

ORDINANCE NO. 2019 – 5

AN ORDINANCE AMENDING CHAPTER 151 (DEPARTMENT OF POLICE) OF THE CODIFIED ORDINANCES OF THE CITY OF PARMA HEIGHTS AND DECLARING AN EMERGENCY

WHEREAS, the City of Parma Heights and the City of Parma entered into an Agreement in 2011 regarding auxiliary police services; and

WHEREAS, the Agreement provided that either party could terminate the agreement upon 30 days written notice; and

WHEREAS, the Chief of Police has determined that the aforementioned Agreement should be terminated; and

WHEREAS, the Chief of Police timely notified the Chief of Police for the City of Parma that the Agreement would be terminated effective December 31, 2018; and

WHEREAS, the Chief of Police has recommended to the Mayor that the city maintain an auxiliary police unit.

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

Section 1. Chapter 151 is amended to read as evidenced by Exhibit A, attached hereto and made a part hereof as if fully rewritten.

Section 2. Chapter 151 of the Parma Heights Codified Ordinances as it has heretofore existed is repealed.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 declared to be an emergency measure necessary for the public peace, health and safety of the Municipality and for the further reason it is necessary to revise the provisions of the code related to auxiliary police officers; wherefore, this ordinance shall be in full force and effect immediately upon its passage by Council and approval by the Mayor.

PASSED: 2-11-2019

  
PRESIDENT OF COUNCIL

ATTEST: Florence A. Bohdan 2-11-2019  
APPROVED

FILED WITH  
THE MAYOR: 2-11-2019

  
MAYOR

CHAPTER 151  
Department of Police

- 151.01 Personnel.
- 151.02 Detective Bureau.
- 151.03 Juvenile Bureau.
- 151.04 Chief of Police; Assistant Chief/Captain.
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- 151.13 Police civilian clerical employees; overtime.
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- 151.20 Police Department Investigation Fund.
- 151.21 Auxiliary Police Unit
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- 151.23 Emergency responder allowance.
- 151.24 Police Chief Secretary/Matron.
- 151.25 Law Enforcement Training Grant Fund.

**151.01 PERSONNEL.**

(a) The Department of Police shall be composed of one Chief of Police, two Captains, who shall be the Assistant Chiefs, eight Sergeants, 23 Patrolmen and such special police officers as the Mayor shall from time to time designate. The Chief of Police shall designate one Captain/Assistant Chief to serve as head of the Detective Bureau and one Captain/Assistant Chief to serve as Executive Officer.

(b) In case of an emergency, the Mayor may appoint additional police officers for temporary service in the Department who need not be in the classified list of such Department. Such additional persons shall be employed for the time during which the emergency exists, but not in excess of 120 days.

(c) When a permanent vacancy occurs in the office of Chief, Captain or Sergeant, the Mayor may appoint, from the regular members, an Acting Chief, Acting Captain or Acting Sergeant, pending promotional exams, and may also appoint a police officer in accordance with the provisions of the City Charter, the rules and regulations of the Civil Service Commission and the Ohio Revised Code.

## 151.02 DETECTIVE BUREAU

There shall be a Detective Bureau within the Department of Police, to be administered and controlled by the Chief of Police, subject to the laws of the State, these Codified Ordinances and the direction of the Director of Public Safety. The Detective Bureau shall comprise the plainclothes force of the City and shall consist of such number of plainclothes officers as shall be assigned by the Chief of Police. Such members of the Detective Bureau shall be subject to call for regular police work whenever the Chief of Police determines that their services are necessary in that capacity.

## 151.03 JUVENILE BUREAU.

(a) There shall be a Juvenile Bureau within the Department of Police, to be administered and controlled by the Chief of Police, subject to the laws of the State, these Codified Ordinances and the direction of the Director of Public Safety. The Chief may assign other members of the Department or employees to assist the Juvenile Bureau whenever he or she deems it necessary.

(b) Any police officer assigned to duty in the Juvenile Bureau shall be a high school graduate and shall have at least two years of general police experience. Any police officer serving in the Juvenile Bureau shall be paid the prevailing rate for a similar rank and comparable position in the Department.

(c) The Juvenile Bureau shall maintain activity and statistical records. All juvenile records shall be kept separate from those of adults. All records shall be available to the Ohio Youth Commission and to other authorized personnel.

