

CITY OF RAVENSWOOD

HANDBOOK

OF

POLICIES & PROCEDURES

CITY OF RAVENSWOOD EMPLOYEE HANDBOOK INDEX

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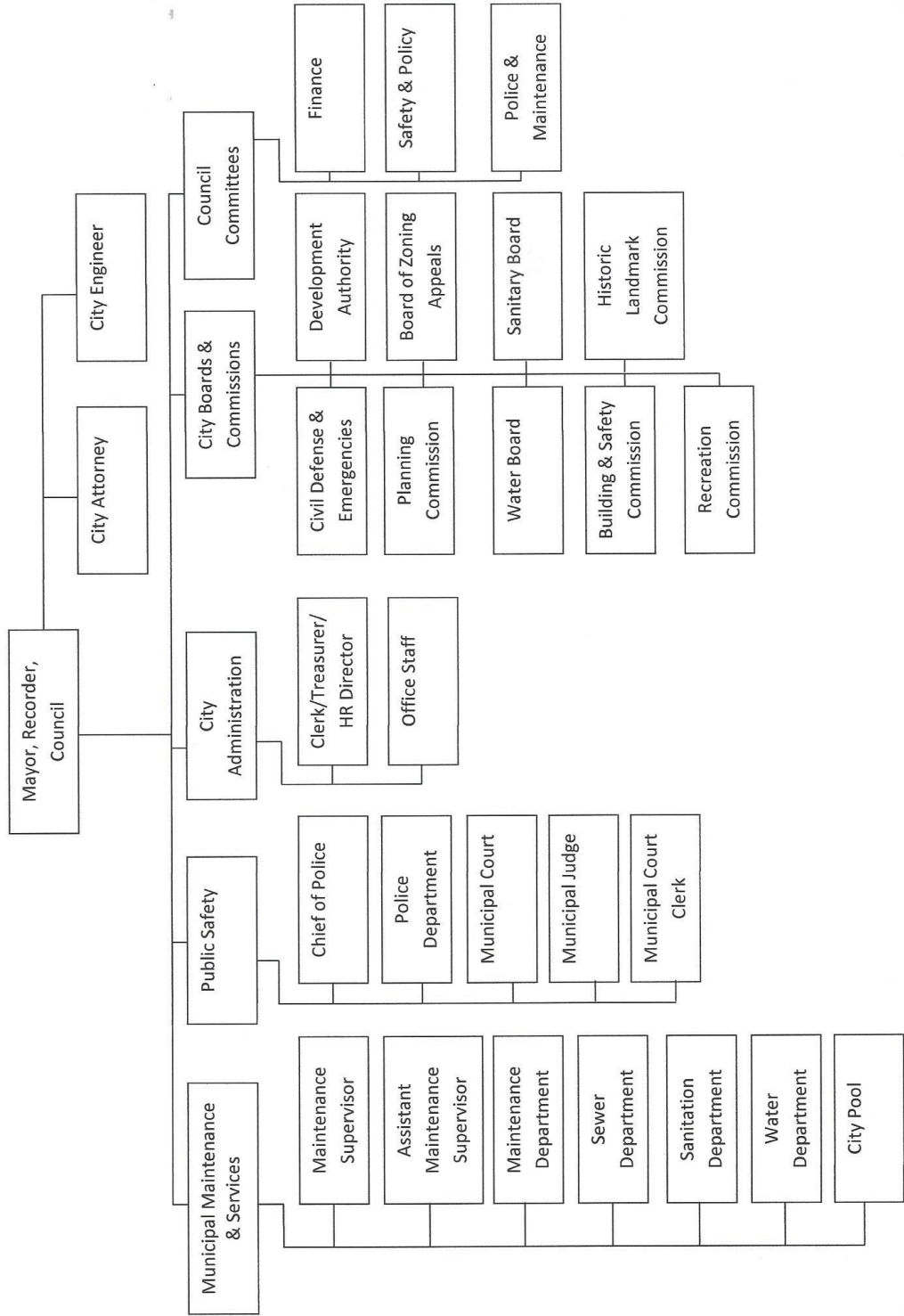
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Revised: 11/02/2014

City of Ravenswood, West Virginia



STATEMENT OF ACCEPTANCE

I understand and agree that the contents of this Handbook are presented as a matter of information only. The information contained in this Handbook is merely a summary of the present policies, rules and benefits of the City of Ravenswood, West Virginia (the “City”), and the Handbook is not intended to be or create an employment contract, either express or implied. To the extent that any written employment contract or collective bargaining agreement contradicts any term of this Handbook, the written employment contract or collective bargaining agreement controls.

While the City offers and intends to apply the policies, procedures, rules and benefits described herein, they are not an offer of employment and are not intended to guarantee me employment or job security. I understand that my employment is “at-will.” (except for the Chief of Police and police officers). That means that my employment and compensation are for no definite period, and that as an employee at-will, my employment may be terminated at any time with or without notice, cause or compensation.

I further understand that the City also reserves the right, in its sole discretion, to, at any time, modify, interpret, revoke, suspend, terminate or change any or all plans, policies or procedures, in whole or in part, with or without advance notice. In addition, I understand that no supervisor, representative or officer of the City has any authority to make any agreement contrary to the policies stated herein with any employee without the express written authority of the City Council for the City.

I have received my personal copy of the City of Ravenswood’s Handbook of Policies and Procedures, and I have been given an opportunity to read or listen to it and ask questions regarding its contents.

Employee’s Signature

Date

**All employees are required to sign, date, and return this page
to their Supervisor.**

STATEMENT OF ACCEPTANCE

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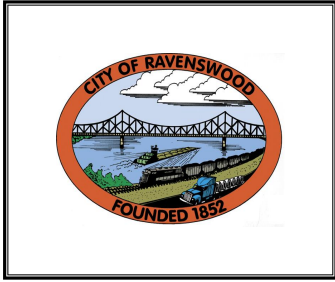
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Employee’s Signature

Date

This page shall remain in this Handbook.



Title/Subject INTRODUCTION TO EMPLOYEE HANDBOOK/DEFINITIONS	Effective Date	Revision Date
References New Policy and Procedure		

PURPOSE:

1.00 The purpose of this Handbook is to assure both professional and courteous services for the citizens of Ravenswood as well as to provide for the fair and equitable treatment of all City employees.

POLICY:

1.01 It is the policy of the City of Ravenswood to provide each employee with an Employee Handbook that explains the rules and practices associated with employment.

DEFINITIONS:

1.02 As used in this Handbook, the following terms are defined as set forth below:

- A. Executive Staff: The Mayor, City Council, Human Resources Director, City Clerk, Maintenance Supervisor, and Chief of Police.
- B. Exempt Employee: A full-time employee whose job responsibilities are such that he is exempt from the minimum wage and overtime requirements of applicable wage and hour law.
- C. Full-time Employee: An employee that is regularly scheduled to work 40 or more hours per week.
- D. Non-exempt Employee: A full-time, part-time or temporary employee whose job responsibilities are such that he is entitled to be paid overtime for hours worked in excess of 40 during a work week, consistent with the requirements of applicable wage and hour law.
- E. Part-time Employee: An employee that is regularly scheduled to work less than 40 hours per week.
- F. Temporary Employee: An employee that is hired on a temporary basis with the understanding that their employment will be terminated on or near a predetermined date or upon completion of a particular project.
- G. The City: The City.

PROCEDURE:

1.03 This Handbook has been prepared as a general reference guide so that employees may better understand their privileges and responsibilities as employees of the City and the rules and practices governing employment with the City. This Handbook supersedes any and all prior policies and practices of the City, oral or written, and any policies, procedures, handbooks and/or City rules previously in effect.

1.04 The information, procedures and policies set forth in this Handbook are not a consideration of employment and the language is not intended to be or create a contract between the City and its employees. Also, the general information pertaining to the various benefit plans is based upon official texts, which are controlling in case of question or inconsistency. To the extent that any written employment contract or collective bargaining agreement contradicts any term of this Handbook, the written employment contract or collective bargaining agreement controls.

1.05 THIS HANDBOOK IS NOT INTENDED TO BE OR TO CREATE A CONTRACT OF EMPLOYMENT. THE EMPLOYMENT RELATIONSHIP OF EACH EMPLOYEE IS "AT-WILL." THAT MEANS THAT IT IS FOR NO DEFINITE PERIOD AND IS TERMINABLE AT ANY TIME AT THE WILL OF THE CITY WITH OR WITHOUT NOTICE, CAUSE OR COMPENSATION.

1.06 Employees are required to read or listen to this Handbook and keep it in a convenient place for future reference. It is to remain in the employee's possession as long as he/she is employed by the City. From time to time, employees may receive new pages (changes or additions), which will keep the Handbook updated. Whenever an employee's employment is terminated, the Handbook must be returned to the City. \$ 25.00 will be deducted from final pay check if book is not returned to HR Department upon termination.

1.07 Employees should direct any questions on any part of this Handbook, or any subject not covered in it, to the Human Resources Director.

1.08 The use of the male pronoun "he" within this Handbook shall include the neuter and feminine, and use of the pronoun is not in any way intended as an act of discrimination against any party.

1.09 This Handbook applies to all individuals hired for permanent employment (including all office personnel and police officers), temporary employees, interns, volunteers within the City, and contract employees for whom a City office is their regularly assigned work location.

1.10 The City Council, by majority vote, has the sole authority to amend this Handbook. The Mayor is the Executive Officer of the City and is charged with both implementing the provisions of this Handbook and managing the day to day operations of the City.

Policy & Procedure #2

Title/Subject

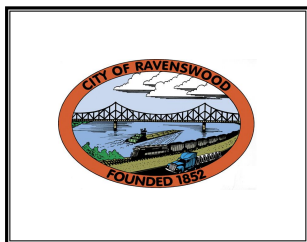
EQUAL EMPLOYMENT OPPORTUNITY

Effective

Date

Revision

Date



References

New Policy and Procedure

PURPOSE:

2.00 To acquaint employees and prospective employees with the City of Ravenswood's policy and procedure regarding Equal Employment Opportunity.

POLICY:

2.01 It is the City's policy to recruit, offer, and employ, individuals, for all jobs without regard to race, creed, color, sex, age, national origin, religion, mental or physical disability or handicap, marital status, family status, ancestry, genetic information, veteran's status, sexual orientation or any other characteristic protected by applicable local, state or federal law. It is the City's policy to recruit, offer, and employ, individuals, for all jobs without regard to race, creed, color, sex, age, national origin, religion, mental or physical disability or handicap, marital status, family status, ancestry, genetic information, veteran's status, sexual orientation or any other characteristic protected by applicable local, state or federal law. It is the stated policy of the City that all of its employees have the right to work in an environment free from all forms of unlawful discrimination and conduct which may be considered harassment, coercive or disruptive. No employee should be subjected to uncalled for and unwelcome conduct of a discriminatory nature based upon any of the above-stated criteria. Discriminatory conduct, whether committed by supervisory or nonsupervisory personnel, is strictly prohibited and will not be tolerated.

DEFINITIONS:

2.02 None.

PROCEDURE:

2.03 The City is committed to the principles of Equal Employment Opportunity (EEO) and has set forth definite steps for positive action in order to meet its legal and moral responsibilities.

2.04 The City is dedicated to maintaining a nondiscriminatory climate in which the following policy of affirmative action is administered equitably:

- A. To administer all personnel policies and benefits without regard to any of the above stated criteria.
- B. To base employment decisions solely upon an individual's qualifications for the position being filled.

C. To base decisions on an employee's career development with the City based on an individual's experience, abilities, skills and interests.

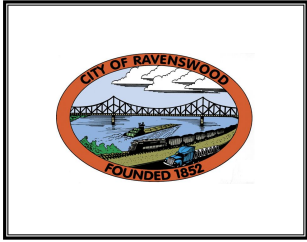
D. As required by law, to provide reasonable accommodations for known disabilities of qualified employees that do not pose an undue hardship on the City.

