

City of Circleville

Employee Job Description



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

Under the general direction the Chief of Police the Deputy Chief of Police is second in command of the Police Department. The duties and responsibilities of the Deputy Chief of Police are the same as the Chief of Police. The Deputy Chief has additional duties of direct supervision of the Communication Center Commander and the Captain.

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
9. Physically take into control resisting and non-resisting suspects and other violence prone persons without resorting to excessive uses of force

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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 Captain as well as the responsibilities assigned to the Captain.
2. Supervises the Patrol Sergeants. Ensures that the Patrol Division operates efficiently, is policy driven, and fulfills the mission and vision of the Police Department.
3. Supervises the Communication Center Commander. Ensures that the Communication Center operates efficiently, is policy driven, and fulfills the mission and vision of the Police Department.
4. 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
5. Plans long-range goals, objectives, organizational structure, and overall direction for the Department
6. Monitors, reviews, and communicates the implementation phases of the Department's strategic plans to ensure that long range goals and objectives are met
7. Plans and implements short-term or annual goals, objectives, and strategies for the Circleville Police Department to ensure efficient organization and completion of work
8. Plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work
9. Plans for the staffing needs of the Department, coordinates the hiring process, and is responsible for the assignment of all Department personnel
10. 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
11. 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
12. Signs official and other documents to approve or ensure information adequacy, accuracy, and legitimacy
13. Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications
14. 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

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15. 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
16. Collects, analyzes, recommends, and reports on data concerning budget preparation, grant administration, personnel analysis, and the like
17. 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

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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)

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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

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15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35.	Processing Information- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data Interacting With Computers- Using computers and computer systems (including hardware and software) to enter data, or process information Performing Administrative Activities- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork Monitor Processes, Materials, or Surroundings- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems Operating Vehicles, Mechanized Devices, or Equipment- Running, maneuvering, navigating, or driving vehicles or mechanized equipment Coaching and Developing Others- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills Training and Teaching Others- Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others Analyzing Data or Information- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts Assisting and Caring for Others- Providing personal assistance, medical attention, emotional support to others, as needed Scheduling Work and Activities- Scheduling events, programs, and activities, as well as the work of others Developing Objectives and Strategies- Establishing long-range objectives and specifying the strategies and actions to achieve them Interpreting the Meaning of Information for Others- Translating or explaining what information means and how it can be used Provide Advice to Others- Providing guidance and advice to management or other groups on technical, systems-, or process-related topics Thinking Creatively- Developing, designing, or creating new ideas and solutions to reoccurring and new problems Developing and Building Teams- Encouraging and building mutual trust, respect, and cooperation among team members Judging the Qualities of Things, Services, or People- Assessing the value, importance, or quality of things or people 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 Staffing Organizational Units- Assisting (where appropriate) in recruiting, interviewing, selecting, hiring, and promoting employees in an organization 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 Monitoring and Controlling Resources- Monitoring and controlling resources and overseeing the spending of money 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

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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.

Employee Printed Name

Date

Employee Signature

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.

Valerie Dilley

From: Tony Chamberlain
Sent: Monday, July 8, 2019 3:38 PM
To: Det. Doug Davis; Valerie Dilley; Shawn Baer (sbaer@circlevillepolice.com)
Subject: Email to be sent to all employees

Doug,

Please see the email below for the mail body of the email that I intend to send to all employees. It will also include a copy of the City Employee Handbook on the discrimination policy and procedure.

To all employees,

The Department of Human Resources has received multiple complaints in relation to workplace discrimination and harassment and workplace bullying. I am sending the section in the employee handbook for each employee again to review. Each employee needs to review the policy and sign off on the included sheet and return it to the HR Department no later than 7/16/2019 at 4:00 PM.

Everyone needs to understand that these complaints are taken very seriously. Each complaint will be thoroughly investigated. If the violations are founded, appropriate disciplinary actions will be taken, up to and including termination of the offending employee.