(d) The Juvenile Bureau is established and shall be administered to attain at least, but not limited to, the following objectives:

- (1) The apprehension of offenders;
- (2) The interview of juveniles taken into custody and of the parents or guardians of these juveniles;
- (3) The investigation of offenses or alleged offenses involving juveniles;
- (4) The police disposition through clearance and/or referral of juveniles to agencies or to the Juvenile Court;
- (5) The preventive surveillance of juvenile gathering places;
- (6) The development of working relationships and programs with schools and community agencies; and
- (7) Department of Police representation in community planning and public relations in regard to children and youth.

## 151.04 CHIEF OF POLICE; ASSISTANT CHIEF/CAPTAIN.

(a) The Chief of Police shall, under the direction of the Mayor, be the executive head of the Department of Police. In his absence from duty or incapacity the Chief, or in his absence the Mayor, shall have the authority to designate any full-time officer from the rank of Sergeant and above in the Police Department to serve as the acting Chief.

(Ord. 1955-67. Passed 8-1-55; Ord. 2012-36. Passed 8-6-12.)

(b) The Chief of Police shall be entitled to the following employee benefits: uniform allowances, medical and life insurance coverage, vacations, holidays, longevity compensation,

sick leave, emergency responder pay and college education pay, as described in the employment contract entered into by the City with the Ohio Patrolmen's Benevolent Association for the Police Sergeants and Captains.

The Assistant Chief of Police shall receive the same fringe benefits, effective upon the same dates and in the same amounts, as provided to the rank of Captain by the employment contract entered into by the City with the Ohio Patrolman's Benevolent Association for Police Sergeants and Captains.

(c) Effective January 1, 1985, when a vacancy in the office of Chief of Police occurs due to retirement, death or termination, and a member of the Department is assigned the duty of "Acting Chief," such member shall be paid at the Chief's normal rate of pay for such duty during the interim time period until a new Chief is appointed.

(d) Each nonaligned regular, full-time member of the Police Department holding the position of Chief of Police or Assistant Chief of Police shall be entitled to emergency responder allowance in addition to his or her regular compensation. Such allowance shall be paid as follows: 6% of the base annual salary, payable in two equal installments, on the pay days closest to May 1 and November 1 of each calendar year. When an employee leaves the Department through retirement, resignation or termination, the emergency responder allowance shall be pro-rated and the amount paid but unearned shall be deducted from the employee's final paycheck.

#### 151.05 POWER OF OFFICERS.

Members of the Department of Police shall have all the powers conferred by law upon police officers under the Ohio Revised Code and such other powers, not inconsistent with the nature of their offices, as are conferred by City ordinances from time to time.

#### 151.06 UNIFORM ALLOWANCES.

(a) Each non-aligned, regular full-time sworn officer of the Police Department shall be entitled to a uniform allowance of seven hundred and fifty dollars (\$750.00) yearly; and in addition, shall be entitled to a safety equipment/leather gear maintenance allowance of seven hundred and fifty dollars (\$750.00) yearly. Said uniform and safety equipment/leather gear maintenance allowances, shall for payment purposes, be combined into one payment totaling one thousand five hundred dollars (\$1,500) per year; payable in equal amounts of seven hundred and fifty dollars (\$750.00) on the closest pay to February 1 and August 1 of each year.

(b) Each person employed as a non-aligned full-time Chiefs Secretary/Matron shall receive an annual uniform allowance of nine hundred and seventy-five dollars (\$975.00) per year; payable in equal amounts of four hundred and eighty-seven dollars and fifty cents (\$487.50) on the pay closest to February 1 and August 1 of each year.

(c) Every school guard shall be entitled to a uniform allowance of one hundred twenty dollars (\$120.00) yearly, payable in equal amounts of sixty dollars (\$60.00) on April 1 and on October 1 of each calendar year.

(d) Every school guard shall be entitled to a uniform allowance of one hundred twenty dollars (\$120.00) yearly, payable in equal amounts of sixty dollars (\$60.00) on April 1 and on October 1 of each calendar year.

#### 151.07 OVERTIME.

All non-aligned regular full-time members of the Police Department, excluding the Police Chief, shall be paid, in addition to their regular compensation, for the performance of overtime duties as provided for in Section 179.07.

