



Department of Public Safety *Division of Police*

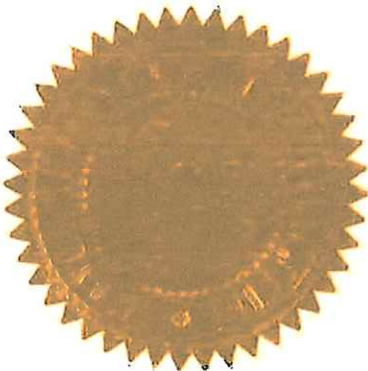
Donald R. McIlroy
Mayor

G. Shawn Baer
Police Chief

Oath of Office

I, Douglas A. Davis, do solemnly swear, that I will support the Constitution of the United States of America, the Constitution of Ohio, and the Ordinances of the City of Circleville, that I will faithfully, honestly, and impartially perform my duties as a **Deputy Chief of Police**, as required and set forth by law, to the best of my ability, So Help Me God.

Douglas A. Davis



I hereby certify that on the 14th day of March 2022, I administered the Oath of Office to Douglas A. Davis, Deputy Chief of Police, for the Circleville Police Department, Circleville, Ohio.

Donald R. McIlroy, Mayor

G. Shawn Baer, Police Chief

Pickaway-Ross Career & Technology Center Leadership Academy

Certificate of Completion

This is To Certify That

Rhonda Lawless

Has Successfully Completed the 4-hr

Putting Empathy Back into Customer Service

*course and is Hereby Presented
this Certificate of Achievement
on the 16th day of March 2022*

Rhonda Lawless

Rhonda Lawless, Coordinator



Pickaway-Ross
Career & Technology Center
Adult Education



Holzer

LEADERSHIP & INNOVATION
INSTITUTE

City of Circleville

Police Department

151 East Franklin Street
Circleville, Ohio 43113

Police Services (740) 477-8208 • Offices (740) 477-8221 • Fax (740) 474-8880

G. Shawn Baer
Chief of Police

Philipp L. Roar
Deputy Chief of Police

Douglas A. Davis
Captain – Special Operations Unit

March 3, 2022

RECEIVED

MAR 03 2022

Mayor McIlroy,

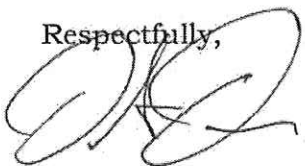
First and foremost, thank you for the official letter offering me the Deputy Chief position for the Circleville Police Department. I am honored to continue to serve under your administration and for the citizens of this community. As stated in the meeting this morning I have found my "home" here at the Circleville Police Department. I have been employed with the city since 2013 and will be here until at least my retirement date in 2036.

I have spoken to Mrs. Dilley about a few things in the past few days. I had asked for the probationary period to be ran along with my current probationary status. I wanted to thank you for allowing that to happen. I also had asked for an increase in yearly salary to \$86,000. The reason for the increase is due to the extra hours that I put in without compensation. There are a lot of additional things that I do for the department and for the citizens, that I am unable to be compensated for. I understand that the salaries are already allotted for, but I wanted to state my case and ask. The final thing I had asked was for a right to first refusal on the Chief of Police position when it becomes available. I would be testing against other candidates that have college degrees and seniority bonus points. I have reached out to several colleges and am going to enroll soon to obtain an associate degree in Criminal Justice.

In closing mayor, I again want to thank you. You have always been there for me and for the Police Department and for that I am beyond appreciative. I am hopeful that my list of desires above does not offend you or Mrs. Dilley. They are just questions that I wanted to present to you to see if you could help me with.

Please let me know if you have any questions or concerns.

Respectfully,

 6102

Douglas A. Davis
Acting Deputy Chief
Circleville Police Department

Requested
a legal
opinion from
Gary
3/3/2022.