Tony Chamberlain
City of Circleville
Human Resources Director
104 E. Franklin Street
Circleville, Ohio 43113
740-477-8200 Ext.# 5057

Valerie Dilley

From: Tony Chamberlain
Sent: Tuesday, July 9, 2019 3:42 PM
To: Brent Bowers; Debby Hammond; Gayle Spangler; Linda Riebel; Marcy Cox; Sid Liming; Abbie Riley; Barry Keller; David Crawford; Julie Strawser; Katie Hedges; Linda Chancey; Michelle Blanton; Sheri Theis; Todd Brady; Tom Spring; Charma Cantrell ; Connie Weaver ; Craig Stevens ; Dennis Zwayer; Janie Parsons ; Jason McGowan; Jessica Davis; Jessica Jones ; John Reid; Joni Bussert ; Judge Gary Dumm ; Molly Tootle; Samantha Watson. Samantha Watson; Sheri Clydesdale; Susan Roy; Capt. Bradley Rankin ; Capt. Scott Cavanaugh; Chief Brian Thompson ; Chris Kent; Derek Smith; Dominic Fredo; Jon Bainter; Kendall Leland; Kenneth Bidlack; Laura Bray; Lt. John Wilt; Lt. Micah Reese; Lt. Michael Shroyer; Ryan Gaines; Tony Kalisik; Don McIlroy; Tony Chamberlain; Ben Sigall; lawdirector@rroho.com; Jeff Catri; Wanda Gay; Amanda Stringfield; Andrew Baitzel; Bruce Fahrer ; Caleb Martin ; Chief Shawn Baer; Chris Gibat; David McIntyre ; Deputy Chief Bob Chapman; Det. Daniel Maher ; Det. Doug Davis; jchapman@circlevillepolice.com; Jon Farrelly; Justin Parmenter; Kenny Fisher; Kory Yoder; Lance Canterbury; Matthew Clark ; Nick Bova ; Robert Morningstar ; Sgt. Matthew Hafey ; Sgt. Phil Roar ; Sgt. Travis McKinney ; Stephanie Kinser; tfouch@circlevillepolice.com; tadams@circlevillepolice.com; Tracy Boltenhouse; Brenda Short; Chris Cupp; Chuck Boltenhouse; Dane Patterson; Derek Whitesed; James McNeal; Jay Nichols; Kim Hunter; Matt Noble; Quinton Calder; Tyler Sowers; Donna Downs; Lora Stroup; Ragene Pinson; Timothy Mitchel; Brian Frost; Calvin Eden; Cody Planck; Eric Burris; Rodney Rhymer; Todd Jones; Troy Rieder; Jason McKinney; Ken Kline; Michael Smith; Randy Arledge; Dustin Gatwood; Joshua Anderson; Kenneth Parker; Kyle Leasure; Mark Daniels; Terry Hamilton; Tony Picklesimer; Valerie Dilley
Subject: Unlawful Discrimination and Harassment Policy
Attachments: Unlawful Discrimination and Harassment Policy with Acknowledgement Eff. 11-5-2018.docx
Importance: High
Follow Up Flag: Follow up
Flag Status: Completed

To all employees,

The Department of Human Resources has received multiple complaints in relation to workplace discrimination and harassment and workplace bullying. I am sending the section in the employee handbook for each employee again to review. Each employee must review the policy and sign off on the included sheet and return it to the HR Department no later than 7/16/2019 at 4:00 PM. If there are employees off on vacation their supervisor needs to ensure that this is completed as soon as they return to work.

Everyone needs to understand that these complaints are taken very seriously. Each complaint will be thoroughly investigated. If the violations are found, appropriate disciplinary actions will be taken, up to and including termination of the offending employee.

Tony Chamberlain
City of Circleville
Human Resources Director

104 E. Franklin Street
Circleville, Ohio 43113
740-477-8200 Ext.# 5057

Unlawful Discrimination and Harassment Policy

A. The City of Circleville strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the City should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. The City of Circleville, will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the City will seek to prevent, correct and discipline behavior that violates this policy.

B. All employees, regardless of their positions, are covered by and expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

C. **Prohibited Conduct Under This Policy**

The City of Circleville, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

1. **Discrimination**

- a. It is a violation of The City of Circleville's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.
- b. Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.
- c. Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

2. **Harassment**

- a. The City of Circleville prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any person working for or on behalf of the City of Circleville. Verbal taunting (including racial and ethnic slurs) that, in the employee's opinion, impairs his or her ability to perform his or her job is included in the definition of harassment.
- b. The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:
 1. Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
 2. Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

3. **Sexual harassment**

- a. Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under The City of Circleville's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment

decisions or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.”

b. There are two types of sexual harassment:

1. “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Examples: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
2. “Hostile work environment,” where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

c. Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature:

1. Is made explicitly or implicitly a term or condition of employment.
2. Is used as a basis for an employment decision.
3. Unreasonably interferes with an employee’s work performance or creates an intimidating, hostile or otherwise offensive environment.

d. Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

1. Verbal sexual harassment includes innuendoes, suggestive comments, jokes of sexual nature, sexual proposition, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or “kidding” that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
2. Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and internet postings; or other form of communication that is sexual in nature and offensive.
3. Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

e. Courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

4. Retaliation

- a. No hardship, loss, benefit or penalty may be imposed on an employee in response to:
1. Filing or responding to a bona fide complaint of discrimination or harassment.
 2. Appearing as a witness in the investigation of a complaint.