2.05 The City's EEO policy is intended to apply to recruiting, hiring, promotion, transfer, upgrading, layoffs, retention, compensation, benefits termination, and all other privileges, terms and conditions of employment. Responsibilities for administering and monitoring the City's compliance with its EEO policy is assigned to the Human Resources Director. These policies are intended to stress the need to employ and promote the best qualified person to perform any particular job. All inquiries about this EEO policy or requests for reasonable accommodation should be directed to the Human Resources Director.

2.06 Any conduct that violates this policy and procedure shall be reported immediately to an employee's supervisor or the Human Resources Director when it occurs. Any supervisory employee who receives notice of a complaint or who learns of an incident of alleged discrimination is required to promptly report the incident to the Human Resources Director or the Mayor to allow the complaint to be properly and promptly investigated. In the event that that an employee feels, for any reason, that he/she cannot deal directly with his/her supervisor in reporting potential discrimination problems, he/she should see the Mayor of the City in order to allow the City to investigate the complaint.

2.07 Under no circumstances shall an employee's job security or promotional opportunities be jeopardized because of making a complaint under this section or because of his or her willingness otherwise to assist in the identification of employees in violation of this section. The City shall not tolerate retaliation or reprisals against an employee based upon the employee making a good faith complaint of conduct in violation of this section or based upon the employee cooperating in an investigation of any such complaint.

2.08 When an investigation is complete the matter will be resolved by the Mayor & Council & Attorney. Such investigations shall be confidential to the extent practicable. Individuals who are found to have engaged in conduct in violation of this EEO policy will be disciplined, up to and including discharge where the facts warrant.



Title/Subject APPLICANT PROCEDURES & HIRING PROCESS	Effective Date June 5, 2007	Revision Date December 11, 2012
References		

PURPOSE:

3.00 The purpose of the policy and procedure is to provide a hiring process that is both fair and equitable to prospective employees while affording the City of Ravenswood the ability to identify the most suitable person for a specific job.

DEFINITIONS:

3.01 None.

POLICY:

3.02 It is the policy of the City of Ravenswood to give equal employment opportunities to all people; and to make employment decisions based on each person's performance, qualifications, and abilities. The City of Ravenswood is an equal opportunity employer.

PROCEDURE:

3.03 The Human Resources Director shall work in conjunction with the Mayor and department heads to draft job descriptions for each City employment position prior to those positions being advertised for applicants. The Human Resources Director shall work in conjunction with the Mayor and department heads to develop job-related testing to be used during the application process.

3.04 The Common Council and the Mayor shall determine, in conjunction with the department heads, if a specific City employment position is either vacant and should be filled; and/or if the operation of City business requires the creation of a new employment position. Council shall declare any vacancy by majority vote and the hiring process shall not begin until Council has declared a vacancy.

3.05 All vacant employment positions with the City shall be advertised in a local newspaper for at least two editions and/or on the City website. If the Mayor determines that due to the qualifications of a specific position a wider demographic pool of applicants is required, they may authorize the publication of the vacant employment position in state-wide newspapers or other advertising media or services. Unless applications are less than one year old the position may be filled using those applications.

3.06 All employment advertisements shall comply with Federal and State law as well as the Code of Ordinances for the City of Ravenswood. All employment advertisements shall state that pursuant to the City Code of Ordinances §30.02, all persons applying for a vacant employment position must be a resident of Jackson County or commit to relocating and residing in Jackson County within six (6) months of employment. All employment advertisements shall state that the City of Ravenswood is an equal opportunity employer and that the City will make reasonable accommodations for disabilities during all phases of the application process.

3.07 The Mayor, Human Resources Director and/or the Employment Review Board shall reject an applicant for the following:

- A. the applicant is found to lack any of the preliminary requirements established for consideration for the position by statute, ordinance or otherwise,
- B. the applicant has been convicted of a felony crime,
- C. the applicant has made a false statement of material fact or has misrepresented his or her qualifications in the application or subsequent background investigation,
- D. the applicant has been previously dismissed from any public service for delinquency, misconduct, or other similar cause,
- E. the applicant has used or attempted to use political pressure or bribery to secure an advantage in the selection process or appointment,
- F. the applicant has directly or indirectly obtained information regarding the selection process to which, as an applicant, he or she was not entitled,
- G. the applicant has failed to submit the application correctly or within the prescribed time limits,
- H. the applicant has taken part in the compilation, administration, or correction of any examination used in the selection process,
- I. at least three (3) former employers state that they would not re-employ the applicant, or otherwise indicate that the applicant's services as an employee were unsatisfactory, or that the applicant is lacking in character,
- J. the applicant is not eligible to work in the United States,
- K. the applicant has not possessed a valid driver's license for two years prior to making application,
- L. the applicant has any recent convictions for a serious traffic offense (e.g. driving while intoxicated, negligent homicide, etc.),
- M. the applicant has any domestic violence convictions,
- N. the City detects or discerns, at any stage of the process, any condition or circumstance involving the applicant that may impair the applicant's ability to perform the duties attendant to the vacant employment position.

3.08 The Mayor, Human Resources Director and/or the Employment Review Board may reject an applicant for the following:

- A. the applicant has been rejected during any phase of the selection process and the condition or

circumstance causing the rejection still exists,

B. the applicant has any convictions for misdemeanor crimes involving persons or property,

C. the applicant has any type or method of body art or piercing that would be normally observable while wearing any City uniform.

3.09 The Human Resources Director will notify applicants by U. S. Mail or by other means considered expedient of the acceptance or rejection of their application.

3.10 The Human Resources Director will notify qualified applicants by U. S. Mail, or by other means considered expedient of the date, time, and location to appear for the initial applicant screening.

3.11 The applicant must successfully complete a series of job related tasks determined by the Human Resources Director in conjunction with department heads including physical ability tests for police officers to determine suitability for training as promulgated by the Governor's Committee on Crime, Delinquency, and Correction; Law Enforcement Professional Standards Subcommittee.

3.12 The applicant shall appear before an Employment Review Board. The Board shall consist of the Mayor, the Human Resources Director, the appropriate department head and/or their assistants, and any member of Council who chooses to be involved. The Human Resources Director in conjunction with the department heads shall draft a set of standardized questions to be employed during the interview and shall draft a standard grading rubric to be employed in rating each applicant. The Human Resources Director shall provide or cause to be provided training regarding the interview process to the Board members prior to the applicant interviews. Following the interviews, the Employee Interview Board shall compile a rank ordered list of applicants.

3.13 The Employment Review Board shall select applicants from the list compiled following the interviews, based on projected or actual position availability and other factors, for a background investigation. Applicants will be notified by U. S. Mail or by other means considered expedient whether or not they have been accepted for a background investigation. The background investigation may consist of but not be limited to the following:

A. Inquiries into the veracity of responses on the application;

B. Interviews with references supplied by the applicant, persons familiar with the applicant, and previous employers;

C. Inquiries into the applicant's criminal, driving, and credit history as appropriate;

D. Inquiries into the applicant's military background;

E. Inquiries regarding civil suits naming the applicant; and

F. Inquiries into the applicant's educational background and performance; and

G. Applicants for vacant law enforcement positions may be required to submit to a polygraph examination.

3.14 The Employment Review Board shall review the background investigations and eliminate those applicants who have conditions and/or circumstances in their backgrounds that meet any of the automatic disqualification criteria, or which indicate that the applicant's ability to perform the duties attendant to the vacant position would be impaired.

3.15 The applicant selected for a specific vacant position shall be given a conditional offer of employment on a form prescribed by the Human Resources Director prior to any psychological or medical testing.

3.16 Selected applicants for law enforcement positions may be caused to submit to a series of psychological examinations designed to determine each applicant's psychological fitness for duty as a police officer.

A. the examinations shall be evaluated by a licensed clinical psychologist or the equivalent.

B. the Employment Review Board shall eliminate those applicants whose psychological test profiles reveal that the applicant is not suited for duty as a police officer.

C. applicants will be notified by U. S. Mail or by other means considered expedient of a favorable or unfavorable result on any psychological examinations.

3.17 Selected applicants shall submit to a medical examination by a licensed physician chosen by, and at the expense of the City.

A. the applicant shall complete a comprehensive medical history questionnaire, supplied by the City, which will elicit information dealing with the applicant's family health history, current health habits such as smoking, alcohol intake, physical activity, and medications. The questionnaire will also deal with, among other things, primary factors associated with coronary heart disease such as high blood pressure, high blood fat levels, obesity, physical inactivity, etc. The medical examination shall consist of selection criteria aimed at identifying conditions that may potentially exclude an applicant from consideration for appointment to the specific vacant employment position. The following conditions may be cause to exclude an applicant from consideration for employment, except where specifically noted;

1. Eyes and Vision

Visual Acuity - An applicant's uncorrected distant vision may be equal to but not worse than 20/100 in the weaker eye, and, shall be correctable to better than, or equal to 20/30 (Snellen) in each eye. Means of correction must be worn on the job and must not interfere with proper fitting of a facial mask, e.g. gas mask, riot helmet, or air, or blood borne pathogen masks, equipment used in confined spaces or areas where toxic chemicals are handled.

a. Far visual acuity shall be at least 20/30 binocular with contact lenses or spectacles. Far visual acuity uncorrected shall be at least 20/100 binocular for wearers of hard contacts or spectacles. Successful long-term soft contact lens wearers (six months without a problem) are not subject to the uncorrected standard.

b. Ophthalmological procedures such as radial keratotomy, repair or retinal detachment. Sufficient time (i.e., six months) must have passed to allow stabilization of visual acuity and to ensure that there are no postsurgical complications.

c. Visual Acuity - Color Vision: The applicant must pass a "controlled color discrimination test", e.g. United States Department of Transportation Color Vision Examination.

d. Visual Acuity - Depth Perception: An applicant's depth perception should be sufficient to demonstrate normal stereo depth perception with or without correction to the standard: 80 ARC seconds.

e. The examining physician is to note any other conditions which may interfere with the applicant's ability to perform the duties attendant to the specific vacant position.

2. Ears and Hearing

a. Hearing Acuity - Using an audiometer, the applicant should have no average loss of 25 or more

decibels at the 500, 1000, 2000, and 3000 Hertz (Hz) levels in either ear with no single frequency loss in excess of 40.

b. Acute Otitis Media, Otitis Externa, and Mastoiditis - If the applicant meets Hearing Acuity guidelines and the condition is resolved, then these conditions are non-disqualifying.

c. Any Inner/Middle/Outer Ear Disorder Affecting Equilibrium, e.g. Meniere's Disease - If the applicant has historically had episodes of vertigo, the applicant may require further evaluation.

3. Nose, Throat, and Mouth

a. Loss of Sense of Smell.

b. Aphonia, Speech Loss or Speech Defects.

c. Abnormalities of the Nose, Throat, or Mouth - If the abnormality does not interfere with the applicant's breathing, or the proper fitting of a gas mask, then the condition is non-excludable.

4. Peripheral Vascular System

a. Hypertension - An applicant's resting blood pressure should be less than, or equal to, 140 mmHg systolic and 90 mmHg diastolic on three successive readings. (If the applicant has controlled hypertension not exceeding this standard and is on medication with side effect profiles which do not interfere with performance of duty for the specific vacant position, then the condition may not cause the applicant to be excluded.) The applicant must have a functional and therapeutic cardiac classification no greater than 1A, i.e., Functional Capacity I: Applicants with cardiac disease and no limitation of physical activity. Ordinary physical activity does not cause discomfort. Applicants in this class do not have symptoms of cardiac insufficiency, nor do they experience anginal pain. Therapeutic Classification A: Applicants with cardiac disease whose physical activity need not be restricted.

b. Peripheral Vascular Abnormality - any condition which is severe and/or symptomatic may cause the applicant to be excluded, e.g. arterial insufficiency, deep or superficial vein thrombophlebitis, Reynaud's disease.

