

ORDINANCE NO. 2015-26

AN ORDINANCE AMENDING SECTIONS 151.12 (POLICE CLERKS; APPOINTMENT; DUTIES) AND 151.13 (POLICE CLERKS; OVERTIME) OF CHAPTER 151 OF THE CODIFIED ORDINANCES OF THE CITY OF PARMA HEIGHTS, AND DECLARING AN EMERGENCY

WHEREAS, Chapter 151, Department of Police, of the Codified Ordinances of the City of Parma Heights provides for the efficient and orderly administration of the Department of Police in the City of Parma Heights; and,

WHEREAS, Ordinance No. 2015-18, passed May 11, 2015, authorized the City to enter into the Parma Regional Dispatch Center Agreement; which will result in the transfer of the emergency dispatch functions to the Regional Center; and will further result in the elimination of the position of Police Dispatcher in the Parma Heights Police Department; and,

WHEREAS, it has been determined by the Chief of Police that the elimination of the position of Police Dispatcher will result in a re-assignment of non-emergency clerical and operational support functions, formerly performed by Police Dispatchers as part of their routine assignments; and,

WHEREAS, the Chief of Police has further determined that such non-emergency clerical and operational support functions would be best performed by non-aligned civilian employees functioning in the job classifications of Police Chief Secretary, Civilian Clerk/Case Manager, and Civilian Clerk/Receptionist; and,

WHEREAS, it has been determined by the Chief of Police that such job classifications are consistent with the intent of Section 151.12 which provides for the positions of Police Clerk I and Police Clerk II in the Department of Police; and it is hereby requested that the positions of Police Clerk I and Police Clerk II be renamed to be consistent with the new job classification nomenclature; and,

WHEREAS, Section 151.13, Police Clerks; Overtime, currently defines the workweek of employees in the position of Police Clerk as being thirty-seven and one-half hours; and further provides that a Police Clerk working in excess of thirty-seven and one-half hours per week is to be paid in the manner provided for in Section 151.07(b)(Overtime); and,

WHEREAS, the Chief of Police and Administration of the City of Parma Heights recognizing the scheduling necessities of the employees fulfilling the duties required of Police Chief Secretary, Civilian Clerk/Case Manager, and Civilian Clerk/Receptionist hereby recommend the establishment of a forty hour work week for Police clerical employees.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Parma Heights, County of Cuyahoga and State of Ohio:

Section 1. That Section 151.12 Police Clerks; Appointment; Duties be amended as follows:

**SECTION 151.12 POLICE CIVILIAN CLERICAL EMPLOYEES;  
APPOINTMENT; DUTIES**

There are hereby created the ~~positions~~ non-aligned positions of ~~Police Clerk I and Police Clerk II~~ Police Chief's Secretary, Civilian Clerk/Case Manager, and Civilian Clerk/Receptionist. They shall be appointed by the Mayor, shall serve at his pleasure and shall perform such clerical duties on behalf of the Municipality as may be assigned by the Mayor and Chief of Police from time to time

Section 2. That Section 151.12 Police Clerks; Appointment; Duties, and Section 151.13 Police Clerks/Overtime be amended as follows:

**SECTION 151.13 POLICE CIVILIAN CLERICAL EMPLOYEES/OVERTIME**

Police Civilian Clerks shall serve on a regular duty as directed by the Mayor for an average of ~~thirty-seven and one-half hours~~ forty hours per week, provided, however, that they shall not be required to remain on regular duty for more than twelve consecutive hours, unless and except they are called upon by the Mayor to respond to an emergency.

When any Police Civilian Clerk is called upon by the Mayor to serve for more than ~~thirty-seven and one-half hours~~ forty hours per week, such additional time in excess of ~~thirty-seven and one-half~~ forty hours is to be compensated for in the manner provided for in Section 151.07(b).

The normal hourly rate of pay of a Police Civilian Clerk shall be calculated by dividing the annual salary of the Police Civilian Clerk by 2080.

Section 2. That Sections 151.12 and 151.13 as they have heretofore existed are repealed.

Section 3. This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council and that all deliberations of the Council and of any of its Committees comprised of a majority of the members of the Council that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 4. This ordinance is hereby declared to an emergency measure for the public peace, health and safety of the municipality and for the further reason that efficient operation of the Parma Heights Police Department requires that the Police Department adopt new nomenclature for its clerical employees and that non-aligned Police clerical employees work a

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forty hour work week; wherefore, this ordinance shall be in full force and effect immediately upon its passage by Council and approval by the Mayor.

PASSED: 7-13-2015

  
PRESIDENT OF COUNCIL

ATTEST: Florence A. Bohdan  
CLERK OF COUNCIL

7-13-2015  
APPROVED

FILED WITH  
THE MAYOR: 7-13-2015

  
MAYOR