

RECORD OF PROCEEDINGS

Minutes of the Employee Benefits Committee Meeting

Held on July 15th, 2024



EMPLOYEE BENEFITS COMMITTEE Village of West Jefferson Council

MINUTES

July 15th, 2024

CALL TO ORDER

Chairperson Jimmy Little called the Employee Benefits Committee Meeting to Order at 5:46 P.M.

ROLL CALL

Council Members: Jimmy Little, and Samantha Cahill.
Erica Bogner was unable to attend.

Quorum Declare: 2 present, 1 absent.

Also in attendance: Director of Finance, Rebecca Shipley-Arnott; Chief of Police, Brandon Smith; and Clerk of Council, Tisha Edwards.

APPROVAL OF AGENDA AND MINUTES:

Motion to Adopt the Agenda moved by Jimmy Little and seconded by Samantha Cahill.

All in Favor

The Minutes from the April 1st, 2024 Employee Benefits Committee meeting were approved at the May 20th, 2024 Regular meeting of Council.

OLD BUSINESS: None

NEW BUSINESS:

RESOLUTION 24-055, APPROVING THE JOB DESCRIPTION OF AN HOURLY POSITION OF DETECTIVE LIEUTENANT WITHIN THE DEPARTMENT OF POLICE & SETTING THE SALARY.

WHEREAS, Council has created the position of Detective Lieutenant; and

WHEREAS, a job description has been created for said position (attached) and the rate of pay needs to be established and added to the 2024 Employee Pay Scale;

NOW THEREFORE, BE IT ORDAINED, by the Council, Village of West Jefferson, County of Madison, State of Ohio, with a majority of duly elected members thereof concurring as follows:

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SECTION I: Council hereby revises the 2024 Employee Pay Scale (attached) by adding the position of Detective Lieutenant.

SECTION II: Council hereby sets the salary as follows:

Start	1-year	2-year	3-year	4-year	5-year
\$34.64	\$36.19	\$37.82	\$39.52	\$41.30	\$43.16

SECTION III: This Resolution shall take effect at the earliest period of time allowed by law.

Discussion/Deliberations: Chief Brandon Smith began the discussion by stating that the Detective Lieutenant position existed in the past for several decades. In 2018, Detective Lieutenant McNeil retired from the Detective Bureau. This position was never filled until 2023 when Chief Smith was named Detective Lieutenant. Prior to this, the primary function of the position was to assure that the proper supervision was in place for anything that happens within the Bureau. Many times, when large crime scenes happen whether it's a death investigation or a shooting, anything that requires multiple agencies coming together should have appropriate leadership at the scene. This ensures that if they are out of jurisdiction, they may have to establish search warrant or things of that nature. Good leadership assures the integrity of the investigation. Council member Samantha Cahill asked if the Village currently has two Detectives. Chief Smith stated that yes, there are two. She then asked if this means that one of the two will assume this position? Chief Smith stated yes that Detective Casey Conley would assume this position. Detective Conley has been taking on background investigation, property room management, investigations and essentially training our new Detective. Chief Smith stated, do not get him wrong that fortunately Detective Teders has adapted well to the role and is picking up as required but Detective Conley is serving many tasks to make sure that all of those things are falling into place as they should be. There are many reasons for the role, but the primary is to assure that there is an appropriate supervisor on staff. Chairperson, Jimmy Little asked Chief Smith if he had any thoughts of bringing on another Detective in the Village. Chairperson Little stated that he did not think this would be necessary due to no growth and actual decline in size of West Jefferson. Chief Smith stated that two is sufficient in our Village. Chief Smith stated the only other position within their Department they will be adding is another Officer and then they will be fully staffed. The Detective Lieutenant will be responsible for doing the background check on the new Officers. Chairperson Little asked what the cost increase would be to the Village. Finance Director, Rebecca Shipley-Arnott stated that since Detective Conley is already employed here and takes the insurance it will be \$2.12 an hour more which will be about \$4,400 per year, \$5,500.00 with benefits. Council member Samantha Cahill asked how many years of service time Detective Conley currently has. Chief Smith stated 20 years.