5. Heart and Cardiovascular System

a. Congenital Heart Disease - if the applicant's functional work capacity is unimpaired, then the condition may not cause the applicant to be excluded.

b. Valvular Heart Disease - includes significant valvular insufficiency, significant septal defects (any valve), and prolapsing mitral valve (symptomatic).

c. Coronary Artery Disease.

d. ECG Abnormalities (if associated with organic heart disease) - including but not limited to: WPW Syndrome, ST Depression, Partial or Complete Left Bundle Branch Blocks, 3 Degree A-V Block, Mobitz Type II A-V Blocks, Sinoatrial Block or Sick Sinus Syndrome, Ventricular Extrasystole (frequent - 20/minute with exercise, 10/minute without exercise), Ventricular Tachycardia, Atrial Fibrillation or Flutter, Episodic Supraventricular Tachycardia or Consistent Supraventricular Tachycardia at Rest or Persistent After Exercise Even if Asymptomatic.

- e. Angina.
- f. Congestive Heart Failure.
- g. Cardiomyopathy.
- h. Pericarditis, Endocarditis, and Myocarditis.

6. Respiratory System

a. The applicant's respiratory system must be free of chronically disabling conditions that would interfere with the applicant's ability to perform the duties attendant to the specific vacant position.

- a. Infectious or Potentially Infectious Pulmonary Tuberculosis.
- b. Chronic Bronchitis.
- c. Chronic Obstructive Pulmonary Disease.
- d. Emphysema.
- e. Restrictive Lung Diseases.
- f. Bronchiectasis and Pneumothorax (current or repeated history)
- g. Pneumonectomy.
- h. Acute Mycotic Diseases - including, but not limited to, Coccidioidomycosis and Histoplasmosis.
- i. Acute Pleurisy.
- j. Malignant Disease - any condition which may interfere with the applicant's ability to perform the duties attendant to the specific vacant position.

7. Gastrointestinal System

a. Colitis - including but not limited to Crohn's Disease, Ulcerative Colitis, Irritable Bowel Syndrome (symptomatic or needing medication), and Bacterial Colitis.

b. Diverticulitis.

c. Esophageal Disorders - including, but not limited to, Esophageal Stricture, Lower Esophageal Ring and Esophageal Spasm. If the applicant's condition is controlled, then the condition is non-disqualifying.

d. Pancreatitis.

e. Gall Bladder Disorders.

f. Active Peptic Ulcers.

g. Symptomatic Inguinal, Umbilical, Ventral, Femoral, or Incisional Hernias.

h. Malignant Disease of the Liver, Gall Bladder, Pancreas, Esophagus, Stomach, Small or Large Bowel, Rectum, or Anus.

- i. Gastrointestinal Bleeding.
- j. Active or Chronic Hepatitis.
- k. Cirrhosis of the Liver.
- l. Motility Disorders, e.g. Scleroderma.

If any of the above or gastro-intestinal conditions are controlled, then they may not cause the applicant to be excluded.

8. Genitourinary System

a. The examining physician is to note any conditions which may interfere with the applicant's ability to perform the duties attendant to the specific vacant position.

b. Pregnancy - the examining physician should record if the applicant is pregnant.

c. Nephrectomy - if an applicant possesses this condition with normal natural renal function, then the condition is non-disqualifying.

d. Acute Nephritis.

e. Nephrotic Syndrome.

f. Acute Renal/Urinary Calculi.

g. Renal Transplant.

h. Renal Failure.

i. Hydrocele and Varicocele (Symptomatic).

j. Malignant Diseases of Bladder, Kidney, Ureter, Cervix, Ovaries, Breasts, Prostate, etc.

k. Active Venereal Diseases.

l. Urinary Tract Infection.

m. Polycystic Kidney Disease.

n. Pelvic Inflammatory Disorders.

o. Endometriosis.

p. Inflammatory Disorders, e.g. prostatitis, orchitis, epididymitis.

q. Scleroderma.

9. Endocrine and Metabolic Systems

a. Uncontrolled Thyroid Disease.

b. Diabetes Mellitus - potential excludability requires a case by case assessment by a physician designated by the City as to the control of diabetes and presence and severity of symptoms and complications.

c. Adrenal Dysfunction - including, but not limited to, Addison's Disease and Cushing's Disease.

d. Insulin Reactions.

e. Untreated Thyroid Malignancy.

10. Musculoskeletal System

a. The examining physician is to note any condition which may interfere with the applicant's ability to perform the duties attendant to the specific vacant position.

b. Disorders that Limit Motor Function.

c. Cervical Spine or Lumbosacral Fusion.

d. Degenerative Cervical or Lumbar Disc Disease (if symptomatic).

e. Extremity Amputation.

f. Osteomyelitis.

g. Muscular Dystrophy.

h. Loss in the Motor Ability from Tendon or Nerve Injury/Surgery - in an area relevant to the applicant's performing the essential tasks of the job.

i. Arthritis - if the applicant possesses this condition with no functional impairment, then the condition is non-excludable.

j. Coordinated Balance.

k. Symptomatic Herniated Disc.

l. Spinal Deviations.

11. Hematopoietic and Lymphatic Systems

a. Hematopoietic Disorders (including malignancies), e.g.SCD, thalassemia, G6PD, etc.

b. Hemophilia.

12. Nervous System

a. The applicant must be free of any disorder which may interfere with performing the duties

attendant to the specific vacant position.

- a. Seizure Disorder (all types).
- b. Cerebral Palsy.
- c. Movement Disorders, e.g. Parkinson's.
- d. Cerebral Aneurysms.
- e. Syncope.
- f. Progressive Neurological Diseases - including, but not limited to, Multiple Sclerosis and

Huntington's Chorea.

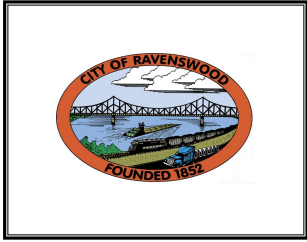
g. Peripheral Nerve Disorder - including, but not limited to, Polyneuritis, Mononeuritis, and Neurofibromatosis.

- h. Narcolepsy.
- i. Cerebral Vascular Accident.
- j. Central Nervous System Infections.

B. Any condition that requires further evaluation beyond that offered by the City's physician shall be conducted at the applicant's expense.

C. The Employment Review Board may exclude those applicants who, in the opinion of the examining physician, possess any medical condition that would preclude the applicant from performing the duties attendant to the specific vacant position. The Board shall remove those applicants excluded during the medical screening stage, and present a recommendation to Council to employ the applicant selected.

3.18 The Human Resources Director may alter or omit stages of the hiring process that do not apply to temporary and/or seasonal employees; however, urinalysis for drug screening and medical examinations aimed at determining fitness for duty shall not be omitted.



Title/Subject HIRING RELATIVES AND NEPOTISM	Effective Date	Revision Date
References		

PURPOSE:

4.00 The purpose of this policy and procedure is to prevent violations of the West Virginia Ethics in Government Act regarding nepotism.

DEFINITIONS:

4.01 Immediate Family: parents, spouse, father or mother-in-law, step-parent, child, step-child, sister, brother, grandparent, half-brother, half-sister, brother or sister-in-law.

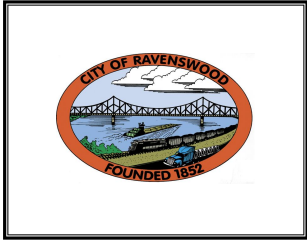
POLICY:

4.02 It is the policy of the City of Ravenswood to comply with the West Virginia Ethics in Government Act and all attendant Advisory Opinions of the West Virginia Ethics Commission regarding nepotism.

PROCEDURE:

4.03 No applicant for City employment shall be hired into a work unit or department where a member of their immediate family is currently employed if the newly hired applicant will be their immediate supervisor and/or would be able to influence any terms of employment, unless approved by a 2/3 majority vote of Council after Council has consulted with the West Virginia Ethics Commission and either received a verbal authorization or a written Advisory Opinion.

4.04 If an employee is promoted and such promotion would place them in a position of supervisory authority over a member of their immediate family, the subordinate employee will be transferred into a like position in another department or work unit.



Title/Subject SEXUAL AND OTHER UNLAWFUL HARASSMENT	Effective Date	Revision Date
References New Policy and Procedure		

PURPOSE:

5.01 The purpose of this policy and procedure is to acquaint employees with the City of Ravenswood’s policies and procedures regarding discriminatory practices, including sexual and other unlawful harassment.

POLICY:

5.02 The City is proud of its tradition of a collegial work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and is free from discriminatory practices, including sexual and other unlawful harassment.

This policy expressly prohibits unlawful harassment on the basis of race, color, religion, sex, national origin, creed, age, disability, handicap, genetic information, marital status, family status, ancestry, veteran status or any other characteristic protected by local, state or federal law.

This policy covers all full and part-time employees of the City. The City does not tolerate, condone, or allow unlawful harassment, whether engaged in by employees, supervisors, vendors or any other non-employees who conduct business with the City. Such behavior is unacceptable in the workplace itself and in other work-related settings and business related social events.

CONDUCT THAT CONSTITUTES SEXUAL OR OTHER UNLAWFUL HARASSMENT NEVER HAS BEEN AND WILL NOT BE TOLERATED BY THE CITY. IT IS UNACCEPTABLE AND IT IS ALSO ILLEGAL.

DEFINITIONS:

5.03 For purposes of this section, unlawful harassment is defined as unwelcome and unwanted conduct of a sexual nature (verbal or physical) or based upon race, color, religion, sex, national origin, creed, age, disability, handicap, marital status, family status, ancestry, veterans status or any other characteristic protected by local, state or federal law (“protected characteristic”) when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s continuing employment, or
- B. Submission to or rejection of such conduct is used as a basis for employment decisions, or

C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or it creates an intimidating, hostile or offensive working environment.

5.04 Some examples of sexual and other unlawful harassment include, but are not limited to the following:

A. Demanding sexual favors in exchange for favorable treatment, reviews, assignments, promotions, continued employment or promises of the same

B. Continued or repeated jokes, language, epithets, flirtations, advances or propositions that are sexual in nature or based upon any protected characteristic

C. Verbal abuse of a sexual nature or based any protected characteristic

D. Graphic verbal commentary about an individuals' body, sexual prowess or sexual deficiencies

E. Using sexually degrading and/or vulgar words to describe an individual

F. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts

G. Suggestive, insulting or obscene comments or gestures that are sexual in nature or based upon any protected characteristic

H. The display in the workplace of sexually suggestive objects, pictures, posters or cartoons

I. The circulation of electronic communications including but not limited to electronic mail messages that are sexual in nature or based any protected characteristic

J. Name calling, relating stories, gossip, comments or jokes that have a sexual connotation or that are based any protected characteristic

K. The display of sexually suggestive graffiti or graffiti that is based upon any protected characteristic

L. Retaliation against employees for complaining about such behavior.

PROCEDURE:

5.05 *Reporting:* While the City encourages individuals who believe they are being harassed to notify the offender firmly and immediately that his or her behavior is unwelcome, it is also recognized that power and status disparities between an alleged harasser and a target of harassment may make such a confrontation impossible. In the event that such informal, direct communication between individuals is ineffective or impossible, then any such conduct should be reported immediately to the employee's supervisor or the Human Resources Director.

5.06 If an employee feels, for any reason, that he or she cannot deal directly with his/her supervisor or the Human Resources Director, he or she should report the complaint to the Mayor in order for the complaint to be investigated and addressed properly and promptly. In the event that allegations of unlawful harassment involve the Mayor, such reporting shall be made to the Recorder and the Recorder shall assume the role of the Mayor as outlined below.

5.07 Any supervisor who receives notice of a complaint or who learns of an incident of alleged unlawful harassment is required to promptly report the incident to the Human Resources Director and/or the Mayor to allow the complaint to be properly and promptly investigated.

5.08 Reporting is mandatory and failure to do so shall result in disciplinary action up to and including termination of employment.

