Resource Officers and School Safety Officers	**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 Support Services Sergeant	STATUS Full time – Non Exempt
REPORTS TO Support Services Commander	**Salary Range:** Per CBA
SUPERVISES School Resource Officers and School Safety Officers	**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 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 Environmental Crimes Enforcement Investigator	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 Environmental Enforcement Investigator is to investigate and remediate violations of Ohio law and Colerain Township resolutions pertaining to the protection of natural resources, prevention of illegal dumping, enforcement of selected property maintenance violations, identify and address conditions that pose a threat to the public.

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:

Environmental Crimes Enforcement Investigators 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.

- 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 a marked or unmarked vehicle as a uniformed or plain clothes officer in the conduct of patrol activities; enforces criminal code, Townships resolutions and 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.
- Establish lines of communication with businesses, business owners, landlords and property owners and work collaboratively with them to remediate environmental or code violations.
- Establish lines of communication with the Hamilton County Municipal Court, Hamilton County Prosecutor's Office and other governmental bodies who may be involved with the remediation or prosecutions of environmental crimes.
- Perform other related duties as required.
- Maintain acceptable standards of conduct.

POSITION TITLE Environmental Crimes Enforcement Investigator	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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:

- 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 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. 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.

POSITION TITLE Environmental Crimes Enforcement Investigator	STATUS Full time – Non Exempt
REPORTS TO Administrative Sergeant	**Salary Range:** Per CBA
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

- 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 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:** $42,000 - $62,000
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:** $42,000 - $62,000
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:** $42,000 - $62,000
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:

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SIGNATURE **PRINTED NAME**

POSITION TITLE Police Clerk	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 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	STATUS Full time – Non Exempt
REPORTS TO Civilian Supervisor	**Salary Range:** $33,000 - $50,000
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 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:

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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

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:** $75,000 - $98,000
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:** $75,000 - $98,000
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:** $75,000 - $98,000
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:** $42,000 - $62,000
SUPERVISES Event Set-Up Workers; Summer Camp Director	**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.

POSITION TITLE Event Coordinator	STATUS Full time – Non Exempt
REPORTS TO Director of Public Services	**Salary Range:** $42,000 - $62,000
SUPERVISES Event Set-Up Workers; Summer Camp Director	**Minimum Education:** Associate's Degree

- Strong oral and written communication skills.
- 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:

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 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:

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 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.

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 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:

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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:

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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.

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SIGNATURE **PRINTED NAME**

POSITION TITLE Director - Summer Camp	STATUS Part time – Non Exempt (temp.)
REPORTS TO Event Coordinator	**Salary Range:** $15/hour - $17/hour
SUPERVISES Assistant Summer Camp Director; Summer Camp Counselors	**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 Event Coordinator	**Salary Range:** $15/hour - $17/hour
SUPERVISES Assistant Summer Camp Director; Summer Camp Counselors	**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:

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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/hour - $14/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/hour - $14/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:

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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 Litter Pick Up Laborer	STATUS Part time – Non Exempt
REPORTS TO Supervisor Foreman	**Salary Range:** $15/hour - $15/hour
SUPERVISES N/A	**Minimum Education:** H.S. Diploma/GED

PURPOSE:

The primary purpose of the Litter Pick Up Laborer is to collect refuse and debris along the Township's various commercial corridors.

SCOPE:

Litter and trash removal throughout Colerain Township.

ESSENTIALS ROLES & RESPONSIBLILITIES:

May include all duties but not limited to:

- Safely operates equipment used in carrying out the maintenance operations in the Township related to the removal of refuse and trash in the right of way.
- Safely operates various hand tools, hammers, shovels etc.
- Performs various maintenance tasks in accordance with established procedures and performance standards, such as: trash pickup, mowing/trimming of grass, and graffiti removal.
- Properly uses safety equipment and follows established safety procedures.
- Performs all other tasks as assigned by the Director of Public Services to ensure an accurate, efficient, and prompt complete response.

CRITICAL SKILLS / EXPERTISE:

- Skill and care in the operating of motor vehicles.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.
- Ability to use hand tools, shovels, and other related equipment.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school degree or equivalent.
- 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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POSITION TITLE Litter Pick Up Laborer	STATUS Part time – Non Exempt
REPORTS TO Supervisor Foreman	**Salary Range:** $15/hour - $15/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:

- 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

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:

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 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:

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

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:

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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:

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 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**

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Authorize Execution of a Collective Bargaining Agreement with FOP - Blue

Recommend ADOPTION of the Motion.

Rationale:

Colerain Township Administration has negotiated a Collective Bargaining Agreement with the FOP-Blue Union which represents employees in our Police Department.

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Authorize Execution of a Collective Bargaining Agreement with FOP - Gold

Recommend ADOPTION of the Motion.

Rationale:

Colerain Township Administration has negotiated a Collective Bargaining Agreement with the FOP-Gold Union which represents sergeants in our Police Department.

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Motion To Establish A Merit Pool Of $86,000 For The Non-Union Township Employees.

Recommend ADOPTION of the Motion.

Rationale:

In Colerain Township, all employees can be divided into those who collectively bargain for their salary and benefits and those who do not. For those employees who do not use union-representation and and do not collectively bargain, any increase in compensation is based on two factors: 1) their performance compared to others within the organization and 2) their salary compared to the salary of others with the same job in our region. Each year the board of trustees establishes a merit-pool for non-contract raises to be distributed by the administrator based on the factors listed above.

This year's merit pool calculation includes the cost of fringe benefits such as employer obligation retirement contributions, medicare, and workers compensation costs. The $86,000 represents a 3% merit pool.

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Authorize Township Administrator to Execute Service Order with KZF for Design of Colerain Ave. Streetscape Project

Recommend ADOPTION of the Motion.

Rationale:

Pursuant to the Master Services Agreement with KZF Design, this Service Order engages the firm in the design of the Colerain Ave. Sidewalk Project - Jonrose to Shady Crest. The design and construction of the project is expected to total $1.5M. More information on this project is available in the Capital Budget section of the 2021 Strategic Plan and Budget Book on page 126.

This project is funded through a Transportation Alternatives grant from OKI Regional Council of Governments and revenues generated from the Duke TIF District.

SERVICE ORDER

FOR USE WITH MASTER SERVICE AGREEMENT BETWEEN COLERAIN TOWNSHIP AND KZF DESIGN INC.

SERVICE ORDER #1 made as of the **2nd** day of **December** in the year **2020** made by and between:

Colerain Township
4200 Springdale Road
Colerain Township, OH 45251

and the "**Consultant**":

KZF Design Inc.
700 Broadway St.
Cincinnati, OH 45202

for the following Project:

HAM US 27 Colerain Avenue 11.09 Sidewalks (PID 113851)

This SERVICE ORDER, together with the MASTER SERVICE AGREEMENT between Colerain Township and Consultant dated the **2nd** day of **December** in the year **2020** form a Service Agreement.

Colerain Township and Consultant agree as follows.

TABLE OF ARTICLES

1. **INTIAL INFORMATION**
2. **SERVICES UNDER THIS SERVICE ORDER**
3. **DATE OF COMMENCEMENT AND SUSTANTIAL COMPLETION**
4. **COMPENSATION**
5. **INSURANCE**
6. **PARTY REPRESENTATIVES**
7. **ATTACHMENTS AND EXHIBITS**

ARTICLE 1- INTIAL INFORMATION

1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

Project Understanding: Installation of sidewalk (against curb) along both sides of Colerain Avenue between Shady Crest Drive to Jonrose Avenue, and related drainage, curb, lighting, walls and landscaping improvements, as necessary. Streetscape design is to be based off the Colerain Avenue Corridor Study (2019).

Project length: 1,500 LF (0.28 miles).

Construction Budget: $1,500,000

Purpose and Need: Improve safety for pedestrians by providing separate pedestrian facilities from the roadway area, buffer between pedestrians and vehicular traffic, and improved lighting for all roadway users.

Schedule: Schedule will follow ODOT's Project Schedule as identified in Ellis.

Deliverables:
Survey and Stage 1 Plans (30% submittal)
Stage 2 / Stage 3 (90% submittal)
Right-of-Way Plans
Construction Cost Estimate

Meetings:
One (1) project kick-off meeting
One (1) concept streetscape design plan review meeting
One (1) Stage 1 Plan review meeting (30% submittal)
One (1) Stage 2 / Stage 3 plan review meeting (90% submittal)

1.2 Colerain Township and Consultant may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, Colerain Township and the Consultant shall appropriately adjust the schedule, the Consultant's services, and the Consultant's compensation. Colerain Township shall adjust the Township's budget for the Cost of the Work and the Township's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2- SERVICES UNDER THIS SERVICE ORDER

2.1 The Consultant's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Consultant's Services document.

2.1.1 Basic Services:

Field survey and Right-of-Way determination by Berding Survey. The lateral limits will extend to 25 feet beyond the existing walk. The total width of the survey corridor being about 120 feet. Work will include Base Map Development (courthouse research and property record research, utility location, field boundary and right-of-way, topographic and location of observable features)

Utility determination by The Underground Detective are separated into two steps:

- Level B – Utility Markout using ground penetrating radar (350, 400 or 450MHz antenna), electromagnetic, and/or sonde locating equipment for clearance of approximately 1500' of ROW up to 15' off the curb
- Level B within roadway (if authorized) – same scope as noted above, curb to curb.
- Level A (if authorized) – vacuum excavation to determine 3D position of a utility.

Environmental investigation and documentation by Clune Consulting Services, in accordance with ODOT:

- C2 Level Environmental Document (Categorical Exclusion)
- Floodplain Coordination
- Regulated Materials Review (RMR) Screening
- RMR Assessment (if authorized) – limited to one (1) property involving BUSTR or RCRA activity.

KZF will support Colerain Township with utility coordination efforts.

Landscape architecture and landscape construction plans by Meisner + Associates Land Vision, including landscape plans, details, and cost estimate.

Civil engineering and construction plan development for reconstruction of existing sidewalk and curbs on both sides of Colerain Avenue (US 27). Minimum 8' wide sidewalk preferred due to the commercial setting (min. 7' wide sidewalk required). Work to include resurfacing of the roadway, driveway apron replacement, pavement striping, and maintenance of traffic plans.

KZF will assist Colerain Township in development of property owner notification letters. Client responsible for printing and mailing notification letters.

Electrical engineering for pedestrian lighting on both sides of Colerain Avenue (US 27), in addition to the existing street lighting (Duke). Luminaire to be defined by Colerain Township.

Right-of-way Plans by Berding Survey, in accordance with ODOT Standards.

Two (2) construction cost estimates at Stage 1 Plans (30% submittal) and Stage 2/Final Plans (90% submittal).

KZF will assist Colerain Township/ODOT respond to questions/RFIs during the bidding phase.

Assumptions:

- Plans are to be developed to ODOT Standards for LPA projects.
- Pavement markings will be in accordance with ASHTO and ODOT Standards.
- KZF does not need to coordinate with any concurrent projects along Colerain Ave.
- No public involvement and/or public meetings will be required as part of this project. Colerain Township is responsible for coordination/review meetings with invidious property owners, if requested.
- Roadway section, pavement width, pavement striping/signing, and shoulder will remain the same as existing condition.
- Utility relocations are not part of this project.
- Temporary right-of-way only anticipated. Right-of-way acquisition / appraisals / negotiations will be contracted by Colerain Township.
- Utility location will not occur withing roadway. If sanitary/storm laterals are needed, we will attempt with GPR if no exterior access points exist but cannot guarantee results. Assuming local one call to be notified at least 48 hours prior to our arrival. May not be able to locate sewers depending on size and access. Included equipment. Can locate sewers up to approximately 8"-10". If larger, a tractor camera maybe

needed, which is not included in price. If utilities are non-metallic and tracer wires/tape are not installed, all efforts will be made to locate these items with ground penetrating radar (GPR) and/or locating sondes, but results cannot be guaranteed. GPR is limited by high-conductivity materials such as clay, rocky, and salt contaminated soils. It also needs an open and flat area to conduct the survey. How deep and what utilities, UST's, voids, etc. you will see depends on these factors. Sandy and dry soils are ideal. All utilities located will be indicated on the ground with marking flags and/or paint as per the national color code.

