

CITY OF GEORGETOWN  
ORDINANCE NO. 16- 003

**AN ORDINANCE AMENDING SECTION 2-111(c) OF THE CODE OF ORDINANCES TO; ABOLISH THE POSITION OF COORDINATOR; ABOLISH THE POSITION OF ASSISTANT COORDINATOR AND ADD ONE ADDITIONAL POSITION OF DISPATCHER IN DISPATCH AND; ADD ONE ADDITIONAL POSITION OF LIEUTENANT AND TWO ADDITIONAL POSITIONS OF POLICE OFFICER IN THE POLICE DEPARTMENT.**

**SUMMARY**

1. Amends section 2-111(c) of the Code of Ordinances, which sets forth the classifications, associated pay grades and authorized positions for each department, to abolish the position of Coordinator, abolish the position of Assistant Coordinator and add one additional position of Dispatcher, all in Dispatch; and add one additional position of Lieutenant and two additional positions of Police Officer, all in the Police Department.
2. Provides for repeal of inconsistent ordinances, severability of provisions and an effective date upon passage and publication.

The full text of Ordinance 16-003 is available for examination in the City Clerk's Office, 100 North Court Street, Georgetown, Kentucky 40324 or at [www.georgetownky.gov](http://www.georgetownky.gov).

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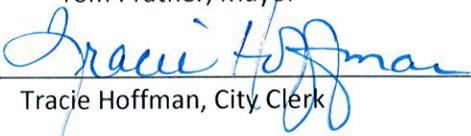
INTRODUCED AND PUBLICLY READ FIRST TIME: March 14, 2016

PUBLICLY READ SECOND TIME AND PASSED: March 28, 2016

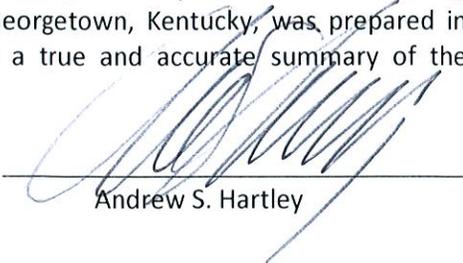
APPROVED: \_\_\_\_\_

  
Tom Prather, Mayor

ATTEST: \_\_\_\_\_

  
Tracie Hoffman, City Clerk

I, Andrew S. Hartley, hereby certify I am an Attorney licensed to practice law in the Commonwealth of Kentucky. My office is located at 100 North Court Street, Georgetown, Kentucky 40324. I further certify the foregoing Summary of Ordinance 16-003, of the City of Georgetown, Kentucky, was prepared in accordance with the requirements of KRS 83A.060(9), and is a true and accurate summary of the contents of said Ordinance.

  
Andrew S. Hartley

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SPONSOR: Polly Singer Eardley

WHEREAS, Section 2-111(c) of the Code of Ordinances is being amended to; abolish the position of Coordinator, abolish the position of Assistant Coordinator, and add one additional position of Dispatcher in Dispatch and; add one additional position of Lieutenant and two additional positions of Police Officer in the Police Department.

NOW, THEREFORE, Be it ordained by the City of Georgetown, Kentucky:

**SECTION ONE**

Section 2-111(c) of the Code of Ordinances is hereby amended to read as follows:

**GENERAL GOVERNMENT**

Mayor (This is statutory and not being created by this ordinance)		1
City Clerk (This is statutory and not being created by this ordinance)		1
Administrative Assistant	Grade 7	1
City Attorney	Grade 11	1
Human Resources Director	Grade 11	1
Human Resources Specialist	Grade 8	1
Deputy Clerk	Grade 6	1
City Engineer	Grade 11	1
Engineering Technician	Grade 9	1
Finance Director	Grade 11	1
Finance Specialist	Grade 7	1
Finance/Legal Specialist	Grade 7	1
Computer Specialist	Grade 9	1

**BUILDING INSPECTION**

Director of Building Inspection	Grade 10	1
Senior Building Inspector	Grade 9	1
Senior HVAC Inspector	Grade 9	1
Building Inspector	Grade 8	1
Permit Technician	Grade 6	1

**POLICE**

Police Chief	Grade 11	1
Assistant Police Chief	Grade 10	1
Captain	Grade 9	1
Lieutenant	Grade 8	<u>45</u>
Sergeant	Grade 7	8
Police Officer II	Grade 6	<u>37-39</u>
Administrative Secretary	Grade 6	1
Secretary	Grade 5	1
Receptionist	Grade 4	1
PTS Safety Officer		1
PTS Crossing Guard		8
Code Enforcement Officer	Grade 8	1