3. Serving as an investigator of a complaint.

- b. Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

5. Consensual Romantic or Sexual Relationships

- a. The City of Circleville strongly discourages romantic or sexual relationships between a manager or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department, or other actions may be taken.
- b. If an employee of the City of Circleville enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the human resource director or other appropriate City personnel. Because of potential issues regarding quid pro quo harassment, The City of Circleville has made reporting mandatory. This requirement does not apply to employees who do not work in the same department or to parties who do not supervise or otherwise manage responsibilities over the other. Failure to report will be treated as a violation of this policy.

D. Complaint Process

1. The City of Circleville will courteously treat any person who invokes this complaint procedure, and they will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of harassment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

E. Confidentiality

1. The employee assistance program (EAP) provides confidential counseling services to the City of Circleville employees. Individuals wishing to discuss an incident confidentially or seeking information and advice of a personal nature are encouraged to contact the EAP. The role of the EAP in such cases will be limited to personal counseling and treatment for the person who is then an EAP client. Contacting the EAP will not qualify as notification to the City of Circleville of a potential harassment or discrimination issue (see below complaint procedure for more on how to notify the City of an issue or complaint).
2. During the complaint process, the confidentiality of the information received, the privacy of the individuals involved and the wishes of the complaining person will be protected to as great a degree as is possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the City's legal obligation to act on the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the City and those involved in the investigation. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and according to any existing state or federal law.

F. Complaint Procedure

The City of Circleville has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The City will treat all aspects of the procedure confidentially to the extent reasonably possible.

1. An individual who feels harassed, discriminated or retaliated against may initiate the complaint process by filing a complaint in writing with the City's human resource (HR) director. HR should receive a written and signed

complaint containing sufficient details to determine if the policy may have been violated. The complainant (the employee making the complaint) may obtain the complaint form from the HR department. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an employee's coming forward, the supervisor or manager shall immediately report it to the HR director. Failure to report will be treated as a violation of this policy.

2. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the HR director will review the complaint with the City's legal counsel.
3. Within five working days of receiving the complaint, the HR director will notify the person(s) charged (hereafter referred to as "respondents(s)") of a complaint and initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
4. During the investigation, the HR director, together with legal counsel or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
5. Within 15 business days of the complaint being filed (or the matter being referred to the HR director), the HR director or other person conducting the investigation will conclude the investigation. An exception to this timeline will be due to unexpected circumstances, where information gathering was delayed.
6. If it is determined that harassment or discrimination in violation of this policy has occurred, the HR director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors: a) the severity, frequency and pervasiveness of the conduct; b) prior complaints made by the complainant; c) prior complaints made against the respondent; and d) the quality of the evidence (e.g., first-hand knowledge, credible corroboration).
7. If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the HR director may recommend appropriate preventive action.
8. Within five days after the investigation is concluded, the HR director will meet with the complainant and the respondent separately, notify them of the findings of the investigation, and inform them of the action being recommended.
9. The complainant and the respondent may submit statements to the HR director challenging the factual basis of the findings. Any such statement must be submitted no later than five working days after the meeting with the HR director in which the findings of the investigation are discussed.
10. Within 10 days from the date the HR director meets with the complainant and respondent, the investigative report and any statements submitted by the complainant or respondent, will be additionally reviewed and discussion of the results of the investigation with other management staff as may be appropriate, and decide what action, if any will be taken. The HR director will report the City's decision to the complainant, the respondent and the appropriate management assigned to the department(s) in which the complainant and the respondent work. The City's decision will be in writing and will include findings of fact and a statement for or against disciplinary action. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