- ODOT will prepare the following:
  - Section 106 Scoping Request Form
  - Level 1 Ecological Survey Report (Eco Exempt Form)
- Colerain Township will prepare the following, if required by ODOT:
  - Public meeting/hearing
  - R/W acquisition / appraisals / negotiations
  - ESA Phase I/Phase II/Remediation (pending RMR results)
  - Drinking Water Resources mapping
  - Noise study and/or air quality analysis
- This project is not expected to require an Underserved Populations Impact Analysis Report (UPIAR).
- ODOT and/or Colerain Township will perform project permitting, bid advertisement, bidding, award, and construction administration and inspection.
- A No-Rise Certification will not be required as part of Floodplain Coordination.
- Deep excavation is not required. Construction disturbance will be less than 1 acre.
- Permanent right-of-way acquisition is not required.
- Colerain Township's proprietary lighting products will be approved by ODOT Central Office via the online request process.

2.1.2 Additional Services:

In the event the Colerain Township requests additional services such as those described herein, they can be provided on an hourly rate basis in accordance with KZF's Rate Schedule. Additional services available would include:

- Traffic control and traffic engineering services
- Hydraulic study, stormwater study, and culvert/sewer design
- Construction administration or inspection
- Geotechnical investigation or engineering services
- Structural or bridge engineering services
- Architecture or building design services
- Signage and wayfinding design services
- Renderings of proposed improvements

Additional Services also may include programming, site evaluation and planning, environmental studies, telecommunications/data, security, measured drawings of existing conditions, coordination of separate contractors or independent consultants, detailed cost estimates, on-site project representation beyond requirements of a Service Order, value analysis, interior architectural design, tenant related services, preparation of record drawings, commissioning, sustainable project services, and any other services not otherwise included in this Service Order.

ARTICLE 3- DATE OF COMMENCEMENT AND SUSTANTIAL COMPLETION

3.1 Unless otherwise provided in an exhibit to this Service Order, Colerain Township's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

1. Commencement of construction date: n/a

2. Substantial Completion date: n/a

ARTICLE 4- COMPENSATION

4.1 For Basic Services described under Section 2.1.1, Colerain Township shall compensate the Consultant as follows:

1. Stipulated Sum: For the basic Scope of Services defined herein, KZF Design proposes a lump sum fee of $166,500 (ONE HUNDRED SIXTY-SIX THOUSAND FIVE HUNDRED DOLLARS) plus associated reimbursable expenses.

Survey, Utility, and Data Gathering	$ 34,500
Concept Design and Stage 1 Plans	$ 30,000
Stage 2 Plans	$ 92,500
Final Construction Plans	$ 9,500
Construction Phase Services	$ 0
Total	$166,500

If authorized tasks:	
RMR Assessment – limited to one (1) property	$ 6,300
Utility Determination – Level B (within roadway)	$ 30,000
Utility Determination – Level A (per location)	$ 500

4.2 For Additional Services described under Section 2.1.2 or in the Master Service Agreement, the Consultant shall be compensated in accordance with the Master Service Agreement unless otherwise set forth below:

n/a

4.3 For Reimbursable Expenses described in the Master Service Agreement, the Consultant shall be compensated in accordance with the Master Service Agreement unless otherwise set forth below:

Estimated Reimbursables: $3,000

4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by Colerain Township's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to Colerain Township's budget for the Cost of the Work:

ARTICLE 5- INSURANCE

5.1 Insurance shall be in accordance with section 3.3 of the Master Service Agreement, except as indicated below:

n/a

5.2 In addition to insurance requirements in the Master Service Agreement, the Consultant shall carry the following types of insurance.

n/a

ARTICLE 6- PARTY REPRESENTATIVES

6.1 Colerain Township identifies the following representative in accordance with Section 1.5 of the Master Service Agreement:

Mr. Geoff Milz
Colerain Township Administrator
4200 Springdale Road
Colerain Township, OH 45251

6.2 Consultant identifies the following representative in accordance with Section 1.7 of the Master Service Agreement:

Eric Anderson, Project Manager
KZF Design Inc.
700 Broadway Street
Cincinnati, OH 45202

ARTICLE 7- ATTACHMENTS AND EXHIBITS

7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

1. **Master Service Agreement Between Colerain Township and KZF Design Inc. for Services Provided Under Multiple Service Orders**

This Service Order entered into as of the day and year first written above.

COLERAIN TOWNSHIP	**KZF Design Inc.**
4200 Springdale Rd	700 Broadway St
Cincinnati, OH 45251	Cincinnati, OH 45202
(513) 385-7500	(513) 621-6211
By: _____	By: _____
Name: _____	Name: Doug Marsh
Title: _____	Title: EVP
Date: _____	Date: 12-2-2020

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Permit Township Administrator to Execute Agreement with Electrada for Electric Vehicle Charging Station at 4200 Springdale Road.

Recommend ADOPTION of the Motion.

Rationale:

At the September 8, 2020 meeting, the Board of Trustees authorized the Township Administrator to sign a letter of intent with Electrada to apply for a grant for electric vehicle charging stations at 4200 Springdale Road.

The award for this grant will be announced in late 2020/early 2021. In order to facilitate the installation of the charging stations, the Township will need to enter into the attached agreement. The installation and operation of these charging stations is at no cost to the Township, even if the Township is unsuccessful in securing the grant funding.

CHARGING SITE HOST AGREEMENT

THIS CHARGING SITE HOST AGREEMENT (this "**Agreement**") is made effective and entered into as of this ____ day of _____, 2020 (the "**Effective Date**"), by and between Colerain Township ("**Host**"), and ELECTRADA, LLC, an Ohio limited liability company ("**Electrada**"), under the following circumstances:

A. Host is the fee owner of certain real estate generally located as described on **Exhibit A** attached hereto and made a part hereof (the "**Property**").

B. Electrada is in the business of procuring, owning and operating electric vehicle charging and related infrastructure and providing electric vehicle charging and related energy and consumer services to customers, including, but not limited to, individual vehicle owners, commercial, industrial, residential and government entities (collectively, the "**Business**").

C. Electrada desires to lease a portion of the Property from Host consisting generally of parking and adjacent space, as such space is depicted on the Site Plan attached hereto as **Exhibit A-1** and made a part hereof (as depicted, the "**Premises**"), for the purpose of installing and operating hardware, communications, electrical conduit, metering, software, signage and related systems for electric vehicle charging (collectively, with all related utilities and equipment, the "**EVSE**"), all as generally shown on the Site Plan, in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the Property and mutual covenants and agreements contained herein, and in consideration of the Agreement payments provided in this Agreement, the parties agree as follows:

1. **Demise of Premises; Easements**.

(a) Lease of Premises. Host hereby leases to Electrada and Electrada hereby leases from Host, in accordance with the terms of this Agreement, the Premises. The lease of the Premises by Host to Electrada under this Agreement shall be on a rent-free basis in consideration of the mutual covenants and promises set forth in this Agreement. For purposes of this Agreement, the "Premises" shall be deemed to include certain easements and appurtenances adjoining and adjacent to the Property, highways, roads, streets and lanes, whether public or private, reasonably required for the maintenance, operation and service of sewer, water, gas, power, and other utility lines, and for driveways and approaches to and from abutting highways and roadways, for the use and benefit of the Property.

For purposes of this Agreement, the "Premises" shall not include any of the improvements, personal property, equipment, inventory, point of sale systems, infrastructure and any other trade fixtures and improvements related to Electrada's development and operation of the EVSE on the Premises, or any software and intangible property (including all data and software) used in connection with the operation of the EVSE on the Premises, all of which shall be and remain the sole property of Electrada.

(b) Easements. In the event it is determined necessary by agreement of the Parties, Host agrees to grant and convey to Electrada, its successors and assigns, for the benefit of the Premises during the Term (as hereinafter defined), a non-exclusive easement on, under, over and across, a portion of the Property for electrical utility lines and equipment and any other easements as reasonably necessary in order to provide electric vehicle charging and related services at the Premises as contemplated by this Agreement.

2. **Inspection Period; Records; Zoning and Permitting.**

(a) Inspection Period. Electrada's obligations under this Agreement are expressly contingent on Electrada's determination, on or prior to the date that is thirty (30) days after the Effective Date (the "**Inspection Period**"), that the Premises are satisfactory, in Electrada's sole discretion, for the use and development intended by Electrada under this Agreement. Host shall provide Electrada, its agents, employees and contractors with reasonable access to the Property for inspections Electrada deems appropriate in its sole discretion. Electrada shall indemnify Host against any loss, damage or claim incurred by Host resulting from Electrada's negligent actions or omissions in connection with such inspections. In the event that Electrada is not satisfied with its inspections, in its sole discretion, then Electrada may terminate this Agreement by providing written notice to Host on or before the expiration of the Inspection Period, in which event this Agreement shall terminate and neither party shall have any further rights or obligations hereunder. If Electrada does not wish to terminate this Agreement by the end of the Inspection Period, then Electrada shall provide written notice to Host that all contingencies set forth in this Section 2 are satisfied or waived (the date of such notice is referred to herein as the "**Satisfaction Date**"), in which event Electrada shall be entitled to take immediate possession of the Premises upon receipt of all necessary building permits.

(b) Records. Upon the Effective Date, Host shall deliver to Electrada copies of all due diligence materials related to the Premises to the extent such materials are in Host's possession or control and relate to the legal, engineering, safety or operations functions of the Business. The due diligence materials shall include, but are not limited to, all environmental site assessments, prior inspection reports, electric utility bills, electrical as-built drawings, prior surveys, easements, common area maintenance documents and other similar documents and/or agreements and as otherwise might be reasonably requested by Electrada.

(c) Zoning and Permitting. Host agrees, upon Electrada's request and at Electrada's sole cost, to cooperate with and join in any applications for zoning matters, building permits, certificates of occupancy, and all other applications for licenses, permits and approvals for which the signature of Host or the Premises' owner is required. Electrada shall be solely responsible for prosecuting such applications and obtaining any zoning, building permits, certificates of occupancy, and all other licenses, permits and approvals sought by Electrada in connection with this Agreement.

3. **Term**. Provided that Electrada fulfills the obligations outlined in Section 19 herein, the initial term of this Agreement shall commence on the Satisfaction Date and continue for a period of ten (10) calendar years (the "**Initial Term**"). Provided that Electrada shall not be in default of this Agreement beyond any applicable notice and cure period, Electrada and Host shall mutually determine, no later than three (3) months prior to the expiration of the Initial Term, whether to renew this Agreement for up to two (2) additional, successive periods of five (5) years each (each, a "**Renewal Term**" and collectively, the "**Renewal Terms**") by amending this Agreement for the Renewal Term. The Initial Term and any subsequent Renewal Term(s), as applicable, are collectively referred to in this Agreement as the "**Term**."