PERSONNEL ACTION FORM (PAF)

Employee Name **Douglas A. Davis** Today's Date **3-7-2022** Effective Date **3-13-2022**

PERSONNEL ACTIONS (Mark all boxes that apply)		HR USE ONLY
☐ New Hire & Benefit Selection	☐ Address, Name or Phone Change	Date Received in HR 3-7-2022
☒ Re-Classification, Promotion or Demotion	☐ Resignation, Retirement or Termination	Date Sent to Payroll 3-7-2022

PERSONAL INFORMATION CHANGE

☐ Address Change _____

County: _____ School District Number: _____

☐ Name Change: _____ Phone: _____

Date of HR Updates: _____ Medical _____ Dental _____ Vision _____ Life _____ Pension _____ Deferred Comp/Colonial

☐ Emergency Contact (Name and Number): _____

EMPLOYMENT STATUS/PAYROLL STATUS CHANGE (Attach supporting documentation)

EMPLOYMENT STATUS:

☐ New Hire Date: _____ Title: _____ Department: _____

Full Time - Hours per week _____ Part Time - Hours per week _____ ☐ Reserve/Volunteer

☐ Union ☐ Non-Union ☐ Appointed ☐ Classified ☐ Unclassified ☐ FLSA Exempt

☐ Re-Classification Date: _____ ☒ Promotion Date: **3-13-2022** ☐ Demotion Date: _____

Title: _____ Department: _____

☐ Resignation ☐ Retirement ☐ Termination Date: _____ Benefits End: _____

PAYROLL STATUS: ☒ Increase ☐ Decrease ☒ Other ***bi-weekly salary**

Current \$ **3,100.15** ☐ Hourly ☒ Salary Change to: \$ **3,307.70** ☐ Hourly ☒ Salary

Supervisor Signature/Date: _____ **Director Signature/Date:** _____

(If documentation is not attached)

BENEFIT SELECTION UPON HIRE

IRS rules dictate that employees enrolled in medical, dental and vision cannot enroll, cancel or change enrollment options during the plan year except during an open enrollment, or in the event of a "change in status"/life event. It is the employee's responsibility to notify the HR Department of the life event within 31 days of the life event. Employees are encouraged to provide notification prior to 30 thirty days.

MEDICAL	DENTAL	VISION	LIFE	Deferred Comp	Documents to Attach for Payroll
☐ Single	☐ Single	☐ Single	☐ Term (Pd. By City)	☐ Selected \$ ____/pay ☐ Declined	☐ W2 & W4
☐ Double	☐ Double	☐ Double	☐ Beneficiary Selected		☐ Retirement & SS Form
☐ Family	☐ Family	☐ Family	☐ Voluntary Coverage		☐ Direct Deposit
☐ Waived	☐ Waived	☐ Waived	☐ Colonial Coverage		☐ Union Deduction
Effective Date	Effective Date	Effective Date	Effective Date	Employee's Email Address:	

City of Circleville



Office of the Mayor
City Administration Building
104 E. Franklin Street
Circleville, OH 43113
740-477-8200
Fax: 740-477-8247
www.circleville.oh.us

Donald R. McIlroy
Mayor

March 7, 2022

Capt. Doug Davis
c/o Circleville Police Department
151 E. Franklin Street
Circleville, OH 43113

Capt. Davis,

This letter will serve as an official offer for the position of Deputy Chief of Police for the Circleville Police Department. The appointing authority for this position is the Director of Public Safety. The Chief of Police is the immediate supervisor.

The City of Circleville Compensation Plan allows me to make an exception in pay grade for an employee who possesses outstanding experience; therefore, I am offering you an annual salary of \$86,000.02 (\$3,307.70 bi-weekly). Salary employees are afforded a reduced insurance premium effective August 1, 2021. Most conditions of employment are set forth in the Compensation Plan and some benefits mirror the terms and conditions of the Non-Uniformed Employee's Organization agreement. Your probationary period will end on June 27, 2022.

I look forward to hearing from you.

Sincerely,

Donald R. McIlroy
Mayor/Acting Director of Public Safety

Signature of Acceptance

3/7/2022
Date

City of Circleville



Office of the Mayor
City Administration Building
104 E. Franklin Street
Circleville, OH 43113
740-477-8200
Fax: 740-477-8247
www.circleville.oh.us

Donald R. McIlroy
Mayor

March 7, 2022

Capt. Douglas A. Davis
c/o Circleville Police Department
151 E. Franklin Street
Circleville, OH 43113

Capt. Davis,

This letter will serve as notification that you are being promoted to the position of Deputy Chief of Police for the Circleville Police Department effective Sunday, March 13, 2022. Your probationary period will end on June 27, 2022.