Motion to recommend to Council by Samantha Cahill and seconded by Jimmy Little.

Roll call: Jimmy Little and Samantha Cahill. Carried 2-0.

Motion to Adjourn by Chairperson Jimmy Little at 5:56 pm. Motion moved by Jimmy Little and seconded by Samantha Cahill.

All in favor.

Tisha Edwards 8/6/24
Clerk of Council Date

Jimmy Little 8/5/24
Chairperson Date

Village of West Jefferson Job Description / Duties

Administrative Information			
Job Title: Detective Lieutenant		Job Number:	Date: 8/1/24
FLSA: Exempt Nonexempt X	Civil Service: Unclassified Classified	Type Employment: Fulltime X Permanent PT	Part-time (PT) Seasonal

Job Description	
1	<p>Nature of Work:</p> <p>Conducts and coordinates criminal investigations to reconstruct and solve crimes committed within the Village of West Jefferson. Supervises the bureau of Detectives. Provides supervision of Patrol Officers in performance of job duties and responsibilities as directed in absence of Lieutenant and Patrol Sergeant. Supervises Detectives, Patrol Officers, Patrol Sergeant, and Lieutenant specifically at crime scenes as assigned to help investigate cases. Compiles evidence, testimony, and other documentation to assist in prosecuting alleged criminals.</p>
2.	<p>Essential Functions:</p> <ul style="list-style-type: none">• Conducts and coordinates criminal investigations. Supervises Detectives, Patrol Officers and Patrol Sergeant as assigned to help investigate cases. Monitors and directs operations to ensure compliance with departmental policy, accepted investigatory methods and standards and governing regulatory requirements.• Develops investigation procedures, consistent with departmental policy. Leads meetings to relay and implement new policy, procedure and operational changes, and to discuss work direction, problems and concerns. Confers with Police Chief in making recommendations and input into development departmental policy and goals.• Participates in pre-employment interviews and provides input into selection of new staff. Recommends promotions, monitors employee performance, listens to and resolves employee complaints and work problems, and handles other personnel matters. Administers and interprets personnel and operational policies. Disciplines employees up to and including verbal and written reprimands, and recommends suspensions to Police Chief. Recommends discharges to Police Chief, subject to approval by the Mayor. Provides factual information and documentation to use as a basis for substantiating pending disciplines cases. Considers and approves or disapproves sick leave, vacation and overtime requests as requested by Chief of Police.• Maintains responsibility for all departmental records related to Investigations and Firearms Training and Qualifications. Ensures police logs, case reports, and other records and documentation is maintained in accordance with requirements and departmental policy.• Monitors Village 911 system for investigations and reports problems to telephone company representatives to initiate repair. Works with County 911 Coordinator to resolve problems and coordinate activities as directed by the Chief of Police.