5.09 *Investigation and Response:* Upon receipt of an unlawful harassment complaint, the Mayor, or his/her designee, shall follow the following procedure:

- A. Investigate the allegations promptly and thoroughly, maintaining confidentiality to the extent possible under the circumstances;
- B. Take immediate and appropriate corrective action by doing whatever is necessary to end any unlawful harassment and prevent any such harassment from recurring; and
- C. In the event that unlawful harassment has occurred in the best judgment of the Mayor, the Mayor shall recommend to Council to take disciplinary action against the offending employee based upon the facts of the situation. Any such discipline shall be based on an analysis of the individual circumstances and may include immediate termination.

5.10 Under no circumstances shall an employee's job security or promotional opportunities be jeopardized because of making a complaint under this policy or because of his or her willingness otherwise to assist in the identification of employees in violation of this section. The City shall not tolerate retaliation or reprisals against an employee based upon the employee making a good faith complaint of conduct in violation of this section or based upon the employee cooperating in an investigation of any such complaint.



Title/Subject EMPLOYEE SAFETY & REPORTING INJURIES	Effective Date	Revision Date
References		

PURPOSE:

6.00 The purpose of this policy and procedure is to acquaint employees of the City of Ravenswood with the City's expectations regarding obeying safety rules.

POLICY:

6.01 It is the policy of the City of Ravenswood that all employees will obey all applicable safety rules promulgated by the Occupational Health and Safety Act of 1960, the State of West Virginia, and the City.

DEFINITIONS:

6.02 None.

PROCEDURE:

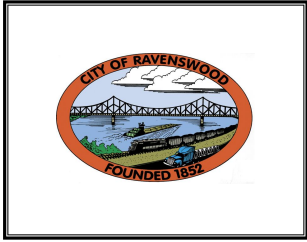
6.03 *Employee Safety:*

A. Employees are required to obey safety rules and exercise good judgment and caution in their work. Employees are to be alert and aware of any on the job hazards or circumstances that could lead to bodily injury or death to any person and report them immediately to their supervisor or the Human Resources Director. It is every employee's responsibility to perform his/her job safely.

B. In the case of an incident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor immediately. Supervisors shall complete COR Form #10 and forward to the Human Resources Director immediately.

C. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy any situation where they knew or should have known that bodily injury or death may occur to any person, may be subject to disciplinary action including termination of employment.

D. Employees shall report to their supervisors or the Human Resources Director all incidents or events resulting in injury to themselves or any other employee during the course of City employment immediately; even if the injury is minor, requires no immediate treatment or first-aid, and it appears that there will be no time-off for treatment or recovery.



Title/Subject CONDITIONS OF EMPLOYMENT, SEPARATION FROM EMPLOYMENT, & PROBATIONARY PERIOD FOR NEW EMPLOYEES	Effective Date	Revision Date
References		

PURPOSE:

7.00 The purpose of this policy and procedure is to acquaint employees of the City of Ravenswood with their at-will employment status as well as the proper procedures for separation from employment.

POLICY:

7.01 It is the policy of the City of Ravenswood that absent a statutory or contractual provision to the contrary, all employees of the City are classified as "at-will" employees.

DEFINITIONS:

7.02 None.

PROCEDURE:

7.03 All employees are employees at will (except for the Chief of Police and police officers). As such, employees have the right to resign their employment at any time, and the City reserves the similar right to discharge employees at any time, with or without notice, cause or compensation.

7.04 All employees are expected to follow all rules, regulations, policies, and procedures established by City management, including but not limited to those set forth in this Handbook, to be eligible for continued employment.

7.05 The wages, salaries, and conditions of employment described herein are not a guarantee of employment, or job security and may be altered at any time, with or without notice, at management's discretion.

7.06 Employment may be discontinued by an employee's resignation, discharge, or as a result of a reduction in work force.

A. *Resignations* - Employees are free to resign their employment at any time. All officers and employees are expected to give the City at least 2 weeks advance notice before resigning, with the exception of employees assigned to the water plant who will provide 4 weeks advance notice of resignation. A written notice of resignation is to be presented to the employee's supervisor who shall then forward the resignation to the Mayor. This notice should include the reasons for the resignation and the effective date.

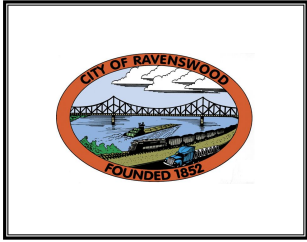
B. *Discharges* - The City reserves the right to discharge any employee at any time with or without notice, cause, or compensation (except for the Chief of Police and police officers). Discharge can result from employee misconduct or unsatisfactory job performance.

C. *The Exit Process* - Employees who are separated from employment shall surrender all supplies or property assigned to them and owned by the City such as office keys, books, tools or other articles. The City Clerk/Treasurer and Human Resources Director shall pay all reimbursable expenses to the separated in accordance with the West Virginia Wage Payment and Collections Act. The Human Resources Director shall complete or cause to be completed COR Form #12 (Exit Interview), every time an employee is separated from employment.

7.07 Employees shall serve a 90 day probationary period starting from the date they are employed.

A. Employees who are absent from work for any reason during the designated probationary period shall have the probationary period extended for a period equal to the absence.

B. The City may extend an employee's probationary period in order to better evaluate the employee's suitability for employment.



Title/Subject HOURS OF WORK, OVERTIME & PAYROLL DEDUCTIONS	Effective Date	Revision Date
References		

PURPOSE:

8.00 The purpose of this policy and procedure is to acquaint employees of the City of Ravenswood with expectations regarding hours of work, overtime, and payroll deductions.

POLICY:

8.01 It is the policy of the City of Ravenswood to comply with all federal and state wage and hour laws and other laws.

DEFINITIONS:

8.02 None.

PROCEDURE:

8.03 Supervisors shall inform employees of their particular hours of work, which may vary from week to week based on work load and current projects. The City's offices normal business hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday (except for the Chief of Police and police officers).

8.04 Non-exempt employees shall be compensated at rate of one and one-half times the employee's regular hourly rate for each hour worked beyond 40 hours in any work week. For purposes of overtime, paid leave (including vacation, sick, holiday, personal and other paid leave) shall not constitute hours worked. Precise documentation of any overtime must be reported and approved in advance by the employee's supervisor. Any person who engages in unauthorized performance of overtime work shall be subject to discipline up to and including discharge.

8.05 The workweek at the City runs from 12:00 midnight on Sunday to 11:58 p.m. the following Saturday. Paychecks shall be distributed every two weeks.

8.06 Payroll deductions:

A. *Social Security* - This deduction from pay for FICA, which the government requires the City to make, is for Social Security. The City is required to withhold a certain percentage of each employee's earnings

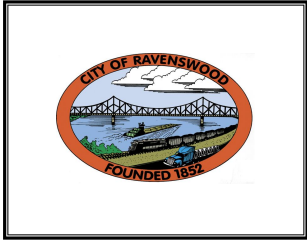
for FICA, and then, in addition to the employee's percentage, is required to pay a matching amount to the government from its income for the employee's benefit.

B. *Federal Income Tax* - Federal law requires every City to withhold a certain amount of income tax from each employee's pay in accordance with the government's withholding chart.

C. *State Income Tax* - The laws of the State of West Virginia require that each City withhold a certain percentage of every employee's pay for the state income tax.

D. *Optional Deductions* - In addition to those deductions required by law, there are sometimes optional deductions that employees may instruct or authorize the City to withhold.

E. *Union dues* - A contract between the City and the United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union AFL-CIO-CLC, on behalf of Local 5668-02, requires that the City deduct union dues from all employees covered by the contract.



Title/Subject ATTENDANCE AT WORK	Effective Date	Revision Date
References		

PURPOSE:

9.00 The purpose of this policy and procedure is to acquaint employees of the City of Ravenswood with the City's expectations regarding employees regular attendance at work and procedures to be followed if they are unable to report for work.

POLICY:

9.01 It is the City's policy to compensate employees in a non-discriminatory manner, based on length of employment and provisions of this Handbook for a reasonable number of days absent from work.

DEFINITIONS:

9.02 None.

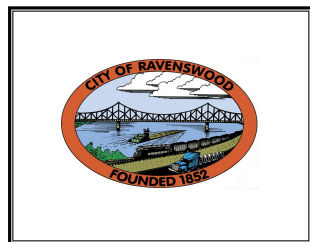
PROCEDURE:

9.03 Employees shall report any absences to their supervisor no later than one (1) hour prior to their scheduled time of work. Additionally, if an absence extends beyond the first day, the employee must take the initiative in keeping his supervisor up to date regarding his/her situation. During shift notify supervisor or assistant supervisor.

9.04 All employees are expected to realize the importance of punctuality and good attendance. Questionable absences or tardiness, unexcused absences or tardiness or habitual absenteeism or tardiness will not be tolerated and may be the subject of disciplinary action up to and including termination.

9.05 Employees shall be considered late for work if they are not at their designated work location at the time specified by their supervisor.

9.06 The City shall consider punctuality and attendance when pay increases, and terminations are determined. All employees are expected to maintain a good attendance record and to report for work on time.

Policy & Procedure #10**Title/Subject**
EMPLOYEE BENEFITS**Effective**
Date**Revision**
Date

References

PURPOSE:

10.00 The purpose of this policy and procedure is to acquaint employees of the City of Ravenswood with the various benefits afforded to them by Federal and State law; as well as through City policy.

POLICY:

10.01 It is the policy of the City of Ravenswood to provide employee benefits such as health insurance, life insurance, accidental death and dismemberment insurance, long-term disability insurance, sick days, extended sick leave for disability, family and medical leave, retirement benefits, holiday benefits, bereavement leave, vacation benefits, worker's compensation benefits, jury duty benefits, and military leave benefits for those employees who are eligible to receive such benefits.

DEFINITIONS:

10.02 None.

PROCEDURE:

10.03 *Health Insurance* - Health insurance is available for full-time employees and their dependents, if desired. This insurance is normally effective 30 days following the first day of employment. Employees are required to pay a portion of the premium for such insurance benefits. The terms and conditions of the City's health insurance coverage are controlled by a plan document and are explained in a summary plan description provided to employees. In the event of any conflict, the terms of the plan control. If an employee needs a booklet or has any questions, he/she should contact the Human Resources Director.

10.04 *Life Insurance, Accidental Death and Dismemberment Insurance, and Long-Term Disability Insurance* - The City provides, through a group insurance plan, life insurance, accidental death and dismemberment insurance, and disability insurance for full-time employees. The terms and conditions of such coverage are controlled by plan documents and are explained in a special booklet provided to employees at the time of orientation. In the event of any conflict, the terms of the plans control. If an employee needs a booklet or has any questions, he/she should contact the Human Resources Director.

10.05 *Sick Days* - Full-time employees are entitled to accrue two (2) sick days in each quarter of each year. Sick days may be carried over from year to year. All employees, upon discovering their inability to report for

work due to illness or serious injury, must notify the Human Resources Director by the regular reporting time on that particular day. Employees are not entitled to compensation for unused sick days in the event of resignation or termination of employment. Under no circumstances shall sick days be deemed to accrue in advance of the calendar year in which they may be used.

10.06 *Extended Sick Leave or Disability* - It is the policy of the City of Ravenswood to assist employees who are on paid sick or medical leave of absence without pay due to an injury or illness, whether work or non-work related; in returning to work as soon as possible after their health care providers certify their fitness to do so.

A. An employee on paid sick or medical leave of absence without pay shall return to work only when the Human Resources Department receives the health care provider's written medical release authorizing such return. The Human Resources Director shall provide the health care provider with a copy of the employee's job description; copies of job descriptions for potential alternative assignments, and written information explaining the City's return-to-work policy and procedure.

B. The Human Resources Director shall collaborate with the employee's supervisor(s) to ensure that job descriptions accurately and completely describe the essential functions of each position.

C. Arrangements to facilitate an employee's return to work shall be made by the Human Resources Director in consultation with the employee's health care provider. If the illness or injury is compensable, the West Virginia Workers' Compensation Division must be consulted. The following return to work options are available:

1. Return to Prior Position: An employee shall return to their prior position if their health care provider certifies that they can perform the essential functions of the job with or without reasonable accommodations. The Human Resources Director shall collaborate with the employee's supervisor(s) and attending health care provider to determine the need to provide any reasonable accommodations.