The Appointing Authority for this position is the Director of Public Safety

The City of Circleville Compensation Plan allows me to make an exception in pay grade for an employee who possesses outstanding experience; therefore, your annual salary will be \$86,000.20 (\$3,307.70 bi-weekly). Salary employees are also afforded a reduced insurance premium effective August 1, 2021. Most conditions of employment are set forth in the Compensation Plan and some benefits mirror the terms and conditions of the Non-Uniformed Employee's Organization agreement.

Congratulations Deputy Chief Davis! We look forward to your continued success with the City of Circleville.

Sincerely,

Donald R. McIlroy
Mayor/Acting Director of Public Safety

City of Circleville



Department of Human Resources

City Administration Building
104 E. Franklin Street
Circleville, OH 43113
740-474-9601
Fax: 740-477-5829
www.circleville.oh.us

Controlled Substance and/or Alcohol Test Notification

You have been randomly selected for testing

City of Circleville

☐

DOT

☒

NON-DOT

Type of Test

☐

Alcohol

☒

Controlled Substance

Employee Douglas A. Davis

Testing Site: OhioHealth Berger
Occupational Health
1434 Circleville Plaza
Circleville, OH 43113
740-420-6133
Hours: Monday–Friday 8:30 AM-3 PM

49 CFR 382.113- Notification Requirements

Before performing an Alcohol or Controlled Substance test under this part, each employer shall notify a driver/employee that the alcohol and/or controlled substance test is required by this part.

Compliance is Mandatory

You are hereby notified that you must submit to the above listed test(s) in compliance with the Federal Regulations. Pursuant to those regulations, YOU MUST PROCEED DIRECTLY AND IMMEDIATELY to the testing location listed above.

SPECIAL INSTRUCTIONS TO DRIVER

Present this notice with your photo I.D. to clinic staff and please cooperate with clinic staff at all times. Return a signed copy to HR via email or fax.

Declaration of Agreement

I understand as a condition of my employment, compliance with the above scheduled test(s) is required.

Expected Testing Date Monday 8-2-2021

Valerie Deley
City HR Representative Signature

8-2-2021 8 AM
Date/Time Notified

Employee Signature

Date/Time Notified

Supervisor (or designee) Signature

Date/Time employee left worksite

City of Circleville

Employee Job Description



Title:	Police Captain	Department:	Public Safety/Police
Status:	Full Time, Salaried, Classified	Supervisor:	Deputy Chief of Police

Under the general direction the Deputy Chief of Police the Captain is Third in command of the Police Department. In the absence of the Chief of Police and the Deputy Chief of Police the Captain is in command of the Police Department. The duties and responsibilities of the Captain are the same as the Chief of Police. The Captain has additional duties of direct supervision of the Records Clerk, Custodian, and Detectives.

Minimum Qualifications

1. College degree preferred
2. Preferred completion of a senior police executive school, such as the FBI Academy, SPI, Northwestern University's Police Command and Staff School, OACP STEP PELC CLEE
3. Minimum of five (5) years law enforcement experience within the Circleville Police Department as a commissioned officer with minimum of one (1) year at the rank of Deputy Chief or Captain. Must be an U.S. citizen.
4. Must have a High School Diploma, G.E.D. (GED average 4.8) or equivalent certificate.
5. Visual acuity must be correctable to 20/20 and no more than 20/125 *binocular* uncorrected each eye. Vision must be free of color deficiencies that would preclude one from performing the essential job functions or would pose a direct threat to the health or safety of oneself or others.
6. Must have current peace officer certification granted by the Ohio Peace Officer Training Academy (OPOTA), and maintain this certification thereafter.
7. Must be physically, mentally and emotionally capable of performing all functions and responsibilities of the position of Chief of Police and be free of any medical condition that would preclude successful performance of said functions and responsibilities.