	<ul style="list-style-type: none">• Completes crime prevention program planning and reports to Chief of Police. Compiles required crime data and prepares reports for submission to be used in determining and establishing crime statistics with the Chief of Police.• Handles difficult or critical complaints from the general public and others regarding Investigation Division. Analyzes the nature of complaint, identifies problems and resolves appropriately as directed by the Chief of Police.• Monitors division training needs. Plans and implements training programs as necessary to ensure Patrol Officers and others remain current in application of law enforcement methods and other requirements pertinent to their jobs. Presents in-house training sessions, and arranges and coordinates training by outside agencies.• Investigates reported law violations such as murders, rape, burglaries, arson, bad checks and other crimes committed within the Village. Interviews victims and witnesses, interrogates suspects, lifts fingerprints, takes photographs and compiles/preserves other evidence necessary to solve crime.• Locates suspects, observes behavior, makes arrests and obtains statements of accused.• Gathers, analyzes and interprets data obtained from investigation to formulate viable conclusions from available evidence.• Organizes and supervises the agency's crime prevention program. Responsible for assigning zone watches. Plans crime prevention operations in higher crime areas. Makes appropriate recommendations to reduce crime through increases in road patrol manpower, placement of special burglar alarms, etc.• Plans and conducts drug investigations to control trafficking of illegal drugs within Village. Infiltrates drug culture to obtain needed information, observes persons suspected of involvement in covert and overt drug related activities, transacts drug buys, makes arrests, etc.• Develops necessary criteria for issuance of search warrants by establishing probable cause. Executes warrant and collects evidence.• Serves in the absence of the Police Chief, as directed by the Chief of Police.• Maintains responsibility for property room to preserve evidence and maintain required documentation. Secures, tags and check out evidence. Disposes of evidence in accordance with requirements and court orders.• Maintains records and prepares detailed reports regarding investigation proceedings.• Testifies in court to assist in prosecuting criminal cases. Presents relevant facts and evidence to Prosecuting Attorney.• Utilizes various types of equipment to assist in conduct of investigation. Utilizes body wire, microscope, camera, fingerprinting equipment, tape recorder and other crime laboratory equipment.• Speaks before public organizations regarding crime prevention, drugs and other related subject areas.• Performs duties and responsibilities of Patrol Officer as scheduled. Responds to crimes in progress, issues citations, handles disturbances, and performs other law enforcement duties.
3.	<i>Minimum Qualifications/Requirements:</i>
3a	<i>Education:</i> High School Diploma, GED or equivalent.

	3b	Experience: <ul style="list-style-type: none"> • Prior successful work experience in law enforcement management. • An appropriate combination of education, training, and experience may qualify an applicant for this position.
	3c	Professional Licensing Requirements: <ul style="list-style-type: none"> • Certification from Basic Police Officer Training School • Firearm Certification * • LEADS Certification or the ability to get certified. • First Line Supervision and Crime Prevention Certifications.
	3d	Other: <ul style="list-style-type: none"> • Computer skills and knowledge of basic software packages, such as Microsoft Word, Excel, and Outlook. • Valid Ohio driver's license with good driving record. • A criminal and financial background check may be required. • Successful completion of department training program
	4.	Supervision:
	4a	Received:
	4b	Exercised: Patrol Officers and Sergeant as assigned to help investigate cases
	5.	Knowledge, Skills, and Abilities (KSAs): <ul style="list-style-type: none"> • Knowledge of: Supervisory Principles; Crime scene analysis; Investigation methods and procedures; Fingerprinting methods; Evidence collection and preservation methods; Interviewing techniques; Federal, State and Local Laws; Crime prevention methods; Drug investigation procedures, methods, techniques and laws; Street Drugs; Acceptable criteria for issuing search warrants; Police Officer training methods; Law enforcement procedures and methods; Criminology; Arrest procedures; Law enforcement safety procedures; Use of weapons; Public relations; Standard court procedures; Basic mathematical principles. • Skill in: Listening and observation; Operation of crime laboratory equipment; Safe and effective use of firearms and other weapons; Safe operation of motor vehicle at high speeds; Use of crime laboratory equipment and instruments, body wire, camera; Fingerprinting equipment, tape recorder, and other investigative equipment; Use of breath testing instruments, radar units, and other police equipment; CPR; First Aid; Preserving evidence. • Ability to: Apply supervisory principles to practical work situations; Compile criminal evidence, analyze data restructure crime, and formulate viable conclusions; Analyze high crime area causes and recommend viable conclusions; Demonstrate good observation skills; React with sound judgement and courage; Remain calm and objective, independently analyze situations and quickly identify appropriate actions; Maintain composure and professionalism in stressful situations; Communicate effectively in both oral and written form; Promote good relations with the general public; Prepare accident and incident reports; Main accurate records and documentation; Resolve complaints from

