

RECORD OF ORDINANCES

Ordinance No. 1-1-2025 Passed 1-7, 2025

AN ORDINANCE AMENDING SECTION 135.01, 135.03, 135.04, 135.11, 135.13(a) AND 135.13(g), ESTABLISHING SECTION 135.15 AND REPEALING SECTION 135.07 OF THE CODIFIED ORDINANCES OF THE CITY OF CIRCLEVILLE AND DECLARING AN EMERGENCY.

WHEREAS, the Council of the City of Circleville is empowered by statute to establish a Police Department and to set forth the composition of the same; and

WHEREAS, the amendment of the composition of the Police Department is currently necessary for a more effective operation and for the proper administration of the Police Department of the City and the same ought to be done.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CIRCLEVILLE, PICKAWAY COUNTY, OHIO AS FOLLOWS:

SECTION I. That there is hereby established within the Department of Public Safety, Division of Police of the City of Circleville, the positions of Chief of Police, (2) Captains, (4) Sergeants, (20) Police Officers, (1) Communications Supervisor, (6) Communications Officers, (2) Secretaries (Police Records Clerks), (1) Building/Fleet Maintenance, (15) Reserve Police Unit, (10) Part Time Police Officers, (4) Part Time Communications Officers, (2) Part Time Secretaries (Police Records Clerks).

SECTION II. That there is hereby established within the Department of Public Safety, Division of Police, the full-time position of Communication Supervisor to serve as the Supervisor over the City Dispatch Center. The Communication Center Supervisor shall be a full-time, union, hourly, classified position and be paid per the OPBA Union Contract.

SECTION III. That based upon the establishment of the positions of Captain, Sergeant and a Communications Supervisor within the Police Department of the City, Section 135.01(a) of the Codified Ordinances of the City of Circleville shall be amended so as to read as follows:

135.01 COMPOSITION

- (a) Effective immediately upon the passage and approval of this Ordinance, the Police Department of the City shall be composed of the following officers and other members, who shall receive compensation provided for by Ordinance:
1. A Chief of the Police Department
 2. Two (2) Captains
 3. Four (4) Sergeants
 4. Twenty (20) Police Officers
 5. One (1) Communication Supervisor
 6. Six (6) Communications Officers (*Ref. Cod. Ord. 135.03*)
 7. Two (2) Secretaries (Police Records Clerks) (*Ref. Cod. Ord. 135.04*)
 8. One (1) Building/Fleet Maintenance (*Ref. Cod. Ord. 135.15*)
 9. Fifteen (15) Reserve Police Unit (*Ref. Cod. Ord. 135.11*)
 10. Ten (10) Part Time Police Officers (*Ref. Cod. Ord. 135.13*)
 11. Four (4) Part Time Communications Officers (*Ref. Cod. Ord. 135.13*)
 12. Two (2) Part Time Secretaries (Police Records Clerks) (*Ref. Cod. Ord. 135.13*)
- (b) The Police Chief and each officer and other member of the Department, required by law to be bonded, shall be covered by the blanket bond purchased by the City.
- (c) The Police Department, as constituted herein, shall be classified by the Director of Public Safety, as required by law.
- (d) That the position of Chief of Police within the Department of Public Safety, Division of Police shall receive compensation as a full-time, non-union, salaried, classified position and be paid under Pay Grade 8 of the Uniform Compensation Plan for the Non-Bargaining Unit Employees.
- (e) That the position of Captain within the Department of Public Safety, Division of Police shall receive compensation as a full-time, non-union, salaried, classified position and be paid under Pay Grade 8 of the Uniform Compensation Plan for the Non-Bargaining Unit Employees.
- (f) That the position of Sergeant, Police Officer and Communications Officer within the Department of Public Safety, Division of Police shall receive compensation as full-time, union, hourly, classified positions and be paid per the OPBA Union Contract.

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SECTION IV. That Section 135.03 of the Codified Ordinance of the City of Circleville shall therefore be amended so as to read as follows:

135.03 COMMUNICATIONS OFFICERS

(a) The Director of Public Safety is authorized to employ for the Department of Public Safety, Division of Police a Communications Supervisor together with six personnel to serve as Communications Officers. Each such Officer shall receive compensation as full-time, union, hourly, classified position as established. Each Officer will be assigned such duties as defined by the Safety Director, Chief of Police and/or Communications Supervisor within the Communication Center of the City.

SECTION V. That Section 135.04 of the Codified Ordinance of the City of Circleville shall therefore be amended so as to read as follows:

135.04 SECRETARY (POLICE RECORDS CLERK)

(a) The Director of Public Safety is authorized to employ for the Department of Public Safety, Division of Police, Two (2) Secretaries (Police Records Clerks) positions. Each such Secretary shall receive compensation as full-time, union, hourly, classified position as established. Each Secretary will be assigned such duties as defined by the Safety Director and/or Chief of Police within the Division of Police of the City.

SECTION VI. That Section 135.07 is repealed in its entirety immediately upon passage of this ordinance.