4. **Permitted Use**. Electrada shall use the Premises for the sole purpose of constructing and installing the EVSE and the development and operation of the EVSE in order to provide electric vehicular charging and related Business services to users of the Premises (the **"Permitted Use"**). Electrada shall not use or permit the use of the Premises for any use or purpose which would constitute a nuisance, be in violation of any statute, ordinance, regulation, directive, order or other lawful enactment or pronouncement of any Federal, State, Municipal, County or other lawful authority affecting the Premises, or make void or voidable any policy of insurance required hereunder. Electrada shall not commit or permit any waste, damage, disfigurement or injury to the Premises, or to the improvements from time to time thereon made

or fixtures or equipment located thereon. Host makes no (and does hereby expressly disclaim any) covenant, representation or warranty as to the Permitted Use being allowed by or being in compliance with any applicable laws, rules, ordinances or restrictive covenants now or hereafter affecting the Premises, Electrada hereby expressly acknowledging and agreeing that Electrada shall conduct and rely solely on its own due diligence and investigation with respect to the compliance of the Permitted Use with all such applicable laws, rules, ordinances and restrictive covenants and not on any such information provided by Host or any of its agents or employees.

5. **Charging Stations; Plans**. Except as otherwise set forth herein, Electrada shall be responsible for the costs and expenses of the initial construction and development of the EVSE on the Premises in accordance with the plans and specifications attached hereto as **Exhibit B** and made a part hereof (the "**Plans**"). Electrada shall construct and install the EVSE, or cause the EVSE to be constructed and installed by reputable contractors selected by Electrada and licensed in the state where the Premises is located, in a timely and good and workmanlike manner, and in accordance with all laws, codes, rules, regulations and ordinances and the Plans. Upon completing the EVSE as set forth in the Plans, Electrada shall have the right in its sole discretion to update, expand and otherwise modify the EVSE from time to time and to perform any work incidental thereto on the Premises, provided any such modifications to the EVSE is in accordance with the approved Plans. Any modifications to the Premises and EVSE which Electrada desires to make which is not in accordance with the Plans shall be approved by Host in writing, which approval may be withheld in the sole discretion of Host.

6. **Financial Structure, User, Host and Electrada Costs and Value Sharing**. Electrada and Host agree that the revenue, value-sharing, operating cost and fee structures and obligations are described in **Exhibit C** and related attachments, and incorporated herein by reference.

7. **Electric Consumption Costs, Metering and Settlement**. Electrada shall be responsible for payment of all charges, assessments and fees for all electricity consumed on the Premises during the Term, including but not limited to all electric consumption costs ("**Electric Consumption Costs")** of the EVSE charging stations on the Premises once placed into service. Electric Consumption Costs are defined as the sum of the variable monthly distribution delivery charge and the variable monthly supplier energy charge. Electric Consumption Costs will be calculated for settlement in one of the following two ways, as determined by the method of measurement, which method is in the sole discretion of Electrada:

(a) Where Electrada has installed utility metering or sub-metering for the EVSE on the Premises, including a unique utility meter identification and billing number, the Electric Consumption Costs, as defined above, as presented on the monthly utility bill;

(b) Where Electrada is unable to, or elects not to, install utility metering or submetering, Electric Consumption Costs shall be the product of a) the aggregate electrical consumption for the month for the EVSE on the Premises, as measured by the EVSE hardware and reported through the EVSE network software, and b) the sum of the i) current distribution delivery rate and ii) current supplier energy rate, each expressed as: $/KWh on the Host electric utility bill for the month.

(c) Within sixty (60) days of the end of the operating quarter, Electrada, in accordance with **Exhibit C**, will provide the Electric Consumption Costs to the Host for its records and settlement for the prior three (3) months, if any.

8. **Insurance**.

(a) Electrada Insurance. Electrada shall, during the Term of this Agreement and at Electrada's sole cost and expense, for the mutual benefit of Host and Electrada, maintain the following insurance on the Premises:

(i) Commercial General Liability insurance, reasonably equivalent to the latest filed and approved ISO CG 00 01 coverage form, with commercially reasonable endorsements, in an amount not less than one million dollars ($1,000,000) combined single limit for bodily injury and property damage per occurrence and two million dollars ($2,000,000) general aggregate. The policies shall include Host and its designees as an additional insured but only for the additional insured's vicarious liability arising out of the negligent acts or omissions of the insured party, its employees, agents or subcontractors.

(ii) Worker's Compensation insurance in accordance with applicable state law where the Premises is located.

(iii) Property and Business Interruption insurance, covering all real or personal property owned, leased or in its care, custody and control, for all risk of loss. Loss shall be valued on a replacement cost basis. All property shall be insured for 100% of the replacement cost.

Such insurance shall be written by companies qualified to conduct business in the State where the Premises is located either an admitted insurance carrier or a surplus lines insurance carrier and shall maintain an A. M. Best Financial rating or its equivalent of "A" or better. All policies of insurance required to be carried by Electrada shall be written in such form, and by such company or companies, as shall be reasonably acceptable to Host. Prior to the Satisfaction Date, the original policies, certified copies thereof or certificates of insurance, together with evidence of the payment of all premiums, shall be delivered to Host and Electrada respectively. Not less than thirty (30) days prior to the expiration of any policy, or prior to the due date of any premium of any then current policy, the insuring party shall deliver to the other party any necessary renewal policy, a certified copy thereof, or other evidence satisfactory to that party of the renewal of such insurance and of the payment of such premium. All such policies of insurance shall provide that the same cannot be canceled without at least thirty (30) days prior written notice to all insured loss payees, that the naming of a party as an additional insured shall not obligate such party to pay premiums or to give notice of loss or to any other similar conditions, and that any loss shall be payable notwithstanding any act or negligence of the primary insured which might otherwise result in a forfeiture of the insurance.

(b) Host Insurance. During the Term, Host shall maintain a standard fire and all risk insurance policy insuring the Property and shall maintain insurance on any personal property of Host stored on or about the Premises, in such amounts to be determined by Host in its reasonable discretion.

(c) Mutual Waiver of Subrogation. Neither Electrada nor Host shall be liable to any insurance company (by way of subrogation or otherwise) insuring the other party for any loss or damage to any building, structure or other tangible property, even though such loss or damage might have been occasioned by the negligence of such party, its agents or employees.

9. **Maintenance**. Electrada or a subcontractor shall, at Electrada's sole cost and expense, maintain the Premises in good order, condition and repair and shall be solely responsible for all maintenance, repairs and replacements, as necessary, of the EVSE. Notwithstanding the foregoing, Host shall, at its sole cost and expense, maintain the sidewalks, access drives and parking servicing the Premises, any utility systems servicing the Premises, and any landscaping on the Property surrounding the Premises in good working

order, condition and repair and shall be solely responsible for all maintenance, repairs and replacements, as necessary, of the same, provided that if repairs to such items are required due to the negligence or wrongful act of Electrada, its agents, employees or customers, Electrada shall make such repairs or Host shall make such repairs at Electrada's expense.

10. **Alterations**. After the initial construction and installation of the EVSE is completed pursuant to the Plans, Electrada may, at its sole cost and expense, make any reasonable governmentally approved alterations, improvements, additions or physical changes to the Premises consistent with the use of the Premises contemplated by this Agreement, as Electrada deems appropriate in its sole discretion, including, but not limited to, preparations for construction of the EVSE and any other improvements as determined by Electrada in its sole discretion (collectively, "**Alterations**"), without the need for approval or consent from Host but upon providing at least thirty (30) days advance notice to Host.

11. **Satisfaction of Liens**. Any claim to a lien upon the Property arising from any act or omission of Electrada or its authorized contractors shall be valid only against Electrada and shall in all respects be subordinate to the title and rights of Host in and to the Property. Electrada shall remove, by bond or otherwise, any lien or encumbrance filed against the Property arising out of the acts or omissions of Electrada or its contractors within ninety (90) days after Electrada has received written notice of the filing of the lien. In the alternative, Electrada may contest any such lien provided Electrada posts reasonable security for same with a title company or other third party and upon terms reasonably and mutually acceptable to the parties. If Electrada fails to do either of the foregoing, Host may, but need not, pay the amount necessary to discharge the lien or encumbrance without being responsible for making any investigation as to the validity thereof and the amount so paid shall be deemed additional rent reserved under this Agreement and shall be due and payable to Host immediately.

12. **Signage**. Electrada shall have the right, with Host's prior written consent, which may not be unreasonably withheld, to install, operate and remove, at Electrada's sole cost and expense, any sign or signs on the Premises provided such signage comply with applicable law. Notwithstanding the foregoing, Electrada shall have the right to install and operate the signage generally depicted on **Exhibit D,** attached hereto, which signage has been approved by Host. Electrada shall have the right to promote the existence and availability of EVSE on the Host's property via marketing materials and mobile applications, without the need for approval or consent from Host, but upon providing at least thirty (30) days advance notice to Host. Upon the expiration or earlier termination of this Agreement, Electrada shall remove any signage installed by it on the Premises and shall repair and restore any damage to the Premises caused by such installation and/or removal.

13. **Eminent Domain**. If all or any part of the Premises shall be taken, condemned or appropriated under power of eminent domain or by any competent authority for any public or quasi-public use or purpose, whether such taking, condemnation or appropriation be by agreement (*i.e.* negotiated settlement) or by suit, then this Agreement shall terminate as to the part so taken on the day when Electrada is required to yield possession thereof and Host shall, within ninety (90) days from the date Electrada is required to yield possession, make such repairs and alterations as may be reasonably necessary in order to restore the part of the Premises not so taken to useful condition. If Host fails to complete such repairs, alterations and restoration within said ninety (90) day period, then Electrada may elect to make or complete such repairs, alterations and restoration, and Host shall reimburse Electrada promptly upon demand for the reasonable costs thereof. Notwithstanding the foregoing, in the event the portion of the Premises not subject to the taking cannot be used for the purposes contemplated herein, as determined by Electrada in its sole discretion, then Electrada may terminate this Agreement by providing written notice to Host. In the event of any such taking or appropriation, Host shall be entitled to all judgments, awards or compensation paid on account thereof; provided, however, that Electrada shall be entitled to any separate award of

compensation made by any said governmental agency (or any division thereof) for loss of business, cost of removal of stock and fixtures and re-location costs and expenses (including, without limitation, increased rental) as well as the loss of its interest under this Agreement and the value of any unamortized investment Electrada has made in improvements or alterations to the Premises.

14. **Fire and Casualty**.

(a) In the event all or any portion of the Premises is damaged by fire or other casualty that is determined to have originated on the Property, but not as a result of the operation of the Business, Host shall repair and restore the damaged portion of the Premises to substantially the same condition prior to such casualty (exclusive of the repairs and restorations required to be made by Electrada as provided in Section 15(b) below) within one hundred-twenty (120) days after the date of such casualty. If Host fails to repair and restore the Premises within one hundred-twenty (120) days after the date of such casualty, then Electrada may elect to make or complete such repairs, alterations and restoration, and Host shall reimburse Electrada promptly upon demand for the reasonable costs thereof. Notwithstanding the foregoing, in the event the Premises cannot be restored within such one hundred-twenty (120) day period, as determined by Host in its sole discretion, then either Host or Electrada may terminate this Agreement by providing written notice to the other party.

(b) In the event that the Premises are damaged by fire or other casualty, unless this Agreement is otherwise terminated pursuant to the provisions of this Section 15, Electrada shall, at its sole cost and expense, forthwith repair and restore the EVSE and any other its furnishings, trade fixtures, equipment and contents therein and all improvements installed or constructed by Electrada.