#### 151.08 INSURANCE, VACATIONS, HOLIDAYS, LONGEVITY AND JURY DUTY.

(a) Medical Insurance. Each non-aligned regular full time employee of the Police Department shall, after one month of such full-time service, be entitled to health insurance provided by the City. Health benefit plan design, coverage options and employee cost of participation shall be determined annually; and such conditions to be outlined in a Health Benefit Summary document to be provided to employee at the inception of each benefit year.

(b) Insurance-Group Life. Effective January 1, 2013, each non-aligned full-time employee of the Police Department shall, after one year of such full-time service, be entitled to fully paid group life insurance in the amount of twenty-five thousand dollars (\$25,000).

(c) Vacations. Each nonaligned regular and civilian full-time member of the Police Department shall be entitled to the following annual vacation benefits, based on the length of continuous employment: two weeks of vacation with pay at the end of one year of full-time active duty; three weeks of vacation with pay at the end of five years of full-time active duty; four weeks of vacation with pay at the end of ten years of full-time active duty; five weeks of vacation with pay at the end of seventeen years of full-time active duty and six weeks of vacation with pay after twenty-four years full-time active duty.

Vacation shall be earned as of January 1 of each year and shall be taken by the employee in the calendar year in which it is earned, provided, however, that when an employee has an anniversary of employment in a calendar year which would entitle the employee to receive an additional increment of vacation, the employee shall be entitled to observe the additional increment of vacation in the twelve-month period measured from the anniversary. Vacation shall not be accrued from year to year or payment made in lieu thereof, except by special arrangement with the Director of Public Service, provided, however, that any full-time member of the Department of Public Service who has concluded twenty-one continuous years of service, may, at his or her option, bank not more than three weeks per year, up to a maximum of nine weeks. Such employee may receive cash payment for such banked vacation one time, either at retirement or before, but may not thereafter bank additional hours after the nine weeks have been utilized. In lieu of banking vacation time, an employee may turn-in for annual payment not more than three weeks per year, up to a maximum amount of nine weeks. The Finance Department must be notified of this intent not later than November 1 of the calendar year in which payment is requested. Said payment shall be made on the last pay of the calendar year in which payment is requested.

Vacation or payment in lieu of accrued vacation shall be granted to an employee after his or her retirement or termination of employment, unless such termination of employment is made for

cause, in which event no such vacation or payment in lieu thereof shall be allowed. Payment in lieu of vacation shall be calculated at the employee's normal rate of pay.

(d) Holidays. Each nonaligned regular and civilian full-time employee of the Police Department shall be entitled to the following twelve paid holidays:

- (1) The first day in January, known as New Year's Day;
- (2) The third Monday in January, known as Martin Luther King Day;
- (3) The third Monday in February, known as Washington-Lincoln or Presidents' Day;
- (4) Decoration or Memorial Day (date of observance as established by State Legislature);
- (5) The fourth day in July, known as Independence Day;
- (6) The first Monday in September, known as Labor Day;
- (7) The second Monday in October, known as Columbus Day;
- (8) The eleventh day in November, known as Veterans' Day;
- (9) The fourth Thursday in November, known as Thanksgiving Day;
- (10) The twenty-fifth day of December, known as Christmas Day;
- (11) A floating holiday to be taken on a day of the employee's choice, subject to approval of departmental supervision; and
- (12) The employee's birthday.

The City, in response to certain reductions in the workweek hours for the City firefighters, does hereby agree to grant each full-time non-aligned employee the following additional three holidays.

- (1) The fourth Friday of November, known as the day after Thanksgiving.
- (2) The twenty-fourth day of December, known as Christmas Eve Day.
- (3) Effective January 1, 2001, a floating holiday to be taken on a day of the employee's choice, subject to approval of departmental supervision.

(e) Longevity Pay. Additional compensation for continuous, full-time employment, which shall be entitled "longevity pay", shall be paid for each calendar year at the first pay period in December of that calendar year. The rate of longevity pay to which an employee shall be entitled in any calendar year shall be computed in accordance with the following schedule:

Years of Continuous, Full-Time Employment Completed as of the		Rate of Longevity Pay
<u>Anniversary Date of Employment</u>		<u>Per Month</u>
0 - 4	-0-	
5	\$20.83	
10	41.66	
15	62.50	
20	83.33	
25	104.16	
30	125.00	

The amount of longevity pay to which an employee is entitled in a calendar year shall be computed by multiplying the number of months in such calendar year preceding and subsequent to his or her anniversary date of employment in that year by the applicable rate or rates of monthly longevity pay based upon the number of full years of continuous, full-time employment completed in that year as determined in accordance with the above schedule.