2. Modified Duty: An employee may be certified as able to return to their former position provided their work hours are reduced or the job duties are otherwise modified until the employee is fully recuperated from their illness or injury. The Human Resources Director shall collaborate with the employee's supervisor(s) and attending health care provider to determine the need to provide any reasonable accommodations.

3. Alternative Position: An employee who is not able to return to their former duties may be offered (subject to the restrictions set out in §1.04 below) a temporary alternative vacant position that has been approved by the employee's health care provider. The Human Resources Director shall collaborate with the employee's supervisor(s) and attending health care provider to develop and implement the alternative assignment.

4. Work-hardening Positions: An employee may be certified as able to return to their former duties following a series of coordinated work assignments intended to increase the strength and stamina of the ill or injured employee. A work-hardening program shall be developed by the Human Resources Director in consultation with the employee's health care provider and with qualified rehabilitation specialists. Work-hardening may involve progressions through a series of jobs, each of which may last from two (2) to four (4) weeks.

D. The following restrictions shall apply to alternative assignments:

1. No Guarantee of Work: As provided in §1.03(c), the City may endeavor to return employees to gainful employment as soon as possible by exploring alternative assignments; however, the City does not guarantee the availability of alternative work. The City shall not create an alternative

position but shall give consideration to reassigning an employee to a vacant position that the employee is qualified and capable of performing.

2. Approval of Return to Work: The City may permit an employee to work or return to work from sick leave, military duty in which the employee was injured or became ill, or medical leave of absence at less than full duty for a period of not more than thirty (30) days, provided that the terms of the return shall be in writing. An employee may request work at less than full duty beyond the period permitted by the City. The request shall be submitted to the Human Resources Director at least five (5) days before the end of the period. The City shall consider the request in the same manner as the original request. The City may deny the request to return or continue to work at less than full duty under conditions including, but not limited to, the following:

- a. The employee cannot perform the essential duties of their job with or without accommodation;
- b. The nature of the employee's job is such that it may aggravate the employee's medical condition;
- c. A significant risk of substantial harm to the health or safety of the employee or others cannot be eliminated by reasonable accommodation; or
- d. The approval of the request would seriously impair the conduct of the City's business.

3. Prior to making a decision on an employee's request to return or continue to work at less than full duty, the City may require additional information from the employee's health care provider regarding the employee's ability to perform the essential duties of their job, with or without accommodation.

4. Employees, except for those subject to the City's labor agreement, who return to modified, transitional or "light duty" alternative work, are not guaranteed the rate of pay they received for the position they held at the time they went on paid sick leave or other medical leave of absence without pay. The pay rate for an alternative assignment, as determined by the job description and its assigned salary range, shall be based on the knowledge, skills, and abilities required for the job as well as general market conditions. Employees who return to work in alternative assignments before they have reached maximum medical improvement of a Workers' Compensation illness or injury may be eligible for temporary partial rehabilitation benefits. Such benefits may be available if an employee earns less in the alternative position than they earned in the position held at the time the compensable injury or illness was sustained. Employees in alternative assignments are not permitted to supplement their pay or workers' compensation benefits by using their accrued vacation, personal or sick leave.

5. Alternative assignments are temporary arrangements intended to complement and facilitate recovery and the healing process. Alternative assignments must be renewed every thirty (30) days. For extended periods of sick leave, a prescribed physician's statement form confirming the necessity for continued leave must be submitted within thirty (30) calendar days of the commencement of the sick leave and must indicate a date the physician will release the employee to return to work or a date the physician will re-evaluate the employee's medical condition. For employee's being re-evaluated an additional physician's statement must be submitted upon re-evaluation. Failure to produce the required statement shall be grounds to terminate further sick leave benefits and the City shall immediately place the employee on unauthorized leave and notify the employee in writing of such action. The written notice shall allow the employee fifteen (15) days to submit the required physician's statement. Failure of the employee to submit the required statement within the fifteen (15) day notice period, except for satisfactory reasons submitted in the advance to the Human Resources Director, is

cause for dismissal. When an employee is absent from work without authorization for sick or annual leave, the City shall dock the employee's pay in the next pay period for an equal amount of time paid during which no work was performed. The City shall notify the employee in writing that their pay is being docked and that the unauthorized leave is misconduct for which discipline is being imposed. The City shall use unauthorized leave only in cases when the employee fails to obtain appropriate approval, according to City policy and procedure, for the absence. The necessity for absence because of exposure to contagious disease must be verified on a prescribed physician's statement form regardless of the length of absence.

6. Denial of Return to Work at Less Than Full Duty: The return to work at less than fully duty may be denied by the City under conditions, but not limited to, the following:

- a. The employee cannot perform the essential duties of their job with or without accommodation;
- b. The nature of the employee's job is such that it may aggravate the employee's medical condition;
- c. A significant risk of substantial harm to the health or safety of the employee or others cannot be eliminated by reasonable accommodation; or
- d. The approval of the request would seriously impair the conduct of the City's business.

7. Employee Options if Return to Less Than Full Duty is Denied: An employee who is denied a return to work at less than full duty may opt for the continuation of paid, accrued sick leave or, after exhausting sick leave, accrued annual leave only if requested by the employee. The provisions of §1.04(e) regarding the necessity for a physician's statement when sick leave is used apply when annual leave is used under these circumstances. If any serious health condition qualifies for leave under the federal Family and Medical Leave Act (FMLA), paid leave shall be designated as FMLA leave.

a. Sick leave may not be granted in advance of the employee's accrual of the leave or when the employee's disability, as verified by a health care provider on a prescribed physician's statement form, is of such a nature as renders the employee permanently unable to perform their duties with or without accommodation; provided the employee may continue to utilize available sick leave during the accommodation considering process not to exceed sixty (60) calendar days. If any serious health condition qualifying for leave under the federal Family and Medical Leave Act (FMLA), paid leave shall be designated as FMLA leave.

b. After exhausting accrued sick leave and annual leave (unless the employee has elected not to use sick leave for a personal injury received in the course of and resulting from covered employment with the City), the employee may apply for a medical leave of absence without pay.

I. An injured or ill full-time employee upon written application to the City shall be granted a medical leave of absence without pay not to exceed six (6) months within a twelve (12) month period provided the employee:

- i. Has worked or been on approved paid leave at least 1,040 hours, or fifty percent of the normal work schedule for part-time employees, during the twelve (12) month period immediately preceding the beginning of the leave;
- ii. Makes application no later than fifteen (15) calendar days following the exhaustion of all sick and annual leave;

iii. Has exhausted all sick and annual leave or has elected not to use sick and annual leave for a personal injury or illness received in the course of and resulting from covered employment with the City in accordance with W. Va. Code §23-4-1;

iv. The employee's absence is due to an illness or injury which is verified by a health care provider on the prescribed physician's statement form stating that the employee is unable to perform their duties and giving a date for the employee's return to work or the date the employee's medical condition will be re-evaluated;

v. A prescribed physician's statement form is submitted each time the employee's condition is re-evaluated to confirm the necessity for the continued leave;

vi. The disability, as verified by the health care provider on the prescribed physician's form, is not of such nature as to render the employee permanently unable to perform their duties.

II. The City shall, at least fifteen (15) days prior to, if possible, but no later than five (5) days following the expiration of the employee's sick leave, mail to the employee a written notice of the employee's right to a medical leave of absence without pay and informing them that the leave will not be granted if they failed to apply within the time limits specified in §1.04(g)(2)(A) of this policy and procedure. Notice shall not be required for subsequent absence for the same reason during the applicable twelve (12) month period.

III. The twelve (12) month period shall be calculated based upon a rolling twelve-month period measured backward from the date of leave use. The amount of leave available during the twelve-month period shall be based upon the equivalent number of hours the employee is normally scheduled to work during a six-month period.

IV. After an employee has exhausted the six (6) month medical leave of absence without pay, an employee may apply for a personal leave of absence without pay. The City is not required to grant this leave of absence. The employee shall apply for the leave of absence in writing. If the City approves the request, the approval shall be in writing. A leave of absence without pay may exceed the normal one (1) year limitation and the City may grant the leave of absence at their discretion based on the operational needs of the City. Time spent by provisional employees for leaves of absence does not extend the provisional period limitation.

E. General provisions for work related injuries

1. If an employee experiences a work related injury or re-injury, the supervisor shall encourage the employee to seek first-aid, or if necessary, appropriate medical intervention. The employee is required to immediately report all injuries or re-injuries to their supervisor.

2. Once an employee has returned to work, it is their responsibility to work within the physical limitations the health care provider has specified. The employee shall only perform those duties assigned to them. An employee shall immediately notify their supervisor of any difficulty in performing the duties.

3. The employee shall keep their supervisor informed of the recovery process and their ability to perform modified or alternative work. The employee shall notify their supervisor in advance of any medical appointments.

F. Employee refusal to work.

1. If an employee refuses to return to their position or alternative assignment after being certified able by their health care provider to perform such job, they may be dismissed; unless the employee has not yet exhausted their FMLA leave entitlement.

2. A written offer of return to employment must clearly state: (1) the position offered and the duties of that position; (2) the City's agreement to any limitation(s) or condition(s) set out in the health care provider's certification of the employee's fitness to return to work; (3) the job's essential functions; and (4) the job's wages, working hours, and location.

G. Permanent disabilities.

1. An employee, after reaching maximum medical improvement from illness or injury, who has a permanent disability that impairs the employee's ability, with or without reasonable accommodations, to return to their regular position; shall work with the City, their health care provider, and West Virginia Workers' Compensation (if applicable), to evaluate the following options:

a. Securing vocational rehabilitation services from West Virginia Rehabilitation Services or private consultants, as appropriate, including assessment, testing, counseling, and training; and/or

b. Finding a vacant position with the City commensurate with the employee's knowledge, skills, and abilities.

H. Medical information.

1. The Human resources Director shall maintain all medical information in strict confidence in a file separate from the employee's personnel file in accordance with applicable Federal and State laws. Medical inquiries by the City shall be limited to those permitted under applicable Federal and State law and must be pursuant to a medical records release signed by the employee.

I. Coordination with other provisions of the law:

1. The City shall designate an employee's paid sick and annual leave of absence without pay due to injury or illness as counting against the employee's FMLA leave entitlement.

2. Employees entitled to FMLA leave can voluntarily accept light-duty assignments while they are recuperating, but they cannot be required to do so.

3. Until employees have exhausted their twelve (12) week FMLA entitlement, they have the right to be reinstated to their original job or an equivalent job, provided they are able to perform the job's essential functions and they are not "key" employees as defined by the FMLA.

10.07 Family and Medical Leave Policy and Notice of Employee Rights and Responsibilities - The City shall consider employees to be entitled to Family and Medical Leave Act (FMLA) leave according to the definitions, criteria and notice procedure set forth in the FMLA and its accompanying regulations. No policy, procedure or action by the City shall constitute a waiver of the requirements of the FMLA. The following explanation of the FMLA is provided for general information and in compliance with the written notice requirement of the FMLA. Any specific questions or requests for FMLA should be directed to the Human Resources Director.

A. *Basic Leave Entitlement* - The Family and Medical Leave Act of 1993 (the "FMLA") requires that the City allow at least up to 12 work weeks of unpaid, job-protected leave during any 12-month period for eligible employees who must miss work because of one of the following circumstances:

1. For incapacity due to pregnancy, prenatal medical care or child birth;
2. To care for the employee's son or daughter after birth, or placement for adoption or foster care;
3. To care for a spouse, son, daughter, or parent who has a serious health condition;
4. For a serious health condition that makes the employee unable to perform the employee's job; **or**

5. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty during the deployment to a foreign country or call to active duty status as a member of the National Guard, Reserves or Armed Forces.

6. FMLA also includes a special leave entitlement that permits certain eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A "covered service member" is:

a. A current member of the Armed Forces (including National Guard or Reserves) who has a serious injury or illness incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation or therapy, or is in outpatient status, or is on the temporary disability retirement list; or

b. A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness as designated by the Secretary of Labor that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. For purposes of this policy, this special leave entitlement is called "military caregiver leave."