15. **Right to Defend**. Electrada shall have the right to defend, appeal, challenge or otherwise contest, at its own expense and in its own name, or in the name of Host either on its own or using attorneys or consultants of its own choosing, after due notice to Host, to such extent as Electrada may deem necessary: (a) the application or validity of any legal requirement affecting the Premises; (b) any suits, actions or claims filed or made by any third party which may in the judgment of Electrada threaten any rights of Electrada relating to the Premises or in any way Electrada's possession or right of possession of the Premises; or (c) the assessment or levying of any taxes affecting the Premises, but nothing herein contained shall restrict Host, at Host's sole cost and expense, from defending, contesting or participating in the defense or contest of any such suit or action if in the reasonable judgment of Host the interests of Host shall so require. The provisions of this Section 16 shall survive the expiration or earlier termination of this Agreement.

16. **Termination**.

(a) In the event that Electrada is unable to use the Premises for the purposes contemplated herein due to any action or inaction from any applicable public agency, as determined in the sole discretion of Electrada, then Electrada may terminate this Agreement by providing written notice to Host, which termination shall be effective immediately upon delivery of such written notice.

(b) In the event that either party breaches this Agreement and such breach continues for a period of thirty (30) days after written notice is provided to the breaching party, the non-breaching party may immediately terminate this Agreement by providing written notice to the breaching party.

17. **Default**. Upon a breach of this Agreement, in addition to and cumulative of any other rights the non-breaching party may have at law and in equity, the non-breaching party shall have the right to any one or more of the following remedies:

(a) The non-breaching party shall have the right to terminate this Agreement subject to Section 17(b).

(b) The non-breaching party shall have the immediate right of re-entry to remove all of their persons and property from the Premises. In such case where Host is the breaching party, Electrada agrees to use commercially reasonable efforts and due care to remove EVSE and related property and Host hereby waives all claims of damage which may be caused to the Property in such event by Electrada's removal of the EVSE and its property.

(c) The prevailing party will be entitled to receive legal costs and charges, including counsel fees lawfully and reasonably incurred by the non-breaching party in litigation in enforcing the terms of this Agreement.

18. **Host Representations and Warranties**. Host represents and warrants to Electrada, the following:

(a) As of the Effective Date, Host owns marketable fee title to the Premises, free and clear of any liens, encumbrances, restrictions and violations (or claims and notices thereof), except as expressly provided to Electrada in writing prior to the Effective Date.

(b) Host agrees that it shall pay, as the same become due and payable, all taxes and assessments that are now levied or imposed upon the Property, or any part thereof, during the Term, with the exclusion of incremental income or sales taxes as may become due and payable by Electrada as a result of operating the Business on the Premises.

(c) No property within the Exclusive Area (as defined in Section 21 below), to the extent owned or controlled by Host or its affiliates, is or will be used for the Exclusive Use (as defined in Section 21 below).

(d) To the best of Host's knowledge, without further investigation, the Premises have not been used for the storage or disposal of Hazardous Materials (as hereinafter defined) and have not been contaminated by any Hazardous Materials, nor have the Premises been used at any time by any person as a landfill or disposal site for Hazardous Materials or for garbage, waste or refuse of any kind.

(e) To the best of Host's knowledge, without further investigation, the Premises are in full compliance with all Environmental Laws (as hereinafter defined).

For purposes of this Agreement, Hazardous Substances and Environmental Law shall be defined as follows:

"**Environment**" means any surface or groundwater, drinking water supply, soil, surface or subsurface strata or medium, or the ambient air.

"**Environmental Law**" means any applicable law, and any governmental order or binding agreement with any governmental authority relating to protection of the Environment or human health and safety (including worker health and safety), or handling of Hazardous Materials, including, without limitation, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended and the Resource Conservation and Recovery Act of 1976, as amended.

"Hazardous Materials" means any substance that is regulated pursuant to any Environmental Laws including any hazardous substances, wastes or materials, chemical substances

or mixtures, toxic chemicals, petroleum products or byproducts, asbestos, polychlorinated biphenyls, odor or radiation, and all other substances, wastes or materials for which liability or standards of conduct may be imposed under any Environmental Laws.

19. **Site EV Charging Capacity Obligation.** During the Term, Electrada shall maintain EVSE charging capacity at the Premises, as measured in KWh, that ranks in the top 25% of such site capacity as compared to similar properties (e.g. residential apartment communities) within a five-mile radius of the Property. Electrada shall, annually during the Term, provide a report that compares the EVSE charging capacity at the Property with EVSE charging capacity at similar properties within a ten-mile radius.

20. **Exclusive EV Charging Rights**. During the Term, Electrada shall have the first right to lease or otherwise provide the services of the Business on any portion of the Property to be leased or deemed by Host as useable for such purpose, whether now or hereafter owned or controlled by Host, any Affiliate (as defined below) of Host, and their successors and assigns (the "**Exclusive Use**"). Accordingly, Host shall not enter into any lease or other agreement, or otherwise consent to, allow or permit, the use and/or occupancy of by Electrada or occupant (other than Electrada) whose primary use under such lease or occupancy is the Exclusive Use, without the prior written consent of Electrada. Any such agreement between Host and Electrada shall be substantially on the same terms and conditions as set forth in this Agreement. For purposes of this Section 21, "**Affiliate**" shall be deemed to mean and include all affiliated entities of Host, all officers, directors, members and holders of a beneficial interest of fifty percent (50%) or more of the securities with voting rights of Host, and all officers, directors, members and holders of a beneficial interest of fifty percent (50%) or more of any entity, directly or indirectly, controlling, controlled by or under common control with Host.

If Host violates the Exclusive Use granted hereunder and is unable to cause such violation to be cured within thirty (30) days after written notice from Electrada, then Electrada shall have all rights and remedies available to Electrada under this Agreement or otherwise provided for at law or in equity, specifically including without limitation the right to injunctive relief (Host having acknowledged and agreed that Electrada may not have an adequate remedy at law in the event of Host's breach of the Exclusive Use) and/or the right to terminate this Agreement with no further obligations hereunder upon written notice from Electrada to Host, upon which Host shall pay a termination fee to Electrada equal to 2 times the cumulative amount invested by Electrada at the Premises.

21. **Right of First Refusal**. During the Term, Electrada shall have a right of first refusal to provide services of the Business, under terms substantially similar to those in this Agreement, on other properties owned by or premises controlled or managed by Host ("**ROFR**"). During the Term, if Host receives a bona fide offer to provide services substantially similar to or competitive with the Business from an unaffiliated third party (the "**Offer**"), Host shall send written notice to Electrada within ten (10) days after receipt of such Offer. The notice shall (i) identify the new property subject to the Offer and (ii) set forth all of the terms of the Offer. Within thirty (30) days after receipt of the Offer notice, Electrada shall reply by written notice either electing to provide the Services of the Business upon the same material terms as set forth in the Offer or rejecting the same. Failure to respond within such thirty (30) day period shall constitute a rejection of the Offer, and Host shall be free for a period of ninety (90) days thereafter to consummate its relationship with the third party identified in the Offer on the same terms contained in the Offer other than non-material changes that are not more favorable to the unaffiliated third party than those contained in the Offer; provided, however, that Electrada's ROFR under this Section 21 shall continue to apply in the event that Host does not timely complete the transaction pursuant to the Offer and to any future Offers that may be received by Host or its successor-in-interest.

22. **Indemnification**. Each of the parties will be responsible for their own negligence and/or wrongful acts.

23. **Capacity Attributes of Products**. Except as otherwise expressly permitted by this Agreement, Host hereby acknowledges and agrees that Electrada has exclusive ownership and control of the capacity and related energy and other attributes of the EVSE and any equipment, machinery, software and other products utilized by Electrada (collectively, the "**Products**"), for purposes of bidding the capacity into the capacity auctions or markets operated by PJM Interconnection LLC or any other regional transmission organization or similar entity, at Electrada's sole discretion. Host represents and warrants that it does not have an agreement with any other entity to commit the capacity attributes of the Products to any other entity and will not enter into such an agreement. Host shall make all reasonable efforts to assist Electrada in verifying the capacity resources associated with the Products, including, but not limited to, responding promptly to Electrada queries as to whether the Products are properly installed and operating. Except as set forth herein, Host shall have no claim to any revenues associated with the offering of capacity resources attached to the Products, and Host shall not be responsible for any costs or liabilities associated with the offering of said resources.

24. **Host's Right of Entry.** Electrada agrees to permit Host and the authorized representatives of Host to enter upon the Premises at all reasonable times for the purposes of inspecting the Premises and Electrada's compliance with this Agreement, and making any necessary repairs thereto; provided that, except in the case of an emergency, Host shall give Electrada reasonable prior notice of Host's intended entry upon the Premises. Nothing herein shall imply any duty upon the part of Host to do any work required of Electrada hereunder, and the performance thereof by Host shall not constitute a waiver of Electrada's default in failing to perform it. Host shall not be liable for inconvenience, annoyance, disturbance or other damage to Electrada by reason of making such repairs or the performance of such work in the Premises or on account of bringing materials, supplies and equipment into or through the Premises during the course thereof, and the obligations of Electrada under this Agreement shall not thereby be affected; provided, however, that Host shall use reasonable efforts not to disturb or otherwise interfere with Electrada's operations in the Premises in making such repairs or performing such work. Host also shall have the right to enter the Premises at all reasonable times to exhibit the Premises to any prospective purchaser, mortgagee or tenant thereof.

25. **Limitation of Liability.** Notwithstanding anything to the contrary contained in this Agreement, if Host fails to perform any of its obligations under this Agreement, and, as a consequence thereof, Electrada recovers a money judgment against Host, that judgment may be satisfied only out of the proceeds of sale received upon execution of the judgment against the right, title and interest of Host in the Property, and neither Host nor any of the partners, shareholders, officers, directors or employees of Host shall be liable for any deficiency. In no event shall Electrada have the right to levy its execution against any property of Host other than Host's interest in the Property.

26. **Waiver of Subrogation**. Notwithstanding anything in this Agreement to the contrary, Host and Electrada each hereby waive all rights of recovery, claim, action, or cause of action, against the other, its agents, officers, or employees, for any loss or damage that may occur by any cause which is required by this Agreement to be insured against under the insurance policies referred to in Section 8 or is otherwise insured against under an insurance policy maintained by the party suffering such loss or damage, regardless of cause or origin, including any negligence of the other party hereto and/or its agents, officers, or employees, and each party covenants that no insurer shall hold any right of subrogation against such other party.

27. **Quiet Enjoyment**. Upon observing and performing the covenants, agreements and conditions of this Agreement on its part to be kept, Electrada shall lawfully and quietly hold, occupy and enjoy the Property during the Term of this Agreement without hindrance or interference by Host or any person or persons claiming under Host.

28. **Surrender**. At the expiration or earlier termination of this Agreement, Electrada shall surrender the Premises to Host in as good condition as on the Commencement Date, excepting ordinary wear and tear and casualty and condemnation damage. Not later than the expiration or earlier termination of this Agreement, Electrada shall remove all of its improvements (including the EVSE), personal property and trade fixtures from the Premises (except for any underground utilities, which shall be clipped and abandoned), and Electrada shall repair any damage to the Premises caused by the removal of such items. If Electrada fails to remove its improvements, personal property and/or trade fixtures within thirty (30) days after the expiration or earlier termination of this Agreement, any such improvements, personal property and/or trade fixtures at the Premises shall be deemed abandoned and become the property of Host or may be removed by Host at the expense of Electrada.

29. **Assignment**. Electrada may assign this Agreement in its sole discretion upon providing at least thirty (30) days' advance written notice to Host. Upon any such assignment, Electrada shall have no further obligations under this Agreement.