Required Characteristics The job requires:

1. Loyalty - willingness to give full commitment to the duties and responsibilities of the job position and profession
2. Integrity- a high standard of honest and ethical conduct and behavior (on-duty and off-duty)
3. Stress Tolerance - accepting criticism and dealing calmly and effectively with high stress situations
4. Self-Control - maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations
5. Leadership - a willingness to lead, take charge, and offer opinions and direction.
6. Dependability - being reliable, responsible, and dependable, and fulfilling obligations

Essential Functions

1. Set and maintain a high standard of professional integrity for all members of the Department and the profession
2. Personifies soundness or moral principle and character, fidelity, and honesty when dealing with others
3. Protect the general safety and welfare of the public and property
4. Operate and drive emergency equipment under stressful conditions
5. Quality in the carrying and use of firearms
6. Give credible testimony in legal and/or administrative proceedings
7. Gather, interpret and synthesize information and generate official reports
8. Interpret and enforce criminal codes in compliance with constitutional, civil, statutory and court case law, and the administrative directives and priorities of the Police Department

City of Circleville

Employee Job Description



Title:	Police Captain	Department:	Public Safety/Police
Status:	Full Time, Salaried, Classified	Supervisor:	Deputy Chief of Police

9. Physically take into control resisting and non-resisting suspects and other violence prone persons without resorting to excessive uses of force
10. Render emergency care to injured persons at crime scenes and accidents

Performance Imperatives *The job holder has the duties and responsibilities to be:*

1. Loyal to principles and cannons of the profession and the City of Circleville.
2. Subordinate
3. Competent
4. Available
5. Productive
6. Adaptable
7. Responsible
8. Respectful

General Tasks

1. Supervises the detectives. Ensures that the Detectives Bureau operates efficiently.
2. Supervises the Administration/Records Section.
3. Supervises Building and Fleet maintenance.
4. Supervises K-9 Administrative Operations.
5. Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining members; addressing complaints and resolving problems
6. Plans long-range goals, objectives, organizational structure, and overall direction for the Department
7. Monitors, reviews, and communicates the implementation phases of the Department's strategic plans to ensure that long range goals and objectives are met
8. Plans and implements short-term or annual goals, objectives, and strategies for the Circleville Police Department to ensure efficient organization and completion of work
9. Plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work
10. Plans for the staffing needs of the Department, coordinates the hiring process, and is responsible for the assignment of all Department personnel
11. Plans, coordinates, assigns and monitors performance and coaches, counsels, mentors, trains, and advises members in Department for the dual goals of meeting Department goals and member career development
12. Confers with the city administration to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist the Administration in making needed improvements
13. Signs official and other documents to approve or ensure information adequacy, accuracy, and legitimacy
14. Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications
15. Supervises special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to administration, elected officials, and others

City of Circleville

Employee Job Description



Title:	Police Captain	Department:	Public Safety/Police
Status:	Full Time, Salaried, Classified	Supervisor:	Deputy Chief of Police

16. Represents the Department at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues
17. Collects, analyzes, recommends, and reports on data concerning budget preparation, grant administration, personnel analysis, and the like
18. Secures, justifies, and monitors use of budgetary monies and capital

Job Knowledge Required

1. Theory and Principles – Law enforcement operations and administration management theory and techniques including goal setting and program budget development and implementation
2. Law and Government- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
3. Public Safety and Security- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions
4. English Language- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
5. Administration and Management- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
6. Psychology- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation
7. Personal Service- Knowledge of principles and processes for providing personal services. This includes citizen needs assessment, meeting quality standards for services, and evaluation of community satisfaction
8. Personnel and Human Resources- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems
9. Education and Training- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
10. Sociology and Anthropology- Knowledge of group behavior and dynamics, societal trends and influences, social diversities
11. Computers and Electronics- Operational knowledge of computer hardware and software
12. Telecommunications- Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems
13. Communications and Media- Knowledge of media, communication, and dissemination techniques and methods. This includes alternative ways to inform and via written, oral, and visual media

Job Skills Required

1. Active Listening- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
2. Speaking- Talking to others to convey information effectively
3. Coordination- Adjusting actions in relation to others' actions
4. Critical Thinking- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