7. Spouses who are both employed by the City are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks, within the applicable time period, if leave to care for a covered service member with a serious injury or illness is also used).

8. Generally, an employee is not required to use this leave entitlement in one block of time. Leave may be taken intermittently or on a reduced leave schedule when medically necessary. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the City's operation. Leave due to qualifying exigencies and military caregiver leave may also be taken on an intermittent basis. The City does not permit intermittent FMLA leave for the birth and care of a newborn child, or placement for adoption or foster care.

B. *Leave Period:* The City uses the calendar year method of calculating how much FMLA leave is available and/or remaining.

C. *Employee Eligibility* - The City shall consider employees to be eligible for FMLA leave in accordance with the criteria set forth in the FMLA. Generally, to be eligible for FMLA benefits, an employee must:

1. Work for a covered City (the City is a covered City);

2. Have worked for the City for a total of 12 months;
 3. Have worked at least 1,250 hours over the previous 12 months; and
 4. Work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the City within 75 miles.
5. In addition, employees must comply with all applicable time frames for providing notice of the need for FMLA leave and certification of a serious health condition, many of which are summarized in this policy.

D. *Serious Health Condition* - For purposes of FMLA leave, a “serious health condition” means an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other chronic conditions may also meet the definition of serious health condition.

E. *Notification and Certification Responsibilities:*

1. Employee Responsibilities - Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable (usually either the same or next business day) and generally must comply with the City’s usual procedural requirements for requesting leave, including the City’s normal call-in procedures.

2. Employees must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Depending on the situation, such information may include that the employee or qualifying family member is unable to perform job functions or daily activities, is incapacitated due to pregnancy, or is hospitalized or requires continuing care of a health care provider and/or that circumstances exist supporting the need for military family leave.

3. When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the City has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

4. City Responsibilities - The City must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. Additionally, the City must either include the same general information in employee handbooks or other written guidance to employees concerning benefits. This policy provides the notice required by law.

a. When an employee requests FMLA leave or the City acquires knowledge that leave may be for a FMLA purpose, the City must notify the employee of his or her eligibility to take leave, and inform the employee of his/her rights and responsibilities under FMLA. If the employee is not eligible, the City must provide a reason for the ineligibility.

b. When the City has enough information to determine that leave is being taken for a FMLA-qualifying reason, the City must notify the employee that the leave is designated and will be counted as

FMLA leave, including the amount of leave counted against FMLA leave entitlement. If the City determines that the leave is not FMLA-protected, the City must notify the employee.

F. *Medical Certification* - The City requires that an employee's request for leave due to a serious health condition affecting the employee or a covered family member be supported by a certification from a health care provider. The required forms are provided by the **Human Resources Department** and must be returned to the City within fifteen (15) days unless a medical emergency prevents it. If the employee fails to provide a complete and adequate certification, FMLA leave may be delayed, denied, or revoked. The City may require second or third medical opinions (at the City's expense) and periodic recertification of a serious health condition. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits City's and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the City asks that employees not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

G. *Military Family Leave Entitlements:*

1. **Military Caregiver Leave:** For purposes of military caregiver leave, an eligible employee is a spouse, son, daughter, parent, or next of kin, as defined by the FMLA regulations, of a covered service member. The "single 12-month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12 month period established by the City for other types of FMLA leave. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period." (Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.)

2. **Qualifying Exigency Leave:** Eligible employees may be entitled to up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the City for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling session and attending post-deployment reintegration briefings.

H. *Fitness for Duty Certification* - The City will require all employees who are on FMLA leave for a serious health condition to submit a fitness for duty certification from their physician prior to returning to work. This certification must be submitted to the **Human Resources Department** prior to the start of the first return day.

I. *Benefit Protections* - The City is required to maintain group health insurance coverage for an employee on FMLA leave on the same terms as if the employee had continued to work. Arrangements will need to be made for employees to pay their share of health insurance premiums while on unpaid leave. In some instances, the City may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave. Use of FMLA leave cannot result in the loss of any employment benefits that accrued prior to the start of an employee's leave.

J. *Job Restoration* - Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

K. *Failure to Return to Work at Completion of Leave* - Under certain circumstances, if an employee fails without good reason to return to work at the conclusion of the FMLA leave, the City may be entitled to recover its cost of the health care premium directly from the employee. In addition, an employee who fails to return to work at the conclusion of FMLA leave may be subject to disciplinary action up to and including discharge.

L. *Substitution of Leave* - The City currently provides paid and unpaid leave of varying lengths, depending on the nature of the absence, insurance coverage, and individual circumstances. These policies will continue in effect and be supplemented by the provisions of the FMLA so that by combining all of the applicable periods of paid or unpaid benefits provided by the City, eligible employees may receive up to a total of 12 weeks leave in any 12 month period. Accordingly, the City requires employees to substitute all accrued leave before taking unpaid FMLA leave. The paid leave will be charged towards the FMLA leave entitlement. In order to use paid leave for FMLA leave, employees must comply with the City's normal paid leave procedures.

M. *Other Benefits During FMLA Leave* - Any employee taking FMLA leave generally shall not become entitled to any additional vacation or other benefits while on the leave. Upon return from approved FMLA leave, an employee's entitlement to vacation or other benefits shall resume from the level at which such benefits were entitled as of the last date worked prior to the leave, taking into consideration any benefits taken during the leave.

N. *Confidentiality of Medical Information* - As with all other medical information, FMLA information will be maintained by the **Human Resources Department** in a confidential medical file as required by federal law.

O. *Disciplinary Action* - The FMLA was enacted to allow employees the ability to balance work and family life without losing their job. The City strongly supports the purpose of this law. It is important; however, that employees do not take leave for purposes other than that which FMLA designates. An employee providing false or misleading information in his/her request for FMLA will be subject to disciplinary action up to and including termination. Any employee found to be working or otherwise engaged in gainful employment while on FMLA leave shall be subject to disciplinary action up to and including termination.

P. *Unlawful Acts* - It is unlawful for any City to interfere with, restrain, or deny the exercise of any right provided by FMLA. It is also unlawful for a City to discharge or discriminate against any individual for opposing any practice made unlawful by FMLA or for involvement in any proceedings under or relating to FMLA.

Q. *Enforcement* - An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against a City. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

10.08 Retirement Plan - Employees may participate in the Public Employees Retirement System (PEIA). Currently the City contributes fourteen percent (14%) of an employee's salary and the employee pays four and one-half percent (4.5%) of their salary each month. The terms and conditions of the PEIA retirement plans are controlled by a plan document and are explained in a summary plan description provided to employees. In the event of any conflict, the terms of the plan control. If an employee needs a booklet or has any questions, he/she should contact the Human Resources Director.

10.09 Holidays:

A. The City designates the following days as paid holidays for full-time employees:

New Year's Day

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veteran's Day

Election Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

The day before or the day after Christmas

B. The City further designates the following additional paid holidays for full-time employees of the police department:

Martin Luther King Day

West Virginia Day

Columbus Day

C. If the designated holiday falls on Saturday, the preceding Friday shall be declared the authorized holiday. If the designated holiday falls on Sunday, the following Monday shall be declared the authorized holiday.

D. Under no circumstances shall holidays be deemed to accrue or be carried over from year to year.

10.10 *Vacation:*

A. Paid vacation days are accrued monthly by full-time employees according to the number of years of continuous service based on the following schedule:

Years of Service	Vacation Accrual
0-5 years	1.25 days per month
5-10 years	1.50 days per month
10-15 years	1.75 days per month
15 years plus	2.00 days per month

B. Vacations will be scheduled according to job time seniority. Those with seniority must schedule their vacations promptly and take them when scheduled. Employees requesting vacation time shall submit the leave request in writing to their Supervisor no earlier than thirty (30) days and later than ten (10) days prior to the beginning of the leave requested. When a vacation schedule is complete, an employee cannot be bumped if a senior employee changes vacation dates. Vacation time may be carried over from calendar year to calendar year.

C. An employee will receive no additional time off or compensation if a paid holiday is observed during the time when he takes vacation days.

D. Employees may use accrued vacation days to recover from illness or injury after they have used all of their accrued sick leave days.

E. An employee may accrue unused vacation time, but not to exceed sixty (60) days. If an employee has over sixty (60) days of accrued vacation at the end of a calendar year, then that time will be placed in the retirement bank to be used by the employee at the time of retirement under the Public Employees Retirement System.

F. Employees who are terminated shall not be compensated for accumulated vacation time.

G. Employees who leave employment with the City voluntarily may be compensated for up to thirty (30) days of accumulated vacation time. Beneficiaries of employees who die may be compensated up to sixty (60) days of accumulated vacation time.

H. Employees shall not be permitted to use accrued sick days during transition leave or be entitled to received compensation for accrued sick days.

I. Employees who retire may be compensated for up to thirty (30) days of accumulated vacation time, and any remaining accumulated vacation time shall be applied to the employee's retirement.

J. Employees shall not be granted more than twenty (20) consecutive days off-duty which includes both vacation days, paid holidays, and scheduled days off-duty; unless special circumstances exist and the employee's supervisor grants permission.

K. City supervisors may deny any request for vacation time based on the operational needs of their department.

10.11 *Worker's Compensation:*

A. If an employee is unable to work because of a job-related injury, workers' compensation may provide the employee with temporary disability payments until he/she is able to return to work and compensation for medical expenses incurred, according to the terms and conditions of the workers' compensation law.

B. An employee who sustains an on-the-job injury must notify his/her supervisor immediately and complete all required forms in order for a workers' compensation claim to be made.

C. When an illness or injury is potentially covered by the applicable Worker's Compensation laws, but the period of absence from work is less than the minimum statutory period of time provided by the applicable Worker's Compensation laws for receipt of wage benefits, employees shall have the option of taking sick leave for that [period of absence]. The period of absence includes any hours that the employee is absent from work on the day of the injury. If an employee does not exercise this option, the employee must notify the supervisor in writing.

D. Where the illness or injury is covered by Worker's Compensation and the employee receives Worker's Compensation wage benefits for the period of absence, the employee shall have the option to employ sick leave to make up any difference between the wage benefits paid by Worker's Compensation and employee's normal sick leave.

E. If an employee does not exercise this option, he must notify his supervisor within seven (7) days of the initial absence. Unless the employee complies with this notification, the employee's sick leave will automatically be applied to the period of absence to make up the difference between the wage benefits paid by Worker's Compensation and an employee's sick leave.

F. Employees are hereby notified that sick leave days accrue based upon time actually worked only; therefore, sick leave time shall not accrue while an employee is absent due to a compensable injury or illness.

G. If the City determines that it is necessary to hire a replacement to assume the job responsibilities of the injured or ill employee, the City may hire either a temporary replacement or replacement. Once the injured or ill employee is released to return to work, he must be reinstated to his former job or to a comparable position. If no position is available, the injured or ill employee must be given preferential hiring rights for up to one year.

10.12 Bereavement Pay:

A. The term "immediate family" as used in this procedure shall mean: spouse, parent, child, brother or sister; an employee's spouse's parent, child, brother or sister; and employee's child's spouse; an employee's grandparent or grandchild.

B. Employees may be permitted to take leave due to the death or extreme illness of an immediate family member. Any and all leave requests, to include bereavement leave, must be submitted to and approved by the employee's supervisor.

C. An employee may be authorized up to three (3) days of bereavement leave. Employees may extend their bereavement leave by using either vacation or sick days.

D. The City may extend bereavement leave to employees when someone close to the employee is extremely ill or dies even if the ill or dead person does not meet the definition of "immediate family."

10.13 Jury Duty:

A. The City believes that jury duty is a matter of civic obligation. Full-time employees called to jury duty will be paid the difference between the compensation they would have earned, if not for jury duty, and the amount they are compensated for jury duty, provided that they report to work on any day, or part of a day, that they are excused from jury duty.