30. **Notice**. All notices, demands and requests which may be or are required to be given by either party to the other, shall be in writing and shall be sent by (i) United States mail, registered or certified, return receipt requested, postage prepaid, or (ii) recognized overnight delivery service with receipted delivery, or (iii) by any other electronic means, with a confirmed delivery receipt, or (iv) hand delivery to the addresses set forth below:

Host: Colerain Township
Attn:Township Administrator
4200 Springdale Road
Cincinnati, OH 45251

With a Copy to: Assistant Administrator
4200 Springdale Road
Cincinnati, OH 45251
E-mail: coleraintwp@colerain.org

Electrada: Electrada, LLC
Attn: Irina Filippova, COO
_____
_____
Email:ifilippova@electrada.com

31. **Amendment**. This Agreement represents the entire agreement between Host and Electrada, and can be amended, modified or changed only by an instrument in writing executed by the then holders of the respective interests of Host and Electrada.

32. **Successors and Assigns**. This Agreement and the covenants and conditions set forth herein shall apply to and bind the heirs, successors, executors, administrators and assigns of all of the parties hereto.

33. **Sophisticated Parties; Authorization**. Each of the parties to this Agreement acknowledges and agrees that this Agreement was bargained for between sophisticated parties, this Agreement has been diligently reviewed and negotiated by each party and each party fully understands the terms herein, and each party has been represented by competent counsel. Accordingly, no presumption shall apply against either party with respect to the drafting of any provisions contained herein and any ambiguities shall not be construed against any party. Each signatory has full power and authority to execute this Agreement and all necessary action has been taken by each party to authorize the execution of this Agreement.

34. **Attorneys' Fees**. If either party commences an action against the other to enforce any of the terms of this Agreement or because of the breach by either party of any of the terms hereof, the losing or defaulting party shall pay to the prevailing party its reasonable attorneys' fees, costs and expenses incurred in connection with the prosecution or defense of such action. The term "prevailing party" means the party obtaining substantially the relief sought, whether by compromise, settlement or judgment.

35. **Quiet Enjoyment**. Host covenants and agrees that, provided Electrada shall not be in default of this Agreement beyond any applicable notice and cure period, Electrada shall peaceably and quietly hold, occupy and enjoy the Premises during the Term of this Agreement, subject to the terms and provisions of this Agreement. Any successor-in-interest to Host, including any lender or mortgage holder, shall be fully bound by the terms of this Agreement.

36. **Recording**. Each party agrees to execute and deliver to the other, within ten (10) days after written request, a memorandum or short form of this Agreement in recordable form, which memorandum or short form of this Agreement may be recorded by either party, at the recording party's expense. The memorandum or short form shall not contain any of the monetary terms of this Agreement.

37. **Time is of the Essence:** Time is of the essence in every particular of this Agreement including without limitation the obligations for the payment of all monies due hereunder.

38. **No Partnership**. This Agreement does not create any agency, partnership, employer/employee, joint venture or other relationship between Host and Electrada.

39. **Partial Invalidity**. If any term, covenant or condition of this Agreement or the application thereof to any part, person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such term, covenant or condition shall be valid and shall be enforced to the fullest extent permitted by law.

40. **Applicable Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Ohio.

41. **Corporate Authorization.** Each individual executing this Agreement on behalf of Host and of Electrada hereby represents and warrants that he or she is duly authorized to execute and deliver this Agreement and that Electrada is a duly organized corporation, limited liability company, association or partnership under the laws of the state of its incorporation or formation, is qualified to do business in the State of Ohio, is in good standing under the laws of the state of its incorporation or formation and the laws of the State of Ohio, has the power and authority to enter into this Agreement, and that all corporate or partnership action requisite to authorize Electrada to enter into this Agreement has been duly taken.

42. **Counterparts**. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and all of which shall constitute one agreement. Signatures delivered electronically (by

facsimile or electronic mail) shall be deemed originals for all intents and purposes. The signature of any party to any counterpart shall be deemed to be a signature to, and may be appended to, any other counterpart.

[Signature Page and Exhibits to Follow]

Host and Electrada have duly executed and entered into this Agreement as of the Effective Date.

HOST:

COLERAIN TOWNSHIP

By:_____
Name:_____
Title:_____

STATE OF OHIO)
) SS:
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by _____, the _____ of [HOST], on behalf of the [HOST ENTITY].

_____
Notary Public

ELECTRADA:

ELECTRADA, LLC,
an Ohio limited liability company

By:_____
Name:_____
Title:_____

STATE OF OHIO)
) SS:
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by _____, the _____ of Electrada, LLC, an Ohio limited liability company, on behalf of the limited liability company.

_____
Notary Public

EXHIBIT A

Property

EXHIBIT A-1

Site Plan of Premises

To be attached upon final completion of all engineering documents.

EXHIBIT B
EVSE Plans

To be attached upon selection of specific EVSE for the Property.

EXHIBIT C
Revenue, Costs and Value Share

1. **Revenue**. Electrada shall provide the services of the Business, via the EVSE and in accordance with the Service Level Agreement, to end-users to charge electric vehicles for a fee (the "**EVSE User Revenue**"). The EVSE User Revenue rates will be established by Electrada, and can be modified by Electrada, at any time, in Electrada's sole discretion. Electrada, through the EVSE network mobile application, will enroll electric vehicle charging customers and collect payment for electric vehicle charging services.

2. **Costs**. Electrada will bear all capital and operating costs of the Business, including, but not limited to, EVSE capital costs, engineering and implementation costs, electricity costs, network and communication fees, network transaction fees, support and maintenance costs.

3. For the first full year of operation, Host will not share in Revenue.

4. Commencing with the first anniversary of the EVSE in-service date and thereafter during the Term, Electrada shall share **Net Revenues** with Host as generated by the EVSE User Revenue, based on the **System Utilization Rate** (SUR) in the following manner:

a) **Net Revenues** for each quarter will be calculated as:

The aggregate of the EVSE User Revenue for the prior quarter, less a) the aggregate Electric Consumption Costs, as either 1) measured as in Section 7(a) and paid directly by Electrada or 2) measured as in Section 7(b) and paid by Electrada to Host, for the same quarter, and less b) directly attributable to EVSE network and communication fees, as well as network transaction fees as invoiced to Electrada for the quarter.

b) **System Utilization Rate (SUR)** for each quarter will be measured as the quotient of 1) the aggregate time of active EV charging at the Property and 2) the aggregate available In-service Hours of the EVSE at the Property, as defined on Exhibit E.

c) Host shall receive payment of the percentage of quarterly Net Revenues equivalent to the System Utilization Rate (SUR) for that quarter, as measured by the EVSE network management software.

Example: For the first quarter of the second year of operations, the EVSE network management software recorded 720 hours of total EV charging at the Property, out of a possible 4,320 In-service Hours of available EV charging (based on 2 electric vehicle charging ports). SUR for that quarter is 16.7%. Host will receive payment in the amount of 16.7% of Net Revenues for that quarter, as defined above.

- Quarter SUR: 16.7%
- Percentage of Net Revenue to Host: 16.7%
- Quarterly Net Revenue: $1,500
- Quarterly Net Revenue to Host: $250.50

5. **Licensing**. During the Term, in the absence of a Master Sponsor Agreement applicable to the Host, if Host elects to use its own brand assets, images, colors, trademarks and related indicia to promote the services of the Business, Host hereby grants to Electrada a non-exclusive, non-transferrable, revocable license to use the names, logos, trademarks, service names, trade names and other identifying indicia of Host attached hereto as **Exhibit C-1** and made a part hereof (the "**Trademarks**") for the purpose of

branding the EVSE used on the Premises. Electrada shall be permitted to use the Trademarks on signage at the Premises, on the EVSE, in advertising or other marketing communication materials related to the Premises, on web-sites, in social media, in video clips or other mediums, or for display on promotional items for the Premises. Host shall be responsible for payment to Electrada for all costs and expenses associated with the use of the Trademarks arising out of this subsection (a), including, but not limited to, the cost of branding the EVSE, within ten (10) days after receipt of an invoice from Electrada, together with supporting documentation evidencing such costs incurred.

EXHIBIT D

Signage

To be attached.

EXHIBIT E

SERVICE LEVEL AGREEMENT("SLA")

In connection with the Site Host Agreement, including all attached Exhibits (collectively, the "Agreement"), by and between Electrada, LLC, ("Electrada" or "Electrada") and [Colerain Township] ("Host"), Electrada shall provide Host with and agrees to the following service level requirements for the duration of the Term:

1. DEFINITIONS

1.1. "Business Hours" shall mean 8 a.m. to 5 p.m. ET Monday through Friday, excluding statutory holidays.
1.2. "Charging Service" shall mean the service enabling End Users to charge their electric vehicles by using an EVSE installed on the Premises.
1.3. "Intended Operating Hours" shall mean 12:00am until 11:59pm every day.
1.4. "In-service Hours" of a given period shall mean the total number of Intended Operating Hours minus the total Outage Hours of that period.
1.5. "Major Malfunction Event" shall mean a situation at a specific Host Site where there is only one EVSE and such EVSE is experiencing a Malfunction.
1.6. "Malfunction" shall mean a situation during which an EVSE cannot provide the Charging Service due to equipment breakdown, or due to a failure of the central management system. Malfunction excludes Charging Service interruptions due to power outages or power shutdown to the breaker serving the EVSE, scheduled maintenance, Host Site access restrictions, interruption resulting from a joint agreement from both Parties to intentionally suspend the Charging Service, or inabilities resulting from damages caused by an accident or vandalism.
1.7. "Minor Malfunction Event" shall mean a situation at a specific Host Site where one EVSE is experiencing a Malfunction, but where another EVSE installed at the same Host Site is still able to provide the Charging Service.
1.8. "Outage Hours" shall mean the total number of Intended Operating Hours during which a Charging Station is subject to a Malfunction.
1.9. "SAI" shall mean the Service Availability Index in a given period for a given EVSE or a group of EVSEs and shall refer to the percentage of time the EVSE(s) was (were) able to provide the Charging Service, and shall be calculated by dividing the total number of In-service Hours by the total number of Intended Operating Hours of that period.

2. SERVICE LEVELS

2.1. Electrada shall monitor EVSEs during Business Hours, for the purpose of monitoring operating conditions.
2.2. Electrada shall ensure to meet the following minimum SAI levels:
2.2.1. On the first day of each quarter, the SAI calculated over the previous two (2) quarters of each EVSE shall be 96.00% or higher.
2.3. Electrada shall prepare and provide to Host, no later than sixty (60) days following the end of the previous quarter, a quality of service report outlining the SAI calculated as per Section 2.2 of this Appendix.

2.4. In the event that Electrada does not meet the SAI levels defined in Section 2.2 of this SLA for two consecutive quarters, Electrada shall replace the EVSE(s) that is (are) directly related to not meeting the minimum SAI level(s).
2.5 In the event that Host reports to Electrada, or Electrada detects a physically unsafe or hazardous condition present due to the Malfunction of an EVSE, that, in the discretion of the Host, requires immediate attention, Electrada will dispatch a repair technician within 1 hour of the notice of such condition. In such an event, Electrada will de-energize and disconnect the EVSE from electrical service, pending the completion of the diagnostic, repair and reporting steps outlined in Sections 2.6 and 2.7 herein.
2.6. When an EVSE is subject to a Malfunction, Electrada shall: (i) make a first diagnosis of such Malfunction; (ii) notify Host at the time an issue is detected and provide an explanation of the problem and an estimate of the time it will take to repair the Malfunction; and (iii) proceed to repair within the following maximum repair delays:

2.6.1. When a Major Malfunction Event occurs that does not require a site visit to repair:

2.6.1.1. During Business Hours, repair shall take place within one (1) Business Day from the Malfunction identification.

2.6.1.2. Outside Business Hours, repair shall take place within two (2) Business Days from the identification of the Malfunction.