		citizens; develop and maintain effective working relationships with associates, victims, witnesses, informants, Court Judges, attorneys, Prosecutor, Mental Health and hospital personnel, juvenile court officials and general public; Maintain confidentiality of confidential and sensitive subject matter; Occasionally endure vigorous physical activity for variable lengths of time; Discern between emergency and non-emergency situations, circumstances, requests, and calls for service, in the interest of initiating and applying appropriate levels of response, in accordance with established protocol; Multitask, coordinate simultaneous mental, manual and visual activities in a fast-paced environment using multiple pieces of technology and software applications; Work with a diverse population and the general public and be willing to work any shift, weekend, and holidays, and perform on-call and respond to after-hour emergencies; Proficient in computer skills with the ability to enter and verify information with accuracy; Interpret a variety of instructions furnished in written, oral, diagram, or schedule form; Operate Crime Lab Equipment and instruments, body wire, cameras, fingerprinting equipment, tape recorder and other investigative equipment; Maintain confidentiality of confidential and sensitive subject matter.
6.	Working Conditions:	
6a	Physical Demands:	<ul style="list-style-type: none">• While performing the functions of this position, the employee frequently sits for extended periods of time, with occasional walking or standing.• May occasionally climb or balance, stoop, kneel, crouch, crawl, stand or walk over varying terrain while attending to crime scenes.• Commonly uses usual vision demands, with occasional attention to detail during crime scene investigations, and with occasional long-distance requirements.• Must be able to hear and converse verbally with general public and others, and to hear when interviewing witnesses, interrogating suspects, etc.• Must be able to hear and converse verbally by telephone, two-way radio, and in person.• Regularly demonstrates manual dexterity while using basic office equipment; computer, keyboard, typewriter, etc.• Must exhibit the physical demands of Patrol Officer when working in that capacity.
6b	Environmental Issues:	<ul style="list-style-type: none">• Position traditionally performs assignment in a temperature-controlled office environment.• Exposure to stress related to emergency calls for assistance and addressing needs of the public and staff.
6c	Light Duty:	Light duty, may be offered for work-related injuries when the duty will not mitigate the recovery of the injury, adversely affect the safety of the injured employee, other employees, or our citizens, and when there's a doctor's recommendation for the amount of hours the employee can work per day and physical restrictions.

Additional Job Taskings: *As specific as possible, list the tasks the employee performs on the job. Add additional numbers if needed.*

1.	May serve as LEADS Terminal Agency Coordinator (TAC) or Assistant TAC, as assigned by the Chief of Police.
2.	Coordinates policy and procedures as established by the Law Enforcement Data System (LEADS), as assigned by the Chief of Police.
3.	Updates all training and records for police department LEADS Operators and non-terminal agencies in Madison County, as assigned by the Chief of Police.
4.	Maintains records and security in compliance with LEADS policy and procedures by updating records each month on all entries and requests through LEADS System, as assigned by the Chief of Police.
5.	Maintains records related to non-terminal agency requests for information by ensuring they are complying and that all records are maintained, as assigned by the Chief of Police.
6.	Maintains security of all entries.
7.	All other duties as assigned.
8.	<u>Operates in Accordance with the Village policies and procedures.</u>

This job description contains the essential functions for the purposes of 42 USC 12010. However, it is not intended to be the only duties and responsibilities to be performed by the position applicant. The Village of West Jefferson reserves the right to modify the duties and responsibilities of this position at any time.