B. Employees who receive a jury duty summons shall immediately notify their Supervisor. Employees shall report for work during any portion of the work day of which they are not obligated for jury duty.

C. Employees are required to provide a written, notarized statement from the clerk of the court stating that the employee has been selected for jury duty in a particular hearing.

D. The City may request that the court excuse an employee from jury duty if that employee's absence from work would adversely impact the operational needs of the City.

10.14 Military Leave:

A. Full-time employees who are members of a military reserve or National Guard unit who are called to service for examinations, drills, training, and emergency obligations shall be compensated by the City for any difference between the pay they would have received working for the City and the amount they receive in military pay for up to 30 calendar days. In order to receive this compensation, the employee must present his military reserve or National Guard pay voucher to the Human Resources Director who will arrange for payment. Regular full-time employees called to service for examinations, drills, training, and/or emergency obligations for periods in excess of 30 calendar days shall be granted military leave of absence without pay.

B. Any employee who enters active duty with any branch of the United States armed services will be granted a military leave of absence without pay. Employee returning from such active duty shall be re-employed in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994.

C. No vacation leave, no sick leave, and no personal leave shall accrue and no benefits shall be applicable during any military leave of absence in excess of 30 calendar days.

10.15 *Employee Assistance Program:*

A. The City of Ravenswood Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential:

1. Assessments.
2. Short-term counseling.
3. Referrals.
4. Follow-up services to employees who have personal and/or work-related problems.

B. The EAP addresses a broad and complex body of issues affecting mental and emotional well-being, such as:

1. Alcohol and other substance abuse.
2. Stress.
3. Grief.
4. Family problems.
5. Psychological disorders.
6. Critical incident debriefing.

7. EAP counselors work in a consultative role with managers and supervisors to address employee and City challenges and needs.

C. Employees may use the EAP by contacting them directly using the information on the cards distributed by the Human Resources Director or by using the information posted on their bulletin board at their work site.

D. Employees are entitled to three (3) counseling/debriefing sessions at no cost under the EAP. Additional counseling and/or referrals shall be charged to the employee's health insurance.

E. City Supervisors, the Mayor or Common Council may refer an employee to the EAP, if there is reason to believe that the state of the employee's mental health is adversely affecting the employee's ability to perform the tasks associated with their employment position.

10.15 *Merit Pay System for Certain Job Classifications:*

A. The following job classifications shall be eligible for annual merit pay increases, subject to a recommendation by their supervisor, funding availability and the results of their Annual Employee Performance Appraisal:

1. Maintenance Supervisor.
2. Assistant Maintenance Supervisor.
3. Clerk/Treasurer/Human Resources Director.
4. Chief of Police.
4. Billing and License Clerk.
5. Police Department Office Manager/Municipal Court Clerk.

B. The following salary caps, unless increased by action of Council, shall be in effect and no merit increase may cause an employee's annual salary to exceed the stated caps:

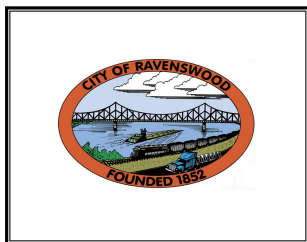
1. Maintenance Supervisor: \$51,000.00.
2. Assistant Maintenance Supervisor: \$45,000.00.
3. Clerk/Treasurer/Human Resources Director: \$51,000.00.
4. Chief of Police: \$51,000.00.
4. Billing and License Clerk: \$30,000.00.
5. Police Department Office Manager/Municipal Court Clerk: \$30,000.00.

C. Annual merit pay increases shall be determined based on the following formula:

Points Range from Employee Performance Appraisal	Merit Increase Range
Exceeds Expectations (2.51 - 3.00 points)	\$500 to \$2,500
Meets Expectations (1.51 - 2.50 points)	\$0 to \$1,000
Needs Improvement (1.00 - 1.50 points)	\$0

D. Supervisors may grant merit pay increases under and up to the salary caps listed in §10.15(B), based on the Employee Performance Appraisal scores described in §10.15(C), provided Council has approved funding for such increases in the Supervisor's Departmental budget.

Policy & Procedure #11		
Title/Subject	Effective Date	Revision Date
EMPLOYEE GRIEVANCE PROCEDURE		



References

PURPOSE:

11.00 The purpose of this policy and procedure is to provide a fair and equitable procedure for non-union City employees who wish to redress grievances.

POLICY:

11.01 The City is concerned about issues important to its employees and, within legal constraints, endeavor to resolve situations found to contribute to employee dissatisfaction. Therefore, it is the policy of the City that at all times there be a full and free discussion of employee grievances and that these formal grievance procedures be the method for these discussions and the resolution of grievances for employees.

DEFINITIONS:

11.02 *Grievance*: Any circumstance or condition which an employee feels to be unjust or unfair and which cannot be resolved by an immediate supervisor to the satisfaction of the employee.

A. A supervisor-employee conversation involving employee dissatisfaction is not considered a formal grievance within the meaning of this procedure unless an impasse regarding disposition of the issue has not been reached between the employee and the immediate supervisor.

B. Grievances may involve issues of a personal nature relating to a problem between employees, or of a technical nature relating to City policies and procedures or any other issue which is not precluded from the grievance process.

11.03 *Non-grievance issues*: The following matters are not subject to the City's grievance process:

A. Disciplinary actions, except when it is alleged that a specific series of inequitable actions have been taken against the employee by a particular supervisor.

B. Personnel assignments, shift assignments, unless the employee feels that a particular assignment is unfair and is part of a pattern of such assignments.

11.04 *Business days*: Monday through Friday.

11.05 PROCEDURE:

11.06 General Guidelines for Grievances:

A. Administration and Responsibility:

1. Employees shall not file a grievance unless the employee believes that the grievance both has merit and is appropriate to the grievance procedure.
2. Employees filing grievances involving their immediate supervisor shall file the grievance with their immediate supervisor using COR Form #11. Supervisors shall file any grievances with the Mayor, unless the Mayor is the subject of the grievance, in which case they supervisor may file the grievance with the Human Resources Director.
3. Each party to a grievance shall respond promptly and the failure of any reviewing authority to respond within the time limits prescribed entitles a grievant to submit the matter to the next level in the grievance process.
4. An employee's failure to conform to time limitations prescribed in this policy and procedure shall be taken as a withdrawal of the grievance.
5. At the conclusion of the grievance, copies of all submitted paperwork shall be forwarded to the Human Resources Director, who will maintain the documents in a secure file.
6. Grievance records shall be maintained in a secure file and shall be confidential. Such records shall not be released to the public without the grievant's permission.
7. All grievances shall be filed using the City Grievance Form.

11.07 Step One:

A. Informal Discussion:

1. Employees experiencing any problem involving their employment shall first discuss the problem with their immediate supervisor.
2. Employees who wish to file a grievance must do so within five (5) days of the event leading to the grievance or said grievance shall not be allowed.
3. Employees shall present the grievance personally and may elect to have a fellow employee appear with them to act as an observer.
4. The supervisor may give the grievant their reply immediately or may postpone giving a reply in order to obtain more information; however, a response shall be given to the grievant within five (5) business days.

11.08 Step Two:

A. Formal Submission of a Grievance:

1. If the grievant believes that the decision of the immediate supervisor is unsatisfactory, the grievant shall file a formal grievance using the City Grievance form with their immediate supervisor.
2. The immediate supervisor shall, within five (5) business days, meet and discuss the grievance with the grievant. The immediate supervisor shall reply in writing within five (5) business days. An

employee may elect to have a fellow employee appear with them to act as an observer. The immediate supervisor may also elect to have an observer during the discussion.

11.09 Step Three:

A. Submission of the Grievance to the Mayor:

1. If the grievant believes that the decision of the immediate supervisor is unsatisfactory, the grievant shall file the grievance with the Mayor using the City Grievance form.

2. The Mayor shall, within seven (7) business days, meet and discuss the grievance with the grievant. The Mayor shall reply in writing within seven (7) business days. An employee may elect to have a fellow employee appear with them to act as an observer. The Mayor may also elect to have an observer during the discussion.

3. Once the Mayor issues their decision, the decision shall be deemed final.

11.10 General Responsibilities of City Officials:

A. The effectiveness of this policy and procedure ultimately rests upon the cooperation of the supervisors. They shall:

1. Provide reasonable time during work hours to the grievant and their employee witnesses and representatives, to prepare cases; including the seeking of information and attendance at meetings with managers and other staff related to a complaint or grievance.

2. Supply grievant, upon request, with information claimed to be relevant to developing the complaint, as long as the release of the information does not violate personal privacy or unreasonably affect the City's effectiveness with respect to operational needs.

11.11 Grievance Coordinator:

A. The Human Resources Director shall be responsible for the coordination of the grievance procedure. The Human Resources Director shall maintain all grievance records and ensure the confidentiality of all such records.



Title/Subject CONFLICTS OF INTEREST	Effective Date	Revision Date
References		

PURPOSE:

12.00 The purpose of this policy and procedure is to acquaint employees of the City of Ravenswood with the guidelines regarding avoiding conflicts of interest.

POLICY:

12.01 It is the policy of the City of Ravenswood that both the City and its employees will adhere to the provisions of the West Virginia Ethics in Government Act and all Advisory Opinions issued by the West Virginia Ethics Commissioner regarding conflicts of interest.

DEFINITIONS:

12.02 *Conflict of interest* is defined as any situation where an individual has two or more duties or interests that are mutually incompatible.

12.03 *Personal benefit* is defined as any gift, favor, service, fee or other compensation.

PROCEDURE:

12.04 *Conflicts of Interest:*

A. Employees shall remain free of any investment, employment, or association that might interfere, or give the appearance of interfering, with their independent judgment with respect to their duties as a City employee.

B. Employees shall not give or receive money or anything beyond a nominal value, either directly or indirectly, as a result of participation in any transaction on behalf of the City. Employees shall not solicit, ask, seek or accept donations from any business or member of the public without prior consent of Council.

C. Employees are expected to conduct their private business and personal activities in a manner that avoids conflicts with the interests of the City.

D. Employees and their family members, including spouses, parents, children, brothers, sisters or other close relatives, including members of the same household, are not to solicit, accept or retain any personal benefit from any customer or vendor of the City. Exceptions to these prohibitions are limited strictly to cases

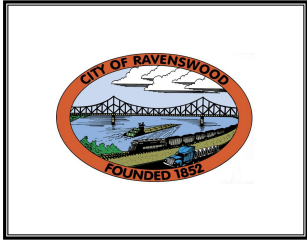
where there is no appearance of improper influence in the performance of duties on behalf of the City, such as normal business courtesies involving no more than ordinary amenities without concealment.

E. Employees shall not use any city equipment, property or vehicles to display political campaign materials nor may any city equipment, property or vehicles be used for any political purpose.

F. Employees shall not use City facilities, resources, and/or time for political or non-profit activities.

G. Employees shall treat all citizens equally with courtesy and impartiality, and refrain from granting any special advantage to any citizen beyond what is available to all citizens.

H. Employees shall give efficient, productive and economic service to the public without benefit of personal pecuniary or other benefit.



Title/Subject	Effective Date	Revision Date
EMPLOYEE DRUG TESTING & CONTROLLED SUBSTANCES		
References		

PURPOSE:

13.01 The purpose of this policy and procedure is to provide for a drug-free working environment for employees of the City of Ravenswood, while promoting a City workforce that is not impaired by the use and/or abuse of controlled substances and is; therefore, able to provide the highest level of services to the citizens of the City.

POLICY:

13.02 It is the policy of the City of Ravenswood that City employees shall not illegally possess any controlled substance; ingest any controlled substance or any drug or prescription drug unless as the direction of licensed medical practitioner; ingest any prescribed or over-the-counter drug in amounts beyond the recommended dosage; use alcohol in any manner while on-duty; use any prescription drug that has adverse side effects, and/or refuse to participate in any drug test as directed by a supervisor.