2.6.2. When a Major Malfunction Event occurs that does require a site visit to repair:

2.6.2.1. During or Outside Business Hours, repair shall take place within three (3) Business Days from Malfunction identification.

2.6.3. When a Minor Malfunction Event occurs, repair shall take place within five (5) Business Days from Malfunction identification.

2.7. Once a repair has been completed, Electrada shall provide Host with a follow-up report confirming the cause of the Malfunction and the actions taken to repair it.
2.8. For each Malfunction event, when Electrada fails to meet the repair delays specified in Section 2.6 of this document, Host shall be entitled to issue a default letter to Electrada within 30 days after the Malfunction was identified.
2.9. In the event that, during any given year of the Term, Host issues more two default letters to Electrada pursuant to Section 2.8 related to any individual EVSE, then it shall have the right to terminate the Site Host Agreement for that specific Site location.

3. SITE ACCESS AND NOTIFICATION

3.1 In the event that Electrada is required to provide routine scheduled on-site maintenance or upgrades, or to address EVSE Malfunctions or Minor Malfunctions not addressed in Section 2.5, Electrada shall:

3.1.1. Provide at least 4 hours' notice, during Business Hours, to the designated Host point of contact prior to arriving on-site to the Property;

3.1.2. Check in with the designated Host point of contact upon arrival to the Property;

3.1.3. Require technicians to conduct themselves in a safe, professional and courteous manner;

3.1.4. Check out with the designated Host point of contact upon departure from Property

4. END USER ONBOARDING AND SUPPORT

4.1 All End Users of the Charging Services provided by the EVSE will interact with the EVSE using the mobile application provided by the technology partner of Electrada. Upon installation and provisioning of the EVSE on the Premises, the following will be provided to End Users by Electrada:

4.1.1 An introductory informational packet, describing the Charging Services and the relationship between Electrada, its technology platform and Host. The information packet will be approved by the Host prior to distribution to End Users.

4.1.2. A "How-To" guide to assist End Users in accessing the mobile application, establishing an account and confirming successful sign-up.

4.1.3. A Troubleshooting guide to End Users on how to notify Electrada, via the mobile app or phone support, of a need for assistance in using the Charging Services, reporting a Malfunction or difficulty in accessing the Charging Services or to resolve a payment issue

Colerain Township Administration Building
4200 Springdale Road

LEGEND:

DUAL CHARGER PEDESTAL

PRIMARY ELECTRIC SERVICE

ELECTRICAL PATHWAY

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Appoint Trustee Unger as the representative to the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of Governments and Administrator Milz as the alternate

Recommend ADOPTION of the Motion.

Rationale:

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

ADMINISTRATION

Department: Administration

Department Head:

Resolution Adopting a Modified Telecommunication Policy

Recommend ADOPTION of the Resolution.

Rationale:

In conjunction with the modified job descriptions and organizational chart, the following change to the telecommunications policy is recommended:

- Change "Mechanic Tech" to "Fleet Mechanic II"

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the ____ day of _____, 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 A MODIFIED TELECOMMUNICATION POLICY

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

WHEREAS, Administration and all departments intend on following the direction set by the Trustees; and;

WHEREAS, the attached policy has been updated to reflect changes in the organizational chart; and;

WHEREAS, this policy will supersede all previous versions of any previously adopted Telecommunication Policy.

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

1. The attached Telecommunication Policy 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 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 _____, 2020.

BOARD OF TRUSTEES:

_____
Raj Rajagopal, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

_____
Lawrence E. Barbiere (0027106)
Scott Sollmann
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.

_____
Jeff Baker
Colerain Township Fiscal Officer

1.24 COLERAIN TOWNSHIP TELECOMMUNICATION POLICY

PURPOSE

Colerain Township provides telecommunication devices to help facilitate effective and efficient services to its residents and taxpayers. For the purpose of this policy, the term "telecommunication" describes all Township-owned communication devices including desk phones, cellular phones, and pagers. The devices are the property of the Township and their purpose is to facilitate Township business.

USE OF TELECOMMUNICATIONS

The Township-issued telecommunication equipment is intended for official business use. While occasional personal use is permitted, it must be responsible and it must be clearly incidental to business use. Employees must reimburse the Township for any costs associated with personal use of Township-issued telecommunication equipment.

1. Non-exempt employees who are issued Township cellular phones are required to carry the cellular phones while on duty. Calls placed on a Township issued cellular phone are intended for Township purposes. Employees should practice discretion when making personal calls. Employees may:
    a. Elect to accept a monthly stipend in lieu of carrying a Township issued cell phone. Employees accepting the monthly stipend are responsible for meeting credit requirements for their chosen carrier. Failure to meet those requirements will result in the employee being issued a Township cell phone and participating in the normal Township plan. Employees accepting the stipend are required to keep their account status up to date and be accessible by the Township on the provided number. Failure to be accessible by the Township will result in a forfeiture of the stipend amount and the employee being issued a Township cell phone and participating in the normal Township plan. Employees accepting the stipend are required to provide and maintain their own cellular equipment.

2. Exempt employees who are issued Township cellular phones are expected to carry the cellular phones with them at all times. Calls placed on a Township issued cellular phone are intended for Township purposes. Employees should practice discretion when making personal calls. Employees may:
    a. Elect to accept a taxable monthly stipend as the Township will not issue a cell phone. Employees accepting the monthly stipend are responsible for meeting credit requirements for their chosen carrier. Failure to meet those requirements will result in the employee being issued a Township cell phone and participating in the normal Township plan. Employees accepting the stipend are required to keep their account status up to date and be accessible by the Township on the provided number. Failure to be accessible by the Township will result in a forfeiture of the stipend amount and the employee being issued a

Township cell phone and participating in the normal Township plan. Employees accepting the stipend are required to provide and maintain their own cellular equipment.

DATA CONNECTIVITY SERVICE

1. Under some circumstances, employees who are issued Township cellular phones may be provided with a data connectivity account. Usage of the data connectivity account on Township issued telecommunication equipment is intended for Township purposes to enhance the employee's performance of their job function. Acceptance of a data connectivity circuit constitutes acceptance of the Township Computer Usage Policy for this telecommunications data connection. Employees may:
    a. Decline the addition of a data connectivity account to their telecommunication equipment.

STIPEND AMOUNT AND ELIGIBILITY

Eligible employees will be entitled to a monthly stipend in the amount delineated below, per job classification. This reimbursement will be included in the second payroll of each month. There are two potential stipend amounts for employees based on the following logic:

a. $60 per month: Employees who receive this stipend amount are expected to answer calls, texts, and emails on their phone and occasionally outside of general work hours.

b. $35 per month: The employees are expected to be available via phone call or text message during work hours and occasionally outside of work hours (for call ins due to snow emergencies or other events). While an employee may opt to still check and respond to emails outside of work hours, these employees are not expected or mandated to do so.

1. Eligible employees at the $60 per month level include:
    a. Township Administrator
    b. Township Assistant Administrator
    c. Fire Chief
    d. Police Chief
    e. Finance Director
    f. Public Services Director
    g. Planning and Zoning Director
    h. IT Director
    i. Police Lieutenants
    j. Public Information Officers
    k. Assistant Fire Chief
    l. Fire Battalion Chief
    m. Fire Division Chief
    n. Fire Inspectors
    o. Events Coordinator
    p. Fleet Manager

2. Eligible employees at the $35 per month level include:
    a. Roads Supervisor
    b. Parks Supervisor
    c. Maintenance Workers
    d. Code Enforcement Officer
    e. Seasonal Code Enforcement Officer
    f. Code Enforcement Specialist
    g. Police Sergeants
    h. Police Detectives
    i. School Resource Officers
    j. Fleet Mechanic II
    k. Fire Training Administrative Assistant
    l. Fire Captains
    m. Fire Lieutenant
    n. Facility Manager
    o. Missing Persons Scribe

REGULATIONS ON USE

1. While at work employees are expected to exercise the same discretion to limit personal calls whether using Township issued cellular phones, personal cellular phones or Township-owned desk phones. Excessive personal calls during the work hours, regardless of the phone used, is unacceptable.

2. Repeated non-compliance with this policy shall result in progressive discipline including, but not limited to, loss of stipend.

3. Employees should be aware that all communication involving Township business is subject to the Freedom of Information Act. Failure to produce business related records from their Township issued or personal device shall be considered a breach of the Township's Record Retention Policy and subject to disciplinary action.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the _____ day of December, 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. _____-20

RESOLUTION AUTHORIZING THE ADOPTION OF AMENDED APPROPRIATIONS FOR THE YEAR 2020

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

1. Authorize the Fiscal Officer to prepare and submit a schedule of Amended Permanent Appropriations for the year ending December 31, 2020 to the Hamilton County Budget Commission, as follows;

Fund	Description	Permanent Appropriations
2181	Zoning	$443,853.40
2272	Coronavirus Relief Fund- State	$2,496,018.03
2273	Coronavirus Relief Fund- Hamilton County	$603,447.45
2901	TIF- Kroger	$179,378.47

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 December, 2020.
BOARD OF TRUSTEES:

_____
Raj Rajagopal, Trustee

_____
Dan Unger, Trustee

_____
Matthew Wahlert, Trustee

ATTEST:

_____
Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

_____
Lawrence E. Barbiere (0027106)
Colerain Township Law Director
Scott A. Sollmann (0081467)
Colerain Township Asst. Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

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

_____
Jeff Baker
Colerain Township Fiscal Officer

ADMINISTRATION

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 PROPOSAL

Colerain Township, Hamilton

PRESENTED BY:

MARK RENSKE
CLIENT EXECUTIVE

KAREN MASON
CLIENT SERVICE MANAGER

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

hylant.com

Premium Summary

POLICY	2019/20 EXPIRING PREMIUM	2020/21 PROPOSED PREMIUM
Package	$208,542	$228,429
Agency Fee	$25,000	$25,000
TOTAL	**$228,940**	**$253,429**
*Advantage Credit		$3,655

GRAND TOTAL **$249,774**

OPTIONS

Coverage	Limit	Additional Premium
UM/UIM	$250,000	$4,248
UM/UIM	$500,000	$5,806
UM/UIM	$1,000,000	$7,647

Coverage	Limit	Deductible	Premium
Cyber	$250,000	$25,000	$2,028
Cyber	$250,000	$10,000	$2,551
Cyber	$250,000	$5,000	$3,061
Cyber	$500,000	$25,000	$3,266
Cyber	$500,000	$10,000	$4,083
Cyber	$500,000	$5,000	$4,898
Cyber	$1,000,000	$25,000	$4,083
Cyber (Current Limits)	$1,000,000	$10,000	$5,103
Cyber	$1,000,000	$5,000	$6,124

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Named Insureds and Schedule of Locations

NAMED INSURED: Colerain Township, Hamilton

SCHEDULE OF LOCATIONS:

LOCATION #	ADDRESS
1	4200 Springdale Rd., Cincinnati, OH 45251

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Exposure Comparison

UNDERWRITING INFORMATION	2019/2020	2020/2021
Total TIV	$29,339,893	$29,926,692
Schedule & Unscheduled Total Equipment	$2,319,445	$2,433,365

Automobile

- Actual Cash Value (All Other Vehicles) $2,896,542 $3,625,557
- Replacement Cost (Fire & Rescue Vehicles) $6,690,531 $6,960,531

