

ORDINANCE NO.: 131 -2017  
INTRODUCED BY: Mayor Roche

**AN ORDINANCE AMENDING ORDINANCE NO. 70-2017 TO ADD THE POSITIONS OF POLICE CLERK I AND POLICE CLERK II AND AMENDING SECTION 141.11, "POLICE CLERK-DISPATCHER/DEPUTY CLERK OF COURTS/ADMINISTRATIVE CLERK" OF THE CODIFIED ORDINANCES; AND DECLARING AN EMERGENCY.**

WHEREAS, pursuant to Ordinance No. 75-2017, passed August 22, 2017, the City of Richmond Heights joined the Heights-Hillcrest Communications Center for safety service dispatching services; and

WHEREAS, due to the City's dispatching services being moved to the Heights-Hillcrest Communications Center, the Chief of Police and the Human Resources Manager has recommended that one of the City's dispatcher positions be changed to a new Police Clerk II position and that a new Police Clerk I position be created to perform an additional administrative role; and, therefore, it is necessary to amend Ordinance No. 70-2017, the City "Pay Ordinance", adopted by this Council on July 25, 2017, to do so; and

WHEREAS, upon the amendment set forth above, an amendment to Section 141.11, "Police Clerk-Dispatcher/Deputy Clerk of Courts/Administrative Clerk," of the Codified Ordinances to reflect the foregoing position changes in the Division of Police is necessary.

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

Section 1. Section 7 of Ordinance No. 70-2017, the "Pay Ordinance" of the City, is amended to add the positions of Police Clerk I and Police Clerk II in the Department of Public Safety, Division of Police, as follows, and the remainder of Section 7 shall remain unchanged:

"Section 7: DEPARTMENT OF PUBLIC SAFETY.

\* \* \*

A. DIVISION OF POLICE

\* \* \*

HNEx1 – Secretary to the Chief	\$15.97 - \$26.62 per hour (2016) \$16.37 - \$27.28 per hour (2017) \$16.76 - \$27.94 per hour (2018)
<u>HNEx1 – Police Clerk I</u>	<u>\$16.37 - \$22.13 per hour (2018)</u>
<u>HNEx1 – Police Clerk II</u>	<u>\$17.76 - \$25.94 per hour (2018)</u>

The full time administrative staff shall be entitled to injured-on-duty benefits pursuant to Section 141.21 of the Codified Ordinances of the City of Richmond Heights for injuries caused by interactions with prisoners, detainees, arrestees or persons suspected of committing crimes.

\* \* \*"

Section 2. Existing Section 141.11, "Police Clerk-Dispatcher/Deputy Clerk of Courts/Administrative Clerk" of the Codified Ordinances of the City of Richmond Heights is amended to provide as follows:

**“141.11 POLICE CLERK-DISPATCHER/DEPUTY CLERK OF COURTS/ADMINISTRATIVE CLERK**

There is hereby created the position of police clerk-~~dispatcher~~/deputy clerk of courts/administrative clerk, who shall perform such duties as prescribed by the Mayor. Such clerks shall be appointed by the Mayor upon the recommendation of the Chief of Police. The number of such clerks shall be determined by Council from time to time and such number set forth in the periodic comprehensive pay/~~compensation~~ ordinance adopted by Council."

Section 3. Existing Section 141.11, "Police Clerk-Dispatcher/Deputy Clerk of Courts/Administrative Clerk" of the Codified Ordinances of the City of Richmond Heights is hereby repealed.

Section 4. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the City in that it is required to establish the classification of necessary positions and rates of pay and further for the purpose of continued efficient and effective operation of the municipal government and the continuation of necessary City services; wherefore, this Ordinance shall take effect and be in force immediately upon its passage by Council and signature of the Mayor.

PASSED: Dec. 12, 2017

Signature of the Mayor:  
  
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David H. Roche, Mayor

APPROVED: Dec. 12, 2017

ATTEST: Betsy Traben  
Betsy Traben  
Clerk of Council

Eloise Cotton-Henry  
Eloise Cotton-Henry  
President of Council