RETURN THIS PAGE ONLY TO THE HUMAN RESOURCES DEPARTMENT

EMPLOYEE ACKNOWLEDGEMENT – Unlawful Discrimination and Harassment Policy		
I acknowledge that I have received a copy of this policy and understand that I should consult with Human Resources if I have questions. I understand and agree that I will comply with this policy. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.		
Employee (Print)	Employee Signature	Date
SUPERVISOR ACKNOWLEDGEMENT – Unlawful Discrimination and Harassment Policy		
I acknowledge that I have reviewed this policy with the above employee and answered any questions from the employee.		
Supervisor (Print)	Supervisor Signature	Date

Correspondence sent to and meetings with Chief Gray while on medical leave:

- December 29, 2013: Chief Gray begins medical leave
 - January 16, 2015: IA investigation begins into misconduct at the Circleville Police Department
 - February 12, 2015: Notice to Chief Gray of return to work requirements & that City does not permit light duty assignments for off-the job injury/illness
 - March 10, 2015: IA investigation interviews take place at the Circleville Police Department resulting in 3 resignations and 1 termination
 - February 12, 2015: Notice to Chief Gray of return to work requirements & that City does not permit light duty assignments for off-the job injury/illness
 - March 24, 2015: Home visit between Chief Gray, Tom Hamman, AC Shawn Baer and Mayor McIlroy at the home of Chief Gray's in-laws.
 - March 30, 2015: Letter summarizing home visit on March 24, 2015 explaining return to work requirements and that the City does not permit light duty assignments for off-the-job injury/illness
 - April 1, 2015: Notice of city email access being removed due to Chief Gray conducting official police business while on medical leave (met with Prosecutor to discuss an open investigation). This is a policy violation (no light duty assignments)
 - April 9, 2015: Dictation of telephone conversation between Mayor and Chief Gray
 - April 13, 2015: City receives EEOC claim from S. Hempstead
 - April 14, 2015: During meeting with City legal counsel where records of a former employee were being reviewed for a records release, AC Baer notified the Mayor and Safety Director that he was notified of alleged discriminatory actions by Chief Gray.
 - April 17, 2015: Chief Gray was notified of allegations and that an investigation is underway via hand delivered letter to the address of his in-laws, where he recuperating.
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On April 20, 2015 at approximately 10:30 AM, Mayor McIlroy requested to meet with Safety Director Tom Hamman, Acting Chief Shawn Baer and HR Assistant Valerie Dilley to discuss allegations of discrimination and misconduct by Chief Harold Wayne Gray, Jr. Mayor asked Valerie to document the allegations against of discrimination and misconduct by Chief Gray. Mayor McIlroy will proceed with an investigation to be conducted by an outside agency. He instructed AC Baer to contact ICAC to perform the investigation.

Topics to be presented to investigator:

1. Chief Gray's meeting with Prosecutor Judy Wolford while on medical leave regarding a BCI open investigation into the Mary Cook murder.
 - Chief's inconsistency in his recollection of the conversation with Ms. Wolford and BCI during the telephone conversation with Mayor
 - Chief's spouse allegedly sat in on the meeting with BCI
2. Chief Gray's visit to CPD on April 13, 2015 to collect re-qualification documents.
 - Instructed employees to locate documents, make copies, notarize and fax documents
3. Discussed and/or assigned official police business with/to employees/consultants
 - Discussed Mary Cook murder case with Det. Roar at a 4H meeting
 - Asked for arrest list and officer assignment during recent drug raid
 - Contacted City's IT provider when he could not access city email
4. Discussed April 17, 2015 letter when letter specifically says not to

- Sgt. Chapman delivered the letter. Upon opening, Chief Gray handed the letter to Sgt. Chapman to read.
- At approximately 2:50 PM Visited the HR Department asking who he discrimination against; stated the City is supposed to represent him; spouse stated if they run into someone how can they know who has a warrant if they cannot access city email; spouse stated no other employee is treated this way

5. Alleged discrimination

- 9 mm handgun incident – documents found in Chief's office; Inconsistencies in Chief's interview statement in November 2012
- Comments to employees Doug Davis, Tim Myers, Levi "Jake" Freeman, Jodi Chapman
- Asked secretary to, upon his return to work, to perform

6. Alleged use of city equipment and funds for personal business

- Ammo and guns purchased by city taken to Crossroads Church for skeet shooting with men's group.
- Targets purchased by city, stored at home address and used for personal business (CCW classes)
- Used of city vehicle & supplies to teach police academy classes

7. Civil Service Commission Accusation

- Circumventing structured hiring process to "hand pick" officers
- Officer DQ'd by panel interview process then next officer hired without panel interview