Signatures: <i>This denotes the supervisor reviewed the entire performance plan with the employee. Reviews are accomplished within first pay period for; new employees, transferred employees, or when performances are updated.</i>	
Employee	Supervisor
Print Name:	Print Name:
Date:	Date:
Signature:	Signature:

MANAGEMENT APPROVAL

Chief of Police

_____/_____/_____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

Employee

_____/_____/_____
Date

• Salaried Positions:

1	Mayor	\$	18,500.00	Annually
1	Public Safety Director.....	\$	1,500.00	Annually
5	Council Member	\$	175.00	Per Meeting
1	Council President	\$	75.00	Additional Stipend Per Meeting**
1	Council Vice-President	\$	50.00	Additional Stipend Per Meeting
1	Planning and Zoning Commission Chairman	\$	100.00	Per Meeting***
4	Planning and Zoning Commission Member	\$	50.00	Per Meeting

• Management Positions:

	Start	One Year	Two Year	Three Year	Four Year	Five Year
1	Director of Public Service	\$ 96,369.78	\$ 102,392.89	\$ 108,416.00	\$ 114,439.11	\$ 120,462.22
1	Chief of Police	\$ 96,369.78	\$ 102,392.89	\$ 108,416.00	\$ 114,439.11	\$ 120,462.22
1	Director of Development.....	\$ 96,369.78	\$ 102,392.89	\$ 108,416.00	\$ 114,439.11	\$ 120,462.22
1	Director of Finance	\$ 96,369.78	\$ 102,392.89	\$ 108,416.00	\$ 114,439.11	\$ 120,462.22
1	Director of Information Technology.....	\$ 96,369.78	\$ 102,392.89	\$ 108,416.00	\$ 114,439.11	\$ 120,462.22
1	Assistant Director of Finance/Human Resource Manager.....	\$ 63,910.94	\$ 68,923.57	\$ 75,189.34	\$ 81,455.12	\$ 87,720.90
1	Public Service Operations Manager.....	\$ 69,306.66	\$ 72,402.45	\$ 75,636.53	\$ 79,015.06	\$ 82,544.50

• Hourly Positions:

	Start	One Year	Two Year	Three Year	Four Year	Five Year
2	Lieutenant	\$ 36.34	\$ 37.97	\$ 39.68	\$ 41.46	\$ 43.33
1	Detective Lieutenant.....	\$ 34.64	\$ 36.19	\$ 37.82	\$ 39.52	\$ 41.30
1	Investigative Detective.....	\$ 32.93	\$ 34.41	\$ 35.96	\$ 37.58	\$ 39.27
2	Sergeant	\$ 32.93	\$ 34.41	\$ 35.96	\$ 37.58	\$ 39.27
1	Canine Officer	\$ 31.79	\$ 33.23	\$ 34.73	\$ 36.29	\$ 37.92
9	Patrolman	\$ 30.66	\$ 32.04	\$ 33.48	\$ 34.99	\$ 36.56
1	Part-Time Patrolman	\$ 28.39	\$ 29.66	\$ 31.00	\$ 32.39	\$ 33.85
1	Chief Dispatcher/TAC Officer	\$ 23.84	\$ 24.92	\$ 26.04	\$ 27.21	\$ 28.44
0	Chief Dispatcher	\$ 22.71	\$ 23.73	\$ 24.80	\$ 25.92	\$ 27.08
4	Dispatcher	\$ 20.44	\$ 21.36	\$ 22.32	\$ 23.32	\$ 24.37
4	Part-Time Dispatcher	\$ 19.30	\$ 20.17	\$ 21.08	\$ 22.03	\$ 23.02
1	Full-Time Income Tax Clerk.....	\$ 21.01	\$ 21.95	\$ 22.94	\$ 23.97	\$ 25.05
0	Part-Time Asst Income Tax Clerk.....	\$ 19.31	\$ 20.18	\$ 21.08	\$ 22.03	\$ 23.02
1	Public Service Water Superintendent	\$ 34.06	\$ 35.60	\$ 37.20	\$ 38.87	\$ 40.62
1	Public Service Wastewater Superintendent	\$ 32.93	\$ 34.41	\$ 35.96	\$ 37.58	\$ 39.27
1	Public Service Assistant Wastewater Superintendent	\$ 32.93	\$ 34.41	\$ 35.96	\$ 37.58	\$ 39.27
1	Public Service Water Operator Class I	\$ 23.84	\$ 24.92	\$ 26.04	\$ 27.21	\$ 28.44
0	Public Service Water Operator Class II	\$ 24.98	\$ 26.10	\$ 27.28	\$ 28.51	\$ 29.79
1	Public Service Wastewater Operator Class I	\$ 23.84	\$ 24.92	\$ 26.04	\$ 27.21	\$ 28.44
0	Public Service Wastewater Operator Class II	\$ 24.98	\$ 26.10	\$ 27.28	\$ 28.51	\$ 29.79
0	Public Service Water Distribution Class I	\$ 23.84	\$ 24.92	\$ 26.04	\$ 27.21	\$ 28.44
0	Public Service Wastewater Collections Class I	\$ 23.84	\$ 24.92	\$ 26.04	\$ 27.21	\$ 28.44

