

ORDINANCE NO. 44 -2008
INTRODUCED BY: Gambatese

AN ORDINANCE AMENDING THE PAY ORDINANCE OF THE CITY
AND TO PROVIDE FOR THE POSITION OF DETECTIVE BUREAU
SECRETARY IN THE DIVISION OF POLICE; AND DECLARING AN
EMERGENCY.

WHEREAS, this Council has determined to provide for the position of "Detective Bureau Secretary" in the Division of Police;

NOW, THEREFORE, Be it Ordained by the Council of the City of Richmond Heights, State of Ohio, that:

Section 1: Existing Section 6A.1. of Ordinance 94-2004, the Pay Ordinance of the City, be, and the same is hereby, amended to add the position of "Detective Bureau Secretary" and the benefits therefor, which shall hereafter read as follows:

"A. DIVISION OF POLICE

1. The below listed officers and members of the Division of Police shall receive the following compensation:

* * *

HNEx 1-Detective Bureau Secretary \$16.75 - \$22.00 per hour (2008)

The Detective Bureau Secretary may be appointed as a part-time or full-time position at the discretion of the Mayor. When employed full-time, the Detective Bureau Secretary shall be entitled to the regular full-time employee benefits of Section 11 hereof.

Upon the request of the Chief of Police and approval by the Director of Public Safety, the Detective Bureau Secretary shall be provided a clothing allowance of:

2008 - \$ 800.00 (Full Time)
\$ 400.00 (Part Time)

The Detective Bureau Secretary shall be entitled to injured-on-duty benefits pursuant to Section 141.21 of the Codified Ordinances of the City of Richmond Heights.

* * *"

Section 2: There is hereby created the position of Detective Bureau Secretary in the Division of Police who shall be appointed by the Mayor upon the

recommendation of the Chief of Police. The Detective Bureau Secretary shall serve a probationary period of one (1) year.

Section 3: The Detective Bureau Secretary in the Division of Police shall perform the following duties, as well as those prescribed by the Mayor, Director of Public Safety and/or Chief of Police:

Answer the telephone for the Detective Bureau; type correspondence for the members of the Detective Bureau; sort and distribute Detective Bureau mail; type and submit fingerprint cards to the Bureau of Criminal Identification & Investigation (BCI&I) and the Federal Bureau of Investigation (FBI); prepare copies of cases for court (juvenile court and fact sheets, municipal court and common pleas court); prepare municipal court docket; post court dispositions, fines and forfeitures; docket all parking, traffic and criminal cases; prepare bond checks and bank deposits; log and forward subpoenas to officers; process public records requests in absence of Records personnel or the Secretary to the Chief of Police; fill in for the Secretary to the Chief when absent; and perform other duties as may be assigned.

Section 4: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council, and of any of its committees, that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 5: This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public safety and welfare of the City, and for the further reason that there is a need to fill the position of Detective Bureau Secretary on or about June 1, 2008 due to the nature of the significant public safety duties to be performed by the position. Therefore, provided this Ordinance receives the affirmative vote of five members of the Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise from and after the earliest period allowed by law.

PASSED: _____

Daniel J. Ursu, Mayor

APPROVED: _____

ATTEST: _____

Betsy Traben
Clerk of Council

David H. Roche
President of Council