Terrorism

- Blanket Building and Personal Property $29,926,692
    - 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 $220,687
2. Property/boiler values increased $586,799
3. Inland marine values increased $113,920
4. EDP values increased $5,572
5. Auto units increased 10
6. Auto cost new values increased $729,015
7. Number of law enforcement officers increased 2 PT, 2 certified auxiliary

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OHIO PLAN Risk Management, Inc

Entity Name: Colerain Township

SUMMARY OF COVERAGE

PROPERTY COVERAGE	LIMITS
Building and Personal Property	$29,926,692
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	$29,926,692
Deductibles	
Property Damage	$2,500
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	$1,181,360	$42,748	$ 0	RC	
1	2	Flagpole	3360 W. Galbraith Road	$ 0	$ 0	$ 0	RC	
1	3	Wayne Storage Building	3360 W. Galbraith Road	$12,824	$2,672	$ 0	RC	
2	1	Fire Station #102	11474 Colerain Avenue	$1,181,360	$31,587	$ 0	RC	
2	2	Flagpole	11474 Colerain Avenue	$ 0	$ 0	$ 0	RC	
3	1	Fire House	3251 Springdale Road	$2,361,276	$85,495		RC	
3	2	Flagpole	3251 Springdale Road	$ 0	$ 0	$ 0	RC	
3	3	Pre-Fab Storage Building	3251 Springdale Road	$3,207	$5,344	$ 0	RC	
4	1	Fire House #103	6000 Thompson Road	$1,181,360	$10,687	$ 0	RC	
4	2	Storage	6000 Thompson Road	$13,120	$4,275	$ 0	RC	
4	3	Storage	6000 Thompson Road	$15,677	$4,275	$ 0	RC	
4	4	Flagpole	6000 Thompson Road	$ 0	$ 0	$ 0	RC	
5	1	Fire House #109	2850 West Kemper Road	$2,169,925	$53,435	$ 0	RC	
5	2	Flagpole	2850 West Kemper Road	$ 0	$ 0	$ 0	RC	
6	1	Training Center	11865 Old Colerain Road	$1,771,318	$26,322	$ 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	$1,859,156	$213,739	$ 0	RC	
7	2	Storage-Garage	4300 Springdale Road	$19,347	$5,344	$ 0	RC	
7	3	Flagpole	4300 Springdale Road	$ 0	$ 0	$ 0	RC	
8	1	Government Facility	4200 Springdale Road	$5,741,690	$213,739	$ 0	RC	
8	2	Fire Training Tower	4200 Springdale Road	$943,866	$ 0	$ 0	RC	
8	3	Gazebo	4200 Springdale Road	$4,002	$ 0	$ 0	RC	
8	4	Flagpole	4200 Springdale Road	$ 0	$ 0	$ 0	RC	
9	1	Public Services Facility	4160 Springdale Road	$3,660,939	$160,304	$ 0	RC	
9	2	Pole Barn (Heritage Way)	4160 Springdale Road	$149,880	$53,435	$ 0	RC	
9	3	Storage Buildng (Heritage Way)	4160 Springdale Road	$109,408	$ 108	$ 0	RC	
9	4	Salt Storage (Heritage Way)	4160 Springdale Road	$391,378	$10,687	$ 0	RC	
9	5	Flagpole	4160 Springdale Road	$ 0	$ 0	$ 0	RC	
9	6	Fleet Maintenance	4160 Springdale Rd	$ 0	$789,675	$ 0	RC	
11	1	Northgate Mall Police Substation	9687 Colerain Avenue	$ 0	$26,718	$ 0	RC	
12	1	Northgage Mall Fire Substation	9501 Colerain Avenue	$ 0	$26,718	$ 0	RC	
13	1	90 Light Poles with Fixtures	Various (5 Locations)	$ 0	$ 0	$319,217	RC	
14	1	10 Ornamental Lights/Poles	Various (3 Locations)	$ 0	$ 0	$14,677	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	$504,679	$80,153	$ 0	RC	
15	3	Storage - Colerain Park	4725 Springdale Road	$8,783	$106,869		RC	
15	4	Shelter - Colerain Park	4275 Springdale Road	$40,584	$ 108	$ 0	RC	
15	5	Shelter - Colerain Park	4725 Springdale Road	$41,362	$ 108	$ 0	RC	
15	6	Shelter - Colerain Park	4725 Springdale Road	$41,362	$ 108	$ 0	RC	
15	7	Shelter - Colerain Park	4725 Springdale Road	$41,362	$ 108	$ 0	RC	
15	8	Restroom - Colerain Park	4725 Springdale Road	$56,149	$ 108	$ 0	RC	
15	9	Restroom - Colerain Park	4725 Springdale Road	$57,262	$ 108	$ 0	RC	
15	10	Restroom with Concession Stand - Colerain Park	4725 Springdale Road	$99,069	$1,069	$ 0	RC	
15	11	Maintenance Garage - Colerain Park	4725 Springdale Road	$41,362	$1,069	$ 0	RC	
15	12	Ampitheater - Colerain Park	4725 Springdale Road	$65,824	$ 0	$ 0	RC	
15	13	Boardwalk w/ Observation Deck - Colerain Park	4725 Springdale Road	$24,906	$ 0	$ 0	RC	
15	14	Playground Equipment - Colerain Park	4725 Springdale Road	$ 0	$ 0	$43,586	RC	
15	15	Fencing, Playground Equipment, Benches, Ball Field	4725 Springdale Road - Colerain Park	$ 0	$ 0	$144,543	RC	
16	1	Shelter - Clippard Park	3514 Bevis Lane	$41,306	$ 0	$ 0	RC	
16	2	Shelter - Clippard Park	3514 Bevis Lane	$41,306	$ 0	$ 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
16	3	Open Shelter (Large) - Clippard Park	3514 Bevis Lane	$47,144	$ 0	$ 0	RC	
16	4	Sprayground - Clippard Park	3514 Bevis Lane	$177,010	$ 0	$ 0	RC	
16	5	Playground Equipment, Fencing - Clippard Park	3514 Bevis Lane	$ 0	$ 0	$16,678	RC	
16	6	Playground - Clippard Park	3514 Bevis Lane	$353,907	$ 0	$ 0	RC	
16	7	Restrooms - Clippard Park	3514 Bevis Lane	$212,366	$ 108	$ 0	RC	
16	8	Restrooms - Clippard Park	3514 Bevis Lane	$212,366	$ 108	$ 0	RC	
16	9	Skatepark - Clippard Park	3514 Bevis Lane	$ 0	$ 0	$318,550	RC	
16	10	Round Shade Shelter - Clippard Park	3514 Bevis Lane	$4,781	$ 0	$ 0	RC	
16	11	Round Shade Shelter - Clippard Park	3514 Bevis Lane	$4,781	$ 0	$ 0	RC	
16	12	Square Shade Shelter - Clippard Park	3514 Bevis Lane	$5,894	$ 0	$ 0	RC	
16	13	Square Shade Shelter - Clippard Park	3514 Bevis Lane	$5,894	$ 0	$ 0	RC	
16	14	20 Picnic Tables - Clippard Park	3514 Bevis Lane	$ 0	$ 0	$13,564	RC	
16	15	2 Entry Signs - Clippard Park	3514 Bevis Lane	$ 0	$ 0	$7,005	RC	
16	16	Fencing, Benches, Signs, Lights, Poles	3514 Bevis Lane - Clippard Park	$ 0	$ 0	$58,929	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
16	17	4 Dugouts - Clippard Park	3514 Bevis Lane	$ 0	$ 0	$18,791	RC	
17	1	Restroom - Groesbeck Park	8296 Clara Avenue	$141,541	$1,069	$ 0	RC	
17	2	Vinyl Fencing - Groesbeck Park	8296 Clara Avenue	$ 0	$ 0	$53,036	RC	
17	3	Concession Stand - Groesbeck Park	8296 Clara Avenue	$50,590	$1,069	$ 0	RC	
17	4	Maintenance Pole Building - Groesbeck Park	8296 Clara Avenue	$33,244	$1,069	$ 0	RC	
17	5	Scoreboard, Dugouts, Playground Equipment	8296 Clara Avenue - Groesbeck Park	$ 0	$ 0	$121,194	RC	
18	1	Playground Equipment - Palm Park	3251 Springdale Road	$90,729	$ 0	$ 0	RC	
19	1	Playground Equipment - Skyline Park	8400 Pippen Road	$19,508	$ 0	$ 0	RC	
20	1	Playground Equipment - Dravo Park	9225 East Miami River Road	$13,009	$ 0	$ 0	RC	
21	1	Disc Golf, Picnic Tables, Signs, Fence, Misc Items	11405 East Miami River Road - Heritage Park	$ 0	$ 0	$766,412	RC	
21	2	Outhouse Shelter - Heritage Park	11405 East Miami River Road	$9,228	$ 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	$90,729	$ 0	$ 0	RC	
22	2	Garage - Wert Park	3460 West Galbraith Road	$24,017	$5,344	$ 0	RC	
23	1	Colerain Gateway Memorial Wall, Signage, Lighting	Southwest Corner Springdale/Colerain	$ 0	$ 0	$597,557	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
23	2	Decorative Brick Pavers	Southwest Corner Springdale/Colerain	$ 0	$ 0	$22,237	RC	
23	3	Decorative Lighting - 13 Poles	Southwest Corner Springdale/Colerain	$ 0	$ 0	$63,281	RC	
23	4	2 Park Benches, Litter Receptacles, Flagpole	Southwest Corner Springdale/Colerain	$ 0	$ 0	$8,406	RC	
TOTAL				**$25,373,147**	**$1,965,882**	**$2,587,663**		

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(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	$2,433,365
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	$257,449
Media and Data	$26,718
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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OHIO PLAN
Risk Management, Inc

Entity Name: Colerain Township

SPECIAL PROPERTY SCHEDULE

ITEM#	DESCRIPTION	SERIAL NO.	VALUE
1	Mobileview Body Camera (54) and Kiosk (1)		$39,541
2	TI Training Use of Froce Simulator		$29,923
3	1979 Dyna-Pac Vibrator Roller	0530	$11,756
4	1989 Case International Model 2200	5751	$18,168
5	1992 Case Loader/Backhoe M#580SR	9885	$26,718
7	Vermeer 1230 Chipper	0241	$16,030
8	Myers Snow Plow	9983	$3,740
9	Myers Snow Plow	9163	$3,740
10	Onan Generator	1591	$4,115
14	1998 Case Front End Loader	5823	$90,839
15	HP DesignJet T2530 PostScipt Multifunction printer	L2Y26A#B1K; C0C66A	$10,445
16	Zodiac 15' Inflatable Boat		$6,412
17	Bobcat M773	3942	$18,702
19	Exmark Zero Turn Mower – LZX	316641719	$7,792
22	Cub Cadet Mowers	40028	$1,603
23	Cub Cadet Mower	40098	$1,603
24	Cub Cadet Mower	60015	$1,603
25	JDE Gaator 6x4 Utility Vehicle	7509	$6,947
26	Rahn Field Groomer & Blade		$3,634
31	3-Hurst Combination Tools	4097	$5,344
32	3-Hurst Combination Tools	8498	$5,344
37	Thermal Imaging Cameras/T1 Model	T113131	$16,030
38	Thermal Imaging Cameras	46004	$16,030
39	Thermal Imaging Cameras/T4 Model	44901	$16,030
40	Thermal Imaging Cameras/TA Model	46019	$16,030