City of Circleville

Employee Job Description



Title:	Police Captain	Department:	Public Safety/Police
Status:	Full Time, Salaried, Classified	Supervisor:	Deputy Chief of Police
5.	Management of Personnel Resources- Motivating, developing, and directing people as they work, identifying the best people for the job		
6.	Monitoring- Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action		
7.	Reading Comprehension- Understanding written sentences and paragraphs in work related documents		
8.	Time Management- Managing one's own time and the time of others		
9.	Judgment and Decision Making- Considering the relative liabilities, intended and unattended consequences and benefits of potential actions to choose the most appropriate one		
10.	Learning Strategies- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things		
11.	Social Perceptiveness- Being aware of others' reactions and understanding why they react as they do		
12.	Writing- Communicating effectively in writing as appropriate for the needs of the audience. Preparing clear and concise reports, correspondence, and other written materials		
13.	Researching, compiling, and summarizing a variety of informational and statistical data and materials		
14.	Organizing work, setting priorities, meeting critical deadlines, and following up assignments		
15.	Active Learning- Understanding the implications of new information for both current and future problem-solving and decision-making		
16.	Complex Problem Solving- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions		
17.	Instructing- Teaching others how to do something		
18.	Persuasion- Persuading others to change their minds or behavior		
19.	Negotiation- Bringing others together and trying to reconcile differences		
20.	Systems Analysis- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes		
21.	Service Orientation- Actively looking for ways to help people and be of service		
22.	Systems Evaluation- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system		

Job Abilities Required

1. Oral Comprehension- The ability to listen to and understand information and ideas presented through spoken words and sentences
2. Oral Expression- The ability to communicate information and ideas in speaking so others will understand
3. Deductive Reasoning- The ability to apply general rules to specific problems to produce answers that make sense
4. Problem Sensitivity- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem
5. Written Comprehension- The ability to read and understand information and ideas presented in writing
6. Inductive Reasoning- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
7. Information Ordering- The ability to arrange things or actions in a certain order or pattern is according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

City of Circleville

Employee Job Description



Title:	Police Captain	Department:	Public Safety/Police
Status:	Full Time, Salaried, Classified	Supervisor:	Deputy Chief of Police

8. Written Expression- The ability to communicate information and ideas in writing so others will understand
9. Speech Clarity- The ability to speak clearly so others can understand
10. Speech Recognition- The ability to identify and understand the speech of another person
11. Selective Attention- The ability to concentrate on a task over a period of time without being distracted
12. Category Flexibility- The ability to generate or use different sets of rules for combining or grouping things in different ways
13. Fluency of Ideas- The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity)
14. Originality- The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
15. Time Sharing- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources)

Work Activity

1. Getting Information- Observing, receiving, and otherwise obtaining information from all relevant sources
2. Communicating with Supervisors, Peers, or Subordinates- Providing information to supervisors, co-Incumbents, and subordinates by telephone, in written form, e-mail, or in person
3. Making Decisions and Solving Problems- Analyzing information and evaluating results to choose the best solution and solve problems
4. Identifying Objects, Actions, and Events- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events
5. Performing for or Working Directly with the Public- Performing for people or dealing directly with the public
6. Documenting/Recording Information- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form
7. Resolving Conflicts and Negotiating with Others- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others
8. Communicating with Persons outside the Organization- Communicating with people outside the organization, representing the organization to the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail
9. Evaluating Information to Determine Compliance with Standards- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards
10. Establishing and Maintaining Interpersonal Relationships- Developing constructive and cooperative working relationships with others, and maintaining them over time
11. Updating and Using Relevant Knowledge- Keeping up-to-date technically and applying new knowledge to your job
12. Guiding, Directing, and Motivating Subordinates- Providing guidance and direction to subordinates, including setting performance standards and monitoring performance
13. Organizing, Planning, and Prioritizing Work- Developing specific goals and plans to prioritize, organize, and accomplish your work
14. Coordinating the Work and Activities of Others- Getting members of a group to work together to accomplish tasks