**FIRE**

Fire Chief	Grade 11	1
Assistant Fire Chief	Grade 10	1
Battalion Chief	Grade 9	3
Fire Marshal	Grade 9	1
Fire Inspector	Grade 8	1
Captain	Grade 8	12
Firefighter/EMT	Grade 6	36

**DISPATCH**

<del>Coordinator</del>	<del>Grade 10</del>	<del>1</del>
<del>Assistant Coordinator</del>	<del>Grade 7</del>	<del>1</del>
TAC Officer	Grade 6	1
Shift Supervisor	Grade 6	2
Dispatcher	Grade 5	<u>15-16</u>
PPT Dispatcher		2

**PUBLIC WORKS**

Director of Public Works/Sanitation	Grade 11	1
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Supervisor of Public Works/Sanitation	Grade 9	1
Crew Leader	Grade 6	1
Secretary	Grade 5	1
Maintenance/Driver	Grade 5	5
Equipment Operator	Grade 5	3

**SANITATION**

Crew Leader	Grade 6	1
Sanitation Worker	Grade 4	6
Sanitation Driver	Grade 5	8
Diesel Mechanic	Grade 8	1
Mechanic	Grade 6	1

**RECYCLING**

Recycling Supervisor	Grade 8	1
Recycling Worker	Grade 5	1
PPT Recycling Worker		1

**CEMETERY**

Sexton	Grade 8	1
Equipment Operator	Grade 5	1
PPT Maintenance		1

**REVENUE**

Revenue Commission Director	Grade 11	1
Occupational Tax Compliance Analyst	Grade 6	3
Occupational License Officer	Grade 5	1

TOTAL CITY OF GEORGETOWN POSITIONS 200-202

**SECTION TWO**

Any and all existing ordinances inconsistent with this ordinance are repealed.

**SECTION THREE**

If any section, subsection, sentence, clause, or phrase of this ordinance is held unconstitutional or otherwise invalid, such infirmities shall not affect the validity of the remaining portions of this ordinance.

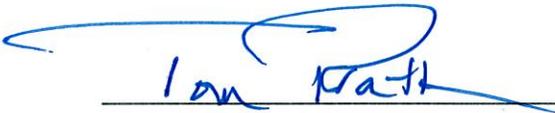
**SECTION FOUR**

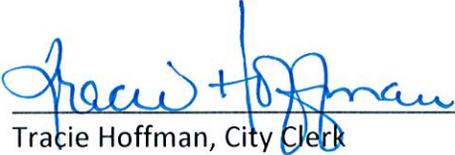
This ordinance shall take effect after its passage and publication according to law.

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PUBLICLY INTRODUCED AND READ FIRST TIME:      March 14, 2016

PUBLICLY READ SECOND TIME AND PASSED:      March 28, 2016

APPROVED:        
Tom Prather, Mayor

ATTEST:        
Tracie Hoffman, City Clerk

## CITY OF GEORGETOWN

**GROUP CLASSIFICATION****ADMINISTRATIVE****POSITION CLASSIFICATION:** Police Lieutenant**GRADE 08****DEPARTMENT:** Police**IMMEDIATE SUPERVISOR:** Police Captain**SUPERVISES:** All Support Service Personnel

**CHARACTERISTICS OF POSITION:** Under general administrative direction, supervises support services activities and assists in providing divisional support (Traffic and Patrol, Investigative or Operations) for the department; enforces federal, state and local laws, administrative regulations and ordinances; performs related duties as required.

**GENERAL DUTIES AND RESPONSIBILITIES:**

**Essential:** Responsible for assigning and evaluating divisional subordinates. Supervises support service activities and assists in providing support for the department. Assists the Police Chief in planning, organizing, directing, coordinating and evaluating activities and programs of the department. Assists with establishment of departmental policies, regulations, goals and program priorities. Assists with formulation of work methods and procedures. Assists with preparation of work schedules. Assists with investigation and resolution of complaints against personnel and/or services provided by the department. May meet with citizen groups. Assumes responsibility for preparation of required reports, ensuring accuracy and completeness; ensures reports are forwarded in a timely manner. May assist in preparing annual budget. Researches and recommends equipment requisitions. Supervises maintenance and repair of departmental equipment, vehicles and buildings. Supervises school crossing activities. Supervises enforcement of permit and license ordinances. Officer is subject to hazardous duty in times of emergency or when necessitated by circumstances. Attends required training programs; monitors and schedules departmental personnel for mandatory training.