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ITEM#	DESCRIPTION	SERIAL NO.	VALUE
41	Thermal Imaging Cameras	52086	$16,030
42	Thermal Imaging Cameras	43351	$16,030
43	Thermal Imaging Cameras	52085	$16,030
44	Thermal Imaging Cameras	50875	$16,030
45	Thermal Imaging Cameras	35663	$16,030
45	2005 Gator	5556	$8,550
46	Thermal Imaging Cameras	3535	$16,030
47	1979 Trailer	1295	$4,275
49	Hurst Power Unit	4805	$4,916
50	2006 Homesteader Trailer/OK6603	1671	$5,130
51	2006 X-Mark Walk Behind Mower	V725	$9,297
52	2004 Utility Trailer	8508	$8,550
53	2006 Marathon HMT-4000 Hauler	2096	$16,030
54	80 Motorola Portable APX6000 w/ remote Microphone		$325,743
55	49 Motorola Mobile APX6500 Radios		$191,251
56	55 Motorola Mobile APX6000 700/800 Model 2.5 Rad		$186,693
57	2008 John Deere 4720 Tractor	4944	$26,718
62	Magnum Light Trailer	6596	$8,550
63	2007 Swenson 1106-1267 Spreader	1844	$4,692
64	2002 Goodroads 120 Snow Plow	0616	$10,687
65	2000 Gledhill 10LSR Snow Plos	1078	$5,984
66	1996 Gledhill 10LSRH Plows	7543	$3,793
67	1996 Gledhill 10LSRH Plows	6201	$3,793
68	1996 Gledhill 10LSRH Plows	4003	$3,793
69	Gledhill 10 LSRH Snow Plow	1428	$3,793
70	2002 Brine Manufacturing ABS-1500		$4,702
71	2005 Caterpillar GP30K Fork Lift	5338	$12,824
72	Snoway Snow Plow	2514	$5,557
73	2002 Goodroads Snow Plow	0460	$11,222

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ITEM#	DESCRIPTION	SERIAL NO.	VALUE
74	2003 Anti-Icing System		$11,275
75	2010 John Deere 6x4 Gator	0479	$8,870
76	2010 Exmark 60" Mower		$7,375
77	2008 Vermeer BC1000XL Chipper	1113	$25,970
78	2008 Snowdogg EX85 Snow Plow		$3,687
79	2008 Woods Batwing Mower	3409	$10,419
80	2008 Woods Side Mower	4901	$3,955
81	2008 Exmark 72" Mower	6784	$7,909
82	2008 Exmark 72" Mower	2125	$7,909
83	2008 John Deere 4x2 Gator	5556	$6,252
84	1989 Case International Trailer	7551	$6,306
85	2010 Scap 60" Mower	5451	$6,252
86	2011 John Deere 6x4 Gator	6010	$6,733
87	MPH Speed Trailer		$10,687
88	Ultra Interactive Driving Simulator		$12,824
89	2009 Meyer Snow Plow	9401	$4,810
91	Honda Boat Motor 50 HP	1819	$8,015
95	Zodiac MK 111 GR Boat	MS008	$9,932
96	2012 Nboat Trailer	1026	$1,603
97	2001 Boat Trailer	7401	$1,603
98	Warren Plow		$3,100
99	Warren Spreader		$4,275
100	CRAFCO Supershot Tar Machine		$19,772
101	Western Plow		$3,046
102	Warren Spreader		$4,168
103	Hustler Super 104 Mower	3576	$21,107
104	Achilles SG-140 Rescue Boat	J415	$7,482
106	Honda 30 HP Boat Motor - BF3-DL, RTA	1053	$5,130
107	Cub Cadet Mower - Station 25	60082	$1,603

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ITEM#	DESCRIPTION	SERIAL NO.	VALUE
108	Cub Cadet Mower - Station 109	60086	$1,603
109	JAMAR Black Cat Speed Measuring Device		$4,318
110	“Total Station” Traffic Crash Investigation Tool		$26,322
111	2017 Caterpillar Excavator	308E2CF2 0FJX08657	$115,857
112	75 SCBA Packs @$5,900 each		$451,350
113	43 SCBA Bottles @$728 each		$31,930
114	37 SCBA Mask @$872 each		$32,909
115	Eforce S44-SL Spreader 2.0	1904ES181	$9,843
116	C236-SL2 Cutter	1904ES341	$9,843
117	Eforce 21-36" Ram 2.0	1904ES573	$7,803
118	Eforce Ram Kit W/12		$1,275
119	Eforce 110 Volt AC Adapter		$1,015
120	Eforce S53 Spreader 2.0	1901ES453	$10,047
121	C236-SL2 Cutter 2.0	1902ES273	$9,843
122	Eforce 31 Ram 2.0	1905CR3102	$8,058
123	Eforce 110 Volt AC Adapter		$1,015
124	Mach 3 Outlaw Honda 6.5	1902MO621	$6,687
125	S53-XL Spreader	1809MH125	$8,058
126	C365 Cutter	MH5121904	$7,293
127	41 Push-Pull NFPA Ram	1903RM4103	$2,984
128	Deluxe Ram Accessory Kit		$1,530
129	2019 John Deere Gator/G1	1M0825EATKM020187	$13,877
130	2014 John Deer Gator/G4	1M04X2XDTEM109102	
131	2011 Exmark/M2		$10,000
132	2019 Exmark/M2	404399888	$10,000
133	2018 Exmark/M4	402249039	$11,268
134	2020 Exmark/M5	404684359	$11,839
135	2020 Exmark/M6	407040574	$11,839
136	2020 Ventrac 4500Z/M10	4500ZAJ11192	$42,048

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TOTAL	**$2,433,365**

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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	0
Street & Roads - Miles	No		115
Transportation Regular Route Pickup	No		1

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OHIO PLAN
Risk Management, Inc

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
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
20		2005	International Truck	6317	$46,291		Streets	$500	$500
21		2005	International Truck	6318	$46,291		Streets	$500	$500
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

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACE-MENT COST	DEPT	COMP DED.	COLL DED.
26		2001	Dodge Durango	34	$2,900		Fire	$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
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 Command Vehicle	4755	$54,000		Fire	$500	$500
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

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACE-MENT COST	DEPT	COMP DED.	COLL DED.
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
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	2884		$300,000	Fire	$500	$500

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACE-MENT COST	DEPT	COMP DED.	COLL DED.
			One						
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
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

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACE-MENT COST	DEPT	COMP DED.	COLL DED.
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
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		$34,215		Water	$500	$500

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VEH#	INV#	YEAR	DESCRIPTION	VIN#	COST NEW	REPLACE-MENT COST	DEPT	COMP DED.	COLL DED.
			Super Cab						
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
145		2019	International Dump Truck with Swap Loader		$186,428		Other	$500	$500
146		2020	Ford Explorer	3589	$41,787		Police	$500	$500
147		2020	Ford Explorer	3590	$41,787		Police	$500	$500
148		2020	Ford Explorer	3591	$41,787		Police	$500	$500
149		2020	Ford Explorer	3592	$41,787		Police	$500	$500
150		2020	Ford Explorer	3588	$41,787		Police	$500	$500
151		2020	Ford F-350 Dump Bed		$63,000		Parks & Recreation	$500	$500
152		2020	Ford F-450		$120,000		Planning and Zoning	$500	$500
153		2020	Ford Explorer	8424	$48,000		Police	$500	$500
154		2020	Ford Explorer	8425	$48,000		Police	$500	$500
155		2020	Ford Explorer	8426	$48,000		Police	$500	$500
156		2020	Ford Explorer	8427	$48,000		Police	$500	$500
157		2020	Ford Explorer	8428	$48,000		Police	$500	$500
158		2020	Ford Explorer	8429	$48,000		Police	$500	$500
159		2009	Ford F350		$40,227		Streets	$500	$500
TOTAL					$3,625,557	$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
Business Interruption – Each Event	Not Covered
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
Business Interruption	Not Covered

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, 2020 to November 1, 2021

Property

Building and Personal Property	$33,173,251(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.

COMMUNICABLE DISEASE EXCLUSION

This policy contains a communicable disease exclusion which excludes all liability, loss, injury or damage arising out of or contributed to or in connection with a communicable disease or fear or threat of a communicable disease. Please review your policy language fully to determine the extent of coverage.

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Entity Name: Colerain Township

PREMIUM SUMMARY

COVERAGE	PREMIUM
Package	$228,429
Ohio Plan Advantage Premium Contribution -or-	$3,655
Ohio Plan Safety Allowance	$ 0
Total Annual Premium	**$224,774**

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 – 43 = Advantage Loss Ratio Points)	17
Risk Management Points (Up to 40 points)	40
Advantage Potential Premium Contribution	$6,412
Advantage Final Premium Contribution	$3,655
Eligible	Yes

OPTIONS

NOTES

- Premium includes Ohio Plan's risk management services.

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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
161.00	$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

CONSENT ITEMS

Department: Fire

Department Head: Allen Walls, Fire Chief

New Hire - Full-Time Firefighters - Department of Fire & EMS

Recommend approval of all consent items.

Rationale:

This consent agenda item would conditionally promote and hire part-time employees as full-time employees:

• Firefighter EMT Tyler Humphries as a full-time employee.

• Firefighter EMT Morgan Mason as a full-time employee.

• Firefighter EMT Owen Schneider as a full-time employee.

The request to promote and hire Firefighter EMT Humphries, Mason, and Schneider are to fill the "full-time" vacancies that were created by the retirement of Firefighter Paramedic Jerome Robinson and Chief of Department Frank W. Cook along with the voluntary separation of Firefighter Paramedic Kelsie Allen.

In accordance with the Local 3915 Collective Bargaining Agreement (CBA), the annual salary for Firefighter EMT Humphries, Mason, and Schneider is: $47,733.00 during the first full year of employment, and will be contingent upon successful completion of all applicable pre-employment evaluations and procedures. Their start date will be effective as soon as possible after Sunday, December 12, 2020, following compliance of the aforementioned conditions with a one-year probationary period.

CONSENT ITEMS

Department: Fire

Department Head: Allen Walls, Fire Chief

New Hire - Part-Time Firefighter Emergency Medical Technicians - Department of Fire & EMS

Recommend approval of all consent items.

Request authorization to conditionally hire the following candidates as part-time fire department employees at the specified hourly pay rate of $14.50 per hour:

• Brendan Blair – Firefighter EMT

• Albert Freytag – Firefighter EMT

Rationale:

The recommended candidates are being requested to fill vacant part-time firefighter EMT positions. The candidates hiring will be contingent upon successful completion of all applicable pre-employment evaluations and procedures. The candidates start date will be effective as soon as possible after Sunday, December 12th, 2020, following compliance of the aforementioned conditions with a one-year probationary period.

CONSENT ITEMS

Department: Fire

Department Head: Allen Walls, Fire Chief

Donation Acceptance - Department of Fire & EMS - $1000

Recommend approval of all consent items.

Rationale:

Colerain Township Fire and EMS is grateful for a $1000.00 donation from Home Depot for the use of tools and equipment for Colerain Fire & EMS.

CONSENT ITEMS

Department: Fire

Department Head: Mark Denney, Police Chief

Donation Acceptance - Police Department - $300

Recommend approval of all consent items.

Rationale:

Colerain Township Police Department is grateful for a $300.00 donation from Trustee Matt Wahlert in appreciation for their work.

CONSENT ITEMS

Department: Fire

Department Head: Mark Denney, Police Chief

Donation Acceptance - Department of Fire & EMS - $300

Recommend approval of all consent items.

Rationale:

Colerain Township Department of Fire & EMS is grateful for a $300.00 donation from Trustee Matt Wahlert in appreciation for their work.