City of Circleville

Employee Job Description



Title:	Police Captain	Department:	Public Safety/Police
Status:	Full Time, Salaried, Classified	Supervisor:	Deputy Chief of Police
15.	Processing Information- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data		
16.	Interacting With Computers- Using computers and computer systems (including hardware and software) to enter data, or process information		
17.	Performing Administrative Activities- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork		
18.	Monitor Processes, Materials, or Surroundings- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems		
19.	Operating Vehicles, Mechanized Devices, or Equipment- Running, maneuvering, navigating, or driving vehicles or mechanized equipment		
20.	Coaching and Developing Others- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills		
21.	Training and Teaching Others- Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others		
22.	Analyzing Data or Information- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts		
23.	Assisting and Caring for Others- Providing personal assistance, medical attention, emotional support to others, as needed		
24.	Scheduling Work and Activities- Scheduling events, programs, and activities, as well as the work of others		
25.	Developing Objectives and Strategies- Establishing long-range objectives and specifying the strategies and actions to achieve them		
26.	Interpreting the Meaning of Information for Others- Translating or explaining what information means and how it can be used		
27.	Provide Advice to Others- Providing guidance and advice to management or other groups on technical, systems-, or process-related topics		
28.	Thinking Creatively- Developing, designing, or creating new ideas and solutions to reoccurring and new problems		
29.	Developing and Building Teams- Encouraging and building mutual trust, respect, and cooperation among team members		
30.	Judging the Qualities of Things, Services, or People- Assessing the value, importance, or quality of things or people		
31.	Performing General Physical Activities- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials		
32.	Staffing Organizational Units- Assisting (where appropriate) in recruiting, interviewing, selecting, hiring, and promoting employees in an organization		
33.	Estimating the Quantifiable Characteristics of Products, Events, or Information- Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity		
34.	Monitoring and Controlling Resources- Monitoring and controlling resources and overseeing the spending of money		
35.	Inspecting Equipment, Structures, or Material- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects		

Tools and Technology - Tools Used:

1. Emergency medical services first aid kits- First aid kits

City of Circleville

Employee Job Description



Title:	Police Captain	Department:	Public Safety/Police
Status:	Full Time, Salaried, Classified	Supervisor:	Deputy Chief of Police

2. Handcuffs- Metal handcuffs; Plastic handcuffs
3. Handguns- Semiautomatic handguns; Semiautomatic pistols; Service revolvers
4. Masks or accessories- Filter masks
5. Notebook computers- Laptop computers; Mobile data computers
6. Law enforcement vehicles- Law enforcement motorcycles; Law enforcement patrol cars
7. Radar-based surveillance systems- Radar speed readers
8. Teletype input devices- Teletype terminals
9. Two way radios- Base station radios

Technology Used

1. Calendar and scheduling software- Scheduling software
2. Data base user interface and query software- examples: Integrated Automated Fingerprint Identification System IAFIS; National Crime Information Center NCIC database
3. Electronic mail software- E-mail software
4. Internet browser software
5. Map creation software- Crime mapping software
6. Office suite software- example: Microsoft Office
7. Spreadsheet software- example: Microsoft Excel
8. Word processing software- example: Microsoft Word

This Position Description should not be construed to imply that these requirements and functions are the exclusive standards of the position. The incumbent shall follow any other instructions and perform any other related duties as may be required by the Director of Public Safety.

The above job description is a representation of the major duties and responsibilities of this position. I have read and understand the expectations of this position and addressed my concerns and/or questions with the HR Department.

DOUGLAS A. DAVIS
Employee Printed Name

6-28-2021
Date

[Signature]
Employee Signature

6-28-2021
Date

Department Head Signature

Date

The summary is not intended to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with the position. It is, instead, a summary of the elements of the position that were observed of for which an incumbent indicated are necessary to perform the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by supervisors. Possible consideration for reasonable accommodations would occur where applicable within the Americans with Disabilities Act.

This job description shall not be considered an employment contract with an employee.

City of Circleville



Department of Human Resources

City Administration Building
104 E. Franklin Street
Circleville, OH 43113
740-474-9601
Fax: 740-477-5829
www.circlevilleoh.gov

Donald R. McIlroy
Mayor

Valerie Dilley
Director

MEMORANDUM

TO: Doug Davis, Police Captain
RE: 2022 Pay Increase
FROM: Valerie Dilley, HR Director
DATE: December 22, 2021
COPY: HR Personnel File

With the passage of Ordinance #12-65-2021 on December 7, 2021, your 2022 bi-weekly salary will increase to \$3,100.15 effective January 1, 2022. This is a 3% increase.