In each calendar year, the anniversary date of employment shall be the first day of the month in which the employee commenced his or her continuous, full-time employment with the City. In

calculating the length of an employee's continuous employment, full-time service in all departments of the City shall be included.

(f) Jury Duty Compensation. Each non-aligned regular and civilian full-time employee of the Police Department shall, if called for jury duty, receive their regular compensation during the time spent in the capacity as jurors, less the amount paid them by the Court for such duty as jurors.

#### 151.09 SICK LEAVE.

(a) Each non-aligned full-time employee of the Police Department shall be entitled to 4.6 hours of sick leave for every eighty hours of regularly scheduled employment. Unused sick leave shall be cumulative up to a total of not more than 1,750 hours for employees working forty hours per week.

(b) Sick leave accrued under prior ordinances shall remain in effect, and sick leave days accrued as of December 31, 1981, shall be converted to hours at the rate of eight hours per each day accrued. Payment for sick leave, at the rate of one hour for every hour of sick leave absence, shall be made only when approved by the Director of Public Safety, who may require the employee to furnish a satisfactory, written, signed statement to justify the use of sick leave and, in the case of a sick leave absence in excess of two days, shall require certification as to the nature of the illness or injury from the employee's physician or the Police Surgeon.

(c) Absences due to service-connected injury will not be charged against an employee's accumulated sick leave so long as it does not exceed the employee's attending physician's and/or the Police Surgeon's prognosis as to the employee's ability to return to employment. Once an employee has returned to assume normal duties, following an absence due to a service-connected injury, subsequent absences will be charged against an employee's accumulated sick leave unless excused by an employee's attending physician's and/or the Police Surgeon's certificate. In case of a disagreement between physicians, the certification of a third physician will be required.

(d) An employee may use a portion of his or her accumulated sick leave for funeral arrangements and services for his or her spouse, child, parents, mother-in-law, father-in-law, grandparents, grandparents-in-law, sister, brother, sister-in-law, brother-in-law, grandchildren, step-parent, step-sister, step-brother, aunt, uncle, cousin, niece and nephew. Funeral leave so utilized shall not be charged so as to reduce an employee's sick leave incentive.

Police Department employees shall be paid an incentive for conservation of annual sick leave allowances as follows:

(1) In the case of employees working 40 hours per week:

Unused Sick Leave Days	Incentive Payment Hours
120	30
112	28
104	26
96	24
88	22

80	20
72	18
64	16
56	14
48	12
40	10
Less than 40	-0-

(2) In the case of employees working 37.5 hours per week:

Unused Sick Leave Days	Incentive Payment Hours
113	30
105	28
98	26
90	24
83	22
75	20
68	18
60	16
53	14
45	12
38	10
Less than 38	-0-

The hourly rate to be paid will be that in effect as of December 31 in the year in which the sick leave days are accumulated. Payment is to be made concurrent with the second payroll of February following the year in which sick leave days were accumulated. Such incentive payment will in no way diminish an employee's sick leave accumulation. The incentive for conservation of annual sick leave shall be prorated and paid for the portion of the year in which separation, by death or retirement, of an employee of the Police Department shall occur.

(e) Police Department employees shall be paid an incentive for conservation of annual sick leave allowances as follows:

Unused Sick Leave Days	Incentive Payment Hours
------------------------	-------------------------



120	30
112	28
104	26
96	24
88	22
80	20
72	18
64	16
56	14
48	12
40	10
Less than 40	-0-

At the time of retirement from active duty with the City or death of the employee, the employee, or the employee's estate, will be paid in cash for sixty percent of the value of his or her accrued, but unused, sick leave credit. Such payment shall be based on the employee's rate of pay at time of retirement or death. Retirement shall be as defined in Police and Fireman's Pension Fund or Ohio Public Employees Retirement Fund Regulations. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. The maximum which may be paid shall be sixty percent of 1,200 hours, the formula for computation shall be:

(1) In the case of employees working 40 hours per week:

$$\frac{\text{annual rate} \times (\text{accumulated hours} \times .60)}{2,080}$$

NOTE: Annual rate of pay used in above unused sick time payment calculations is based on the total of the base salary and longevity pay only.