**Non-essential:** None.

**\*\*\* If assigned to serve as 911 Center Coordinator, these additional duties are required:**

**Essential:** Supervises Telecommunications Supervisors, T.A.C. and Telecommunicators/administrative personnel as assigned; performs telecommunicator duties during assigned shift when deemed necessary. Assist in maintaining adequate emergency radios for all agencies. Prepares all activities and programs of the unit. Ensures departmental policies, regulations, goals and program priorities. Formulates and prescribes work methods

and procedures. Makes recommendations regarding personnel appointments, promotions, demotions, disciplinary actions or dismissals. Prepares annual budget; monitors approved budget. Recommends equipment requisitions. Attend meetings concerning City/County needs. Receives calls for public safety agencies and dispatches in order of importance. Runs operators license checks, registration checks and wanted persons checks on computer. Uses/operates a C.A.D. system and recommends configures C.A.D. Module as Assistant System Administrator. Administer 911 center network.

**Non-essential:** None.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**Training and/or Experience:** Associate degree in Police Administration or law enforcement supplemented by three years work experience in law enforcement experience. Additional college level coursework in a closely related field of study or specialized training (skill/trade) from an accredited educational institution may be substituted for required work experience; likewise, additional closely related work experience (including administrative/supervisory) may be substituted for educational training on a year-per-year basis.

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#### **SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge:** Thorough knowledge of the principles, practices and techniques of modern police administration and law enforcement. Thorough knowledge of federal, state and local laws and ordinances relating to police activities. Knowledge of the geography of the City.

**Skills:** Skill in the use of firearms.

**Abilities:** Administrative and supervisory abilities. Analytical abilities. Ability to supervise and direct the activities of subordinates. Ability to prepare and maintain and/or ensure the preparation and maintenance of required reports. Ability to establish and maintain effective working relationships with officers and employees of the City, other police departments/agencies, and the general public.

**SPECIAL LICENSING REQUIREMENTS:** Valid Kentucky driver's license required.

**ADDITIONAL REQUIREMENTS:** See KRS 95. for requirements in addition to those listed below:

**Training:** Must have completed required basic training, and must complete required annual training.

**Availability:** Must be able to respond to calls in emergency situations at all hours.

**Instructions:** Very general.

**Processes:** Frequently refines existing methods and develop new techniques, concepts, or programs within established limits.

**Review of Work:** General. Must report exceptions to supervisor.

**Analytical Requirements:** Decisions based on wide knowledge and application of advanced techniques/concepts are required.

**Public/Internal Contact:** Public 75%; internal 25%.

**Mental Effort:** Moderate to heavy.

**Interruptions:** Constant.

**Work Environment:** Inside and outside.

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**Physical Demands:**

**Lifting:** Must be able to physically restrain individuals when required. Must be able to lift 50 pounds or more on occasion. Requires stooping, bending, crawling, walking, running, climbing, etc.

**Use of Equipment:** Vehicle, firearms, telephone, office equipment for preparing reports, etc.

**Vehicle Operations:** Must operate automobile in emergency situations.

**Drug Free Workplace Policy:** All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engages in activities to that work.

## Job Description and Workplan

**Position Title: Police Lieutenant**

**Grade 08**

**Non-Exempt**

**INSTRUCTIONS:** Use simple, non-technical words to describe each duty and responsibility to be performed and the office/maintenance and Police, Fire, and Public Works equipment to be utilized. Use a separate paragraph for each duty/goal (limit to five major duties, if possible), beginning with the duty/goal that takes up most of your time and ending with those duties/goal that are occasion or special assignments. In the column on the left, estimate the percentage of your time spent on each duty.

% of Time	Specific Duties and Responsibilities of Position
60%	Exercises general supervision over all departmental employees through subordinate commanders. Performs administrative and supervisory work.
30%	Performs patrol work as a field commander or Detective work as a field commander.
5%	One-to-one personal contact with general public.
5%	Attends required continued education classes as per K.R.S.
100%	<b>NOTE: PERFORM OTHER RELATED DUTIES ASSIGNED BY SUPERVISOR</b>

**Complete Lower Portion After Employment**

I hereby certify that I have read and understand the above described position, including the duties and responsibilities which I have been employed to fulfill.

\_\_\_\_\_  
Employee's Typed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I hereby certify that I have discussed the duties and responsibilities of this position with the employee and he/she has received a copy.

\_\_\_\_\_  
Department Director or Director of Human Resources

\_\_\_\_\_  
Date