Employee's Withholding Certificate

OMB No. 1545-0074

2021

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
▶ **Give Form W-4 to your employer.**
▶ **Your withholding is subject to review by the IRS.**

Step 1: Enter Personal Information

(a) First name and middle initial DOUGLAS A.	Last name DAVIS	(b) Social security number
Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
City or town, state, and ZIP code		
(c) ☒ Single or Married filing separately ☐ Married filing jointly or Qualifying widow(er) ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); **or**
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ☐

TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$

Multiply the number of other dependents by \$500 ▶ \$

Add the amounts above and enter the total here **3** \$

Step 4 (optional): Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income **4(a)** \$

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here **4(b)** \$

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period . **4(c)** \$

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ **Employee's signature** (This form is not valid unless you sign it.)

▶ **Date**

Employers Only

Employer's name and address

First date of
employment

Employer identification
number (EIN)

Employee's Withholding Certificate

OMB No. 1545-0074

2021

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
▶ **Give Form W-4 to your employer.**
▶ **Your withholding is subject to review by the IRS.**

Step 1: Enter Personal Information	(a) First name and middle initial Douglas A. Doug	Last name Davis	(b) Social security number [REDACTED]
	Address [REDACTED]		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code [REDACTED]		
	(c) ☒ Single or Married filing separately ☐ Married filing jointly or Qualifying widow(er) ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2:
Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ☐

TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):	
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$	
	Multiply the number of other dependents by \$500 ▶ \$	
	Add the amounts above and enter the total here	3 \$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a) \$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b) \$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c) \$

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	Employee's signature (This form is not valid unless you sign it.) [Signature]		Date 7/6/2021
Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)

[Handwritten signature]



PERSONNEL ACTION FORM (PAF)

Employee Name **Douglas Davis** Today's Date **6-22-2021** Effective Date **6-27-2021**

PERSONNEL ACTIONS (Mark all boxes that apply)

- ☐ New Hire & Benefit Selection
 ☐ Address, Name or Phone Change
 ☐ Other
☒ Re-Classification, Promotion or Demotion
 ☐ Resignation, Retirement or Termination

HR USE ONLY

Date Received in HR

6-22-2021

Date Sent to Payroll

6-23-2021

PERSONAL INFORMATION CHANGE

- ☐ Address Change _____
 County: _____ School District Number: _____
☐ Name Change: _____ Phone: _____
 Date of HR Updates: _____ Medical _____ Dental _____ Vision _____ Life _____ Pension _____ Deferred Comp/Colonial
☐ Emergency Contact (Name and Number): _____

EMPLOYMENT STATUS/PAYROLL STATUS CHANGE (Attach supporting documentation)

EMPLOYMENT STATUS:

- ☐ New Hire Date: _____ Title: _____ Department: _____
 Full Time - Hours per week _____ Part Time - Hours per week _____ ☐ Reserve/Volunteer
☐ Union ☐ Non-Union ☐ Appointed ☐ Classified ☐ Unclassified ☐ FLSA Exempt
☐ Re-Classification Date: _____ ☒ Promotion Date: **6-27-2021** ☐ Demotion Date: _____
 Title: **Police Captain** Department: **Public Safety/Police**

- ☐ Resignation ☐ Retirement ☐ Termination Date: _____ Benefits End: _____

- PAYROLL STATUS:** ☐ Increase ☐ Decrease ☒ Other **See attached appointment letter for salary**
 Current \$ _____ ☐ Hourly ☐ Salary Change to: \$ _____ ☐ Hourly ☐ Salary

Supervisor Signature/Date: _____ Director Signature/Date: *[Signature]*
 (If documentation is not attached)

BENEFIT SELECTION UPON HIRE

IRS rules dictate that employees enrolled in medical, dental and vision cannot enroll, cancel or change enrollment options during the plan year except during an open enrollment, or in the event of a "change in status"/life event. It is the employee's responsibility to notify the HR Department of the life event within 31 days of the life event. Employees are encouraged to provide notification prior to 30 thirty days.