(f) Jury Duty Compensation. Each non-aligned regular and civilian full-time employee of the Police Department shall, if called for jury duty, receive their regular compensation during the time spent in the capacity as jurors, less the amount paid them by the Court for such duty as jurors.

#### 151.10 RULES AND REGULATIONS.

The Mayor shall promulgate such rules and regulations from time to time as are necessary to maintain a high degree of efficiency and discipline within the Department of Police. Existing rules and regulations in force at the present time shall remain in existence until amended or revoked by the Mayor.

(Ord. 1955-67. Passed 8-1-55.)

#### 151.11 APPOINTMENT, PROMOTION AND DISMISSAL.

The appointment, promotion, suspension or dismissal of members to or from the Department of Police shall be in accordance with the provisions of the City Charter, the rules and regulations of the Parma Heights Civil Service Commission and the Ohio Revised Code.

#### 151.12 POLICE CIVILIAN CLERICAL EMPLOYEES; APPOINTMENT; DUTIES.

There are hereby created the non-aligned positions of 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 the Chief of Police from time to time.

#### 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 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 forty hours per week, such additional time in excess of 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.

#### 151.14 ADDITIONAL POLICE CLERKS.

The Mayor shall have the power to appoint such additional part-time Police Clerks from time to time as he deems necessary for the proper functioning of the Municipality. These part-time Police Clerks shall serve at the pleasure of the Mayor.

#### 151.15 POLICE SURGEON.

The office of Police Surgeon is hereby established. It shall be the duty of such Surgeon to answer calls from the Department of Police regarding the physical condition of persons arrested and being held by the Department. It shall also be the duty of the Surgeon to conduct physical examinations of such persons and to advise the Chief of Police, the Mayor or the senior officer on duty as to what actions should be taken in the matter of the health of any such persons.

The office of Police Surgeon shall be filled by a medical doctor admitted to the practice of medicine and surgery in the State. Such medical doctor shall serve at the pleasure of the Mayor.

#### 151.16 FEE FOR USE OF BAC VERIFIER.

(a) A charge of fifteen dollars (\$15.00) shall be made to each municipality, firm, person or corporation on whose behalf a test is made on the BAC Verifier machine owned by the City. The charge shall accrue once the test is ordered and the machine prepared, whether or not the person being tested permits the test to be completed.

(b) In addition, such municipality, firm, person or corporation shall reimburse the City for the compensation paid to an employee while testifying, advising or conferring in regard to a given test.

#### 151.17 RESIDENCY REQUIREMENTS.

(a) Each person appointed as a full-time member of the Department of Police shall, within eighteen months of appointment, reside within twenty miles from the closest boundary of the City. He or she shall be required to maintain his or her residence within such twenty-mile area at all times while serving as a member of the Department.

(b) Each person who is serving as a full-time member of the Department on the effective date of this section shall be required to reside within twenty miles from the closest boundary of the City limits and shall maintain his or her residence within such area at all times when serving in such capacity.

(c) The failure of any person to comply with divisions (a) or (b) of this section shall constitute good cause for dismissal.

(d) If at any time the State Legislature or a court of appropriate jurisdiction either eliminates residency as a requirement of employment, or if the limitation is extended beyond the current twenty mile limitations, this City shall abide by the expansion or elimination of such residency requirement.

#### 151.18 FEE FOR INVESTIGATIVE HYPNOSIS.

(a) A charge of twenty-five dollars (\$25.00) per hour shall be made to each municipality or person on whose behalf the service of investigative hypnosis is conducted by the City.

(b) In addition, such municipality or person shall reimburse the City at the rate of twenty-five dollars (\$25.00) per hour for services rendered while testifying, advising or conferring in regard to the investigative hypnosis.

(Ord. 1983-9. Passed 2-28-83.)

#### 151.19 FEE FOR USE OF CITY JAIL. (AMENDED AND RECODIFIED)

(EDITOR'S NOTE: Section 151.19 was amended by Ordinance 1991-17, passed May 27, 1991, and recodified as part of the 1992 updating and revision of these Codified Ordinances. See Section 971.01 of the Streets, Utilities and Public Services Code.)

#### 151.20 POLICE DEPARTMENT INVESTIGATION FUND.

(a) There is hereby established a Police Department Investigation Fund, as approved by the Auditor of State, Bureau of Inspection and Supervision of Public Offices, in accordance with Ohio R.C. 5705.12.