1	Public Service Equipment Operator.....	\$ 24.98	\$ 26.10	\$ 27.28	\$ 28.51	\$ 29.79
1	Public Service Water and Sewer Labor and Maintenance	\$ 22.71	\$ 23.73	\$ 24.80	\$ 25.92	\$ 27.08
1	Public Service Water and Sewer Clerk	\$ 21.01	\$ 21.95	\$ 22.94	\$ 23.97	\$ 25.05
4	Public Service Street Labor and Maintenance	\$ 22.71	\$ 23.73	\$ 24.80	\$ 25.92	\$ 27.08
0	Public Service Part-Time Labor and Maintenance	\$ 20.44	\$ 21.36	\$ 22.32	\$ 23.32	\$ 24.37
1	Chief Building Inspector.....	\$ 33.78	\$ 35.30	\$ 36.89	\$ 38.55	\$ 40.28
1	Building and Zoning Code Enforcement Official.....	\$ 23.28	\$ 24.32	\$ 25.42	\$ 26.56	\$ 27.76
1	Part-Time Building and Zoning Code Enforcement Official.....	\$ 23.28	\$ 24.32	\$ 25.42	\$ 26.56	\$ 27.76
1	Building and Zoning Clerk.....	\$ 18.74	\$ 19.58	\$ 20.46	\$ 21.38	\$ 22.34
1	Recreation & Special Events Manager.....	\$ 23.90	\$ 24.97	\$ 26.10	\$ 27.27	\$ 28.50
2	PT Recreation & Special Events Coordinator.....	\$ 18.74	\$ 19.58	\$ 20.46	\$ 21.38	\$ 22.34
1	Assistant to the Mayor/Community Engagement Officer.....	\$ 23.30	\$ 24.35	\$ 25.44	\$ 26.59	\$ 27.79
1	Clerk of Council.....	\$ 23.30	\$ 24.35	\$ 25.44	\$ 26.59	\$ 27.79

• Seasonal Positions (Ohio minimum wage \$10.45/hour as of 1/1/24)

	Start	Year 1	Year 2	Year 3	Year 4	Year 5
12	Pool Lifeguard/Pool Maintenance Worker	\$ 11.10	\$ 11.35	\$ 11.60	\$ 11.85	\$ 12.10
5	Pool Office Personnel/Pool Concession Personnel	\$ 10.45	\$ 10.70	\$ 10.95	\$ 11.20	\$ 11.45
4	Pool Asst Manager/Head Lifeguard	\$ 12.25	\$ 12.50	\$ 12.75	\$ 13.00	\$ 13.25
0	Certified Lifeguard Instructor.....	\$ 25.00				
0	Swimming Lesson Instructor.....	\$ 20.00				
1	College Intern.....	\$ 15.00				

• Current Staffing Levels

** If the President is absent the Vice-President shall be compensated at President's rate of pay

*** If the Chairman is absent the Vice-Chairman shall be compensated at Chairman's rate of pay