MEDICAL	DENTAL	VISION	LIFE	Deferred Comp	Documents to Attach for Payroll
☐ Single	☐ Single	☐ Single	☐ Term (Pd. By City)	☐ Selected \$ _____/pay ☐ Declined	☐ W2 & W4
☐ Double	☐ Double	☐ Double	☐ Beneficiary Selected		☐ Retirement & SS Form
☐ Family	☐ Family	☐ Family	☐ Voluntary Coverage		☐ Direct Deposit
☐ Waived	☐ Waived	☐ Waived	☐ Colonial Coverage		☐ Union Deduction
Effective Date	Effective Date	Effective Date	Effective Date	Employee's Email Address:	

City of Circleville



Office of the Mayor
City Administration Building
104 E. Franklin Street
Circleville, OH 43113
740-477-8200
Fax: 740-477-8247
www.circleville.oh.us

Donald R. McIlroy
Mayor

June 22, 2021

Sgt. Doug Davis
c/o Circleville Police Department
151 E. Franklin Street
Circleville, OH 43113

Sgt. Davis,

This letter will serve as notification that you are being promoted to the position of Captain for the Circleville Police Department effective Sunday, June 27, 2021.

The City of Circleville Compensation Plan allows me to make an exception in pay grade for an employee who possesses outstanding experience; therefore, your annual salary will be \$78,256.074 (\$3,009.849 bi-weekly). Salary employees are also afforded a reduced insurance premium effective August 1, 2021. Most conditions of employment are set forth in the Compensation Plan and some benefits mirror the terms and conditions of the Non-Uniformed Employee's Organization agreement.

Congratulations Captain Davis! We look forward to your continued success with the City of Circleville.

Sincerely,


Donald R. McIlroy
Mayor

City of Circleville



Office of the Mayor
City Administration Building
104 E. Franklin Street
Circleville, OH 43113
740-477-8200
Fax: 740-477-8247
www.circleville.oh.us

Donald R. McIlroy
Mayor

June 22, 2021

Sgt. Doug Davis
c/o Circleville Police Department
151 E. Franklin Street
Circleville, OH 43113

Sgt. Davis,

This letter will serve as an official offer for the position of Captain for the Circleville Police Department.

The City of Circleville Compensation Plan allows me to make an exception in pay grade for an employee who possesses outstanding experience; therefore, I am offering you an annual salary of \$78,256.074 (\$3,009.849 bi-weekly). Salary employees are afforded a reduced insurance premium effective August 1, 2021. Most conditions of employment are set forth in the Compensation Plan and some benefits mirror the terms and conditions of the Non-Uniformed Employee's Organization agreement.

Attached to this offer is a copy of the Compensation Plan, NUEO draft agreement (currently the City is in the final stages of negotiations) and the insurance premium sheet for salary employees.

If you accept this offer, please sign below.

I look forward to hearing from you.

Sincerely,

Donald R. McIlroy
Mayor

Signature of Acceptance

6102

6/22/2021

Date

SCANNED

City of Circleville



Department of Public Safety *Division of Police*

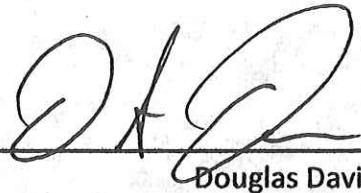
Donald R. McIlroy
Mayor

Tony Chamberlain
Director of Public Safety

G. Shawn Baer
Police Chief

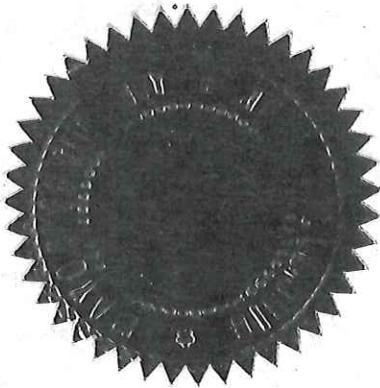
Oath of Office

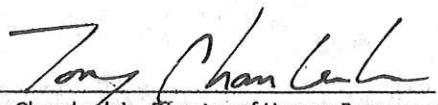
I, Douglas Davis, do solemnly swear, that I will support the Constitution of the United States of America, the Constitution of Ohio, and the Ordinances of the City of Circleville, that I will faithfully, honestly, and impartially perform my duties as a **Police Captain**, as required and set forth by law, to the best of my ability, So Help Me God.



Douglas Davis

I hereby certify that on the 28th day of June 2021, I administered the Oath of Office to Douglas Davis., Police Sergeant for the Circleville Police Department, Circleville, Ohio.





Tony Chamberlain, Director of Human Resources
and Public Safety



G. Shawn Baer, Police Chief