(b) Such Fund shall be established in the amount of three thousand dollars (\$3,000) by transfer from the General Fund and may be reimbursed by the Director of Finance upon receipt of proof of expenditures charged to the Fund.

(c) All expenses incurred in the undercover investigation of violations shall be charged to such Fund.

### 151.21 AUXILIARY POLICE UNIT.

There is created in the Division of Police a body to be known as the Auxiliary Police Unit, which shall have as its head the Chief of Police. The Chief shall prescribe rules and regulations for the organization, training, administration, control and conduct of the Auxiliary Police Unit.

Auxiliary Police, when performing services for the Kids in the Commons, the Memorial Day Parade, Movie Nights and such other events as may deemed necessary by the Mayor or Police Chief shall be compensated on an hourly basis at a rate of fifteen dollars per hour (\$15.00), said rate to be determined from time to time by Council.

Members of the Auxiliary Police Unit are not eligible for membership in the police relief and pension fund under Ohio R.C. 742, nor shall they be in the classified service of the Municipality.

Uniforms shall be prescribed and replaced as deemed necessary by the Chief of Police.

### 151.22 SAFETY FORCES CHAPLAIN.

(a) The Office of Safety Forces Chaplain is hereby established and it shall be the requirement of such person to perform the duties of Law Enforcement Chaplains generally. Said duties shall include but are not limited to the following:

(1) Assist in making notification to families of department members who have been injured or killed;

(2) After family notification, will respond to the hospital when an officer has been injured or killed.

(3) Visit sick and injured personnel;

(4) Attend and participate, when requested, in the funerals of active or retired members of the Department;

(5) Be on call and, if at all possible, be on the streets during any major demonstration or any public function requiring the presence of a large number of department personnel;

(6) Counsel with officers and other personnel having personal problems, at their request;

(7) Participate with in-service training classes for personnel;

(8) Be willing to enter into training courses to enhance his/her effectiveness;

(9) Attend department graduation, promotion activities, award ceremonies, dinners, social events, etc. and offer invocations and benedictions;

(10) Represent the Department before official bodies and at public functions upon the request of the Chief;

(11) Be responsible for the organization and development of the spiritual organization in the Department;

(12) Respond to all major disasters such as bombings, collapse of buildings, explosions, multiple fire alarms, unusual industrial accidents, and similar situations;

(13) Be involved in public relations efforts;

(14) Provide liaison with other religious leaders in the community;

(15) When responding to the scene of death or injury, whether departmental person or private citizens, the chaplain will notify the person's personal clergy person as soon as possible;

(16) Will make referrals in cases where specialized attention is needed, or in those cases beyond the chaplain's ability to assist.

(b) The Office of Safety Forces Chaplain shall be filled by a licensed member of the clergy and such chaplain shall serve at the pleasure of the Mayor.

#### 151.23 EMERGENCY RESPONDER ALLOWANCE.

Each non-aligned regular full-time member of the Police Department holding the position of Chief of Police and Assistant Chief of Police shall be entitled to emergency responder allowance in addition to their regular compensation. This compensation shall be paid as follows: 6% of the base annual salary; payable in two equal installments on the pay days closest to May 1 and November 1 of each calendar year. When an employee leaves the department through retirement, resignation or termination, the emergency responder allowance shall be prorated and the amount paid but unearned shall be deducted from the employee's final paycheck.

#### 151.24 POLICE CHIEF SECRETARY/MATRON.

Full-time position of Police Chief Secretary/Matron with prior part-time service as a dispatcher with the City shall be credited with one additional year of service for each three years of continuous service as a part-time dispatcher (continuous part-time service shall be prorated for partial years of service) for purposes of calculating longevity and vacation benefits.

#### 151.25 LAW ENFORCEMENT TRAINING GRANT FUND.

(a) The Law Enforcement Training Grant Fund is hereby created to account for the Law Enforcement Training Grant funding received during 2015, and for any such funding received in subsequent years.

(b) The proceeds received from the Law Enforcement Training Grants program are designated by Ohio Administrative Code 109:2-18-04 to be used only to defray the cost of continuing professional training programs for law enforcement officers.

(c) The creation of the fund is mandated by Ohio Administrative Code 109:2-18-04, which requires that funds received through the Law Enforcement Training Grant program be accounted for separate and apart from other City funds.