SECTION VII. That Section 135.11 of the Codified Ordinance of the City of Circleville shall therefore be amended so as to read as follows:

135.11 RESERVE POLICE

- (a) Appointment of Members. The Director of Public Safety is hereby authorized to commission up to fifteen (15) persons as is necessary to supplement and support the regular police force, to serve as reserve police officers. These reserve officers shall be known as the "Reserve Police Unit".
- (b) Term of Service. Reserve police officers shall serve at the pleasure of the Director of Public Safety, or until such time as a resignation is submitted by the reserve officer and accepted by the Director of Public Safety.
- (c) Qualification of Members. The members of the Reserve Police Unit must be at least 21 years of age at the time of their appointment and shall meet such other requirements as provided by the rules and regulations set forth in subsection e hereof.
- (d) Control of Unit. The Chief of Police shall be the commanding officer and shall have control over the assignment, training, stationing and direction of all members of the Reserve Police Unit. The Reserve Police Unit shall have all police powers but shall perform only such police duties as are assigned to them by the Chief of Police. Reserve officers shall only act in such capacity while in prescribed uniform or a portion of such uniform. The Chief of Police shall prescribe the time and place such uniforms or portions thereof shall be worn. Reserve members shall obey the chain of command of the Police Department and take official police orders from all regular appointed members thereof.
- (e) Rules and Regulations. The Chief of Police, under the direction of the Director of Public Safety, shall prescribe the rules and regulations for the organization, administration, conduct and control of the Reserve Police Unit.
- (f) Uniform. The Chief of Police is authorized by the prescribed rules and regulations, to determine what type of uniform or part thereof shall be worn by members of the Reserve Police Unit.
- (g) Compensation.
 - 1. All services performed by reserve police officers for the City of Circleville shall be on a voluntary basis.
 - 2. Reserve police officers shall be paid one dollar (\$1.00) annually on the anniversary date of their commission.
 - 3. Reserve police officers may be authorized to work special duty assignments paid by an entity other than the City of Circleville, such as school events, church events, Pumpkin Show details, etc., at the discretion of the Chief of Police.
 - 4. Reserve police officers are not entitled to any part-time benefits or any relief or pension funds of the City or the State of Ohio, or any other similar benefits. Notwithstanding the foregoing, reserve police officers shall be entitled to any and all relief under Ohio Workers' Compensation.

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- (h) Use of Uniform. No reserve police officer shall appear in public in uniform unless scheduled or called to duty by the Safety Director, Chief of Police or other officer in charge of the Police Department.
- (i) Duty Assignments. During periods of emergency call out, reserve police officers shall assist members of the Police Department by performing whatever functions are necessary to protect life and property as may be assigned by the Police Department shift officer in charge. Reserve police officers may work other non-emergency jobs only as approved and scheduled to the Police Department. Reserve officers shall not work in place of regular officers of the City of Circleville to maintain minimum staffing levels.
- (j) Reserve Liaison Officer. The Chief of Police may appoint a member of the Police Department to be in charge of the Reserve Police Unit. The member of the Police Department serving in this capacity shall be known as the Reserve Liaison Officer.
- (k) Non-Liability. This section is declared by Council as an exercise by the City of its police powers for the protection of the public peace, health, property, safety and general welfare. Neither the City, nor any agent or representative of the City, an officer appointed under the provisions of this section, or any individual, firm, partnership, corporation or the receiver, trustee, or any agent thereof, who in good faith executes any executive order, rule or regulation promulgated pursuant to the provisions of this section, shall be liable for injury or damages sustained to persons or property as the direct proximate result of such action. In addition to any other responsibilities or immunities, the members of the Reserve Police Unit shall bear the same responsibilities and the same immunities as any other regularly employed member of the Police Department, except as herein provided.

SECTION VIII. That Section 135.13(a) and 135.13(g) of the Codified Ordinance of the City of Circleville shall therefore be amended so to read as follows:

- (a) Appointment of Positions. The Director of Public Safety is hereby authorized to accept applications when necessary to fill part time positions within the Police Department of the City to include ten (10) part time sworn Police Officers, four (4) part time Communications Officers and two (2) part time Secretaries (Police Records Clerks) positions.
- (g) Special Duty. Part time sworn Police Officers and Communications Officers shall only be offered overtime and special duty after the full-time Police Officers and Communications Officers have been offered it and did not take it.

SECTION IX. That all remaining provisions of Section 135.13 of the Codified Ordinances of the City of Circleville not otherwise modified by this Ordinance shall remain unchanged and in full force and effect.

SECTION X. That Section 135.15 of the Codified Ordinance of the City of Circleville shall therefore be established so as to read as follows:

135.15 BUILDING/FLEET MAINTENANCE

(a) The Director of Public Safety is authorized to employ for the Department of Public Safety, Division of Police a Building/Fleet Maintenance employee and shall receive compensation as a full-time, union, hourly, classified position. The Building/Fleet Maintenance employee will be assigned such duties as defined by the Safety Director, Chief of Police and/or Sergeant within the Division of Police of the City.

SECTION XI. That the provisions in any ordinance which are in conflict herewith shall be repealed from and after the passage of this Ordinance.

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SECTION XII. That this ordinance is hereby declared to be an emergency measure, necessary for the preservation of the public peace, health and safety of the citizens of the City of Circleville, and its inhabitants, such emergency arising out of the immediate need to establish these positions within the Police Department to ensure the proper and effective administration of such department, so that this ordinance shall take effect and be in force immediately from and after its passage and approval by the Mayor

PASSED: 1-7-2025
DATE

Barry J. Kellm
PRESIDENT OF COUNCIL

ATTEST: Melissa J. Mc
CLERK OF COUNCIL

APPROVED: 1-7-2025
DATE

Victory L. Blanton
MAYOR

APPROVED AS FORM:

KC
KENDRA C. KINNEY - LAW DIRECTOR