DEFINITIONS:

13.03 *Adverse Side Effects:* a condition caused by medication that interferes with the employee's ability to properly and safely perform their job; including medications that affect judgment, the ability to operate a vehicle, utilize a firearm, operate heavy equipment, operate a treatment plant, operate any other equipment, and the like.

13.04 *Collection Site:* An accredited medical or laboratory facility designated by the Human Resources Director where employees present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs or controlled substances.

13.05 *Confirmation Test:* a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screening test and uses a different technique and chemical principle from that that of the screening test.

13.06 *Controlled Substance:* a drug, substance or immediate precursor as set forth in Schedules I-V, as defined by the Controlled Substances Act of 1970, as well as the West Virginia Code §60A-1-101 et seq.

13.07 *Drug:* substances recognized as drugs in the official "United States Pharmacopeia, official Homeopathic Pharmacopeia of the United States", or official "National Formulary," or any supplement thereto; substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or

animals; substances (other than food) intended to affect the structure or any function of the body of man or animals; and substances intended for use as a component of any article specified in this policy and procedure.

13.08 *Drug Test:* the compulsory production and submission of urine by an employee for the purpose of analysis to detect prohibited drug or controlled substance use.

13.09 *Employee:* Any person that is retained or employed by the City of Ravenswood as a paid worker or under any contract of hire, express, oral or written, or oath to protect and serve where the City of Ravenswood has the power or right to control and direct the person in the material details of how a job assignment is performed.

13.10 *Reasonable Cause:* a ground for belief linked to articulable objective facts or circumstances to warrant submitting an employee for drug testing.

13.11 *Reasonable Cause Drug Testing:* a drug test ordered by the City for an employee when the City has reasonable cause to believe that the employee is then under the influence of a controlled substance or alcohol or is a current user of a non-prescribed controlled substance, while on-duty.

13.12 *Screening Test:* an immunoassay examination to eliminate urine specimens for further analysis.

PROCEDURE:

13.13 All employees of the City shall be subject to random drug testing procedures.

13.14 All employees of the City may be directed to submit to Reasonable Cause Drug Testing when reasonable cause exists to warrant the testing procedure.

13.15 The Human Resources Director shall implement and oversee the provisions of this policy and procedure.

13.16 The Human Resources Director shall cause a randomly selected panel of employees to undergo random drug testing each month. The panel of City employees eligible for random drug testing include those in safety sensitive positions as defined by W. Va. Code §21-1d-2:

- A. All employees of the police department.
- B. Police telecommunicators.
- C. Police secretaries, office assistants, and supervisors.
- D. All employees who operate any motorized equipment on behalf of the City.
- E. All employees assigned to the City water or sewer treatment facilities.

13.17 Employees sent to the collection site shall provide photographic identification to the specimen collector prior to the initiation of the collection procedure.

13.18 Employees shall cooperate in every phase of collection and testing procedure including but not limited to the completion of all documentation, traveling to the collection site when ordered to do so, providing a specimen of their urine suitable for testing, and providing subsequent samples. Failure to submit a specimen shall be considered to be a refusal to submit to the drug test.

13.19 The Human Resources Director shall ensure that ensure the specimen collection facility provides the following:

- A. Employee privacy while ensuring the validity of the specimen.
- B. Documentation of any instance where the employee is either unable or unwilling to provide a specimen.
- C. No more than one (1) hour for the employee to provide the specimen and that during that time, the employee remains at the collection site under observation.
- D. The employee is provided a maximum of forty (40) fluid ounces of liquids during the one (1) hour observation period in order to stimulate the production of the specimen.
- E. The employee's specimen is split with the one portion of the sample tested and the other portion sealed and retained, free of contamination, for confirmation testing.
- F. The specimen is sealed with a label bearing the employee's name and matches the label to the employee prior to the employee leaving the facility.

13.20 Specimens yielding a positive confirmation test shall be referred to the Mayor who will be responsible for conducting a telephonic interview with the affected employee to ascertain whether any legitimate cause exists for the positive result.

- A. The Mayor may require that the affected employee provide prescriptions or medical records in defense of a claim negating a positive test result.
- B. The Mayor may place an employee on administrative leave with pay, pending disciplinary action, upon being notified of a positive test result.
- C. The Mayor may order the employee to sign a medical records release in order to authorize the Mayor to contact the employee's pharmacy or physician to verify a claimed medical history.
- D. The Mayor may, if the employee's medical or personal history warrant, order the affected employee to undergo a medical examination by a physician chosen by the City.
- E. If the Mayor is unable to obtain a satisfactory resolution to a positive confirmation test, the positive test results shall be reported to Council for them to render a decision with the Mayor's recommendations.

13.21 The City may require an employee to undergo a reasonable cause drug test when reasonable cause exists to indicate that the employee is using drugs or alcohol in violation of this policy and procedure and/or the law. Such testing is based on a totality of the circumstances which include, but are not limited to, a pattern of abnormal or specific behaviors or deviation from expected performance such as:

- A. Frequent absences/tardiness.
- B. Serious errors in judgment.
- C. Numerous accidents both on and off-duty.
- D. Complaints of belligerence, anger or excessive use of force.
- E. Chronic missed deadlines.

- F. Mood swings, irrational behavior or unpredictable hostility.
- G. Repeated instances of violations of City policies and procedures.
- H. Observation of the use and/or physical symptoms associated with being under the influence of alcohol and/or controlled substances.

13.22 Employees who have provided a specimen that tested positive shall have the right to request that a second confirming test be performed on the submitted split sample.

- A. Employees requesting the second confirming test shall do so in writing to the Mayor immediately upon receiving notice of the positive test result.
- B. A second confirming test shall be performed at the sole expense of the affected employee at the prevailing rate then charged by the testing company.
- C. The affected employee may request that the second confirming test be conducted by an accredited laboratory other than the laboratory that conducted the initial analysis.
- D. The Human Resources Director shall ensure that a second confirming test requested by an affected employee be done within seventy-two (72) hours of the employee's request.

13.23 The Council may, for a first violation of this policy and procedure, order an employee to participate in medical and/or psychological treatment aimed at dealing with the use and/or abuse of controlled substances. As a condition of continued employment, the employee shall be required to agree, in writing, to:

- A. Immediately enroll in a substance abuse treatment program approved by Council;
- B. Complete and sign a medical records release authorization and provide timely progress reports to the Mayor;
- C. Successfully complete the substance abuse treatment program; and
- D. Submit to unannounced drug testing for a period of not less than twelve (12) calendar months following completion of the program.

13.24 Employees of the City shall report to their supervisor their use of any prescription or non-prescription drug when such use results in adverse side effects that would cause an employee to be unable to either properly or safely perform their job.

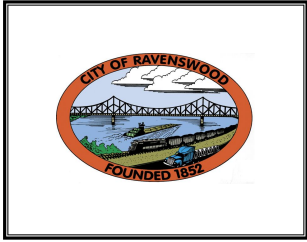
- A. Employees using drugs and/or therapeutic treatments prescribed by a physician, dentist or other health care provider shall determine from the provider if the drugs or treatment prescribed has any adverse side effects which may interfere with the proper and safe performance of their duties.
- B. Employees who suffer any adverse side effects which may interfere with proper and safe performance of their duties shall immediately notify their supervisor.
- C. Employees using any legal, over-the-counter, non-prescribed drug which causes adverse side effects shall which may interfere with proper and safe performance of their duties shall immediately notify their supervisor.

D. Supervisors who are notified by an employee regarding any adverse side effects shall determine the name of the medication, the intended dosage, the period of usage; and provide this information to the Mayor.

E. The Mayor and the employee's supervisor shall review the facts and determine the employee's work status.

F. The Mayor may place an employee suffering such adverse side effects on leave or retain the employee in a normal duty status.

13.25 The Human Resources Director shall ensure that all records associated with this policy and procedure are maintained in a confidential file consistent with the provisions of both Federal and State law.



Title/Subject	Effective Date	Revision Date
BUSINESS ETHICS & CONDUCT - CUSTOMER RELATIONS		
References		

PURPOSE:

14.00 The purpose of this policy and procedure is to acquaint employees of the City of Ravenswood with the City's expectations regarding ethical conduct and customer relations.

POLICY:

14.01 The City of Ravenswood serves people who reside both within and outside of the City limits. The City regards all persons served as customers. Every employee of the City represents the City when dealing with its customers. The City's customers base their perception of the City based on their interaction with the City's employees. The City recognizes that employee contact with the public reflects not only on the employee, but the City. One of the highest priorities of the City is to provide timely and appropriate assistance to all customers. In doing so, City employees should strive to have the highest standards of ethical conduct and personal integrity. The City's continued success depends on customer trust. Employees have a duty to present themselves to City customers in a manner that will ensure continued public trust and confidence in the City.

DEFINITIONS:

14.02 None.

PROCEDURE:

14.03 All City employees shall be courteous, friendly, and prompt when addressing the concerns and needs of the City's customers.

14.04 All City employees shall refrain from using profanity, sarcasm, or raised voices when dealing with customers.

14.05 All City employees shall obey all Federal, State, and City laws, administrative rules promulgated by either Federal or State agencies, and all City policies and procedures.

14.06 Employees who have questions or concerns related to the West Virginia Ethics in Government Act, or any other Federal, State or City law, shall forward those concerns, in writing, to their supervisor. Any supervisor who is unable to resolve or answer an employee's concerns shall forward the matter to the Mayor.



Title/Subject NON-DISCLOSURE OF CONFIDENTIAL INFORMATION, INVENTIONS OR TECHNICAL INNOVATIONS, AND NON-DISCLOSURE AGREEMENTS	Effective Date	Revision Date
References		

PURPOSE:

15.00 The purpose of this policy and procedure is to acquaint City employees with the expectations held by the City regarding the non-disclosure of confidential information obtained by the City from any source.

POLICY:

15.01 It is the philosophy of the City of Ravenswood that individuals and organizations are entitled to have certain information regarded as private and not for publication. Confidential information includes both business and customer information.

DEFINITIONS:

15.02 "*Confidential Information*" means information or material that is commercially valuable to City and not generally known to the public or readily ascertainable by the public. This includes, but is not limited to:

- A. Computer Process
- B. Computer Programs and Code
- C. Customer Lists (and private information)
- D. Customer Preferences
- E. Financial Information that is not for public knowledge
- F. Confidential Employee Information
- G. Sensitive police related information such as employee information, disciplinary actions taken by the Department, and any and all case related information.

1. Technical information concerning City's products and services, including product know-how, formulas, designs, devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence;
2. Information concerning City's business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies;
3. Information concerning City's employees, including salaries, strengths, weaknesses and skills;
4. Information submitted by City's customers, suppliers, employees, consultants or co-venture partners with City for study, evaluation or use; and
5. Any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect City's business.

PROCEDURE:

15.03 All employees, volunteers, and contractors of the City have the legal and ethical obligation to regard all information received by the City as confidential and to ensure that it is available only to authorized users.

15.04 All employees of the City shall guard against inadvertent disclosure of information by avoiding the discussion of confidential information in public areas of the City, in areas outside of the City, and with anyone not directly involved in the conduct of official City business.

15.05 *Employee Information:* Employee addresses, photographs, and telephone numbers shall be considered confidential and shall not be released to the public. Any information regarding an employee should be regarded as private and shall not be disclosed without written authorization from the employee.

15.06 *City/Departmental Information:* Employees, volunteers and contractors should exercise discretion when discussing organizational activities within or outside of the organization.

15.07 Employees shall keep the City's Confidential Information, whether or not prepared or developed by the employee, in the strictest confidence. Employees will not disclose such information to anyone outside the City without the City's prior written consent. Nor will an employee make use of any Confidential Information for the employee's own purposes or the benefit of anyone other than the City.

15.08 Employees shall have no obligation to treat as confidential any information which:

- A. Was in the employee's possession or known to the employee, without an obligation to keep it confidential, before such information was disclosed to the employee by the City;
- B. Is or becomes public knowledge through a source other than the employee and through no fault of the employee; or
- C. Is or becomes lawfully available to the employee from a source other than the City.

15.09 Employees shall not disclose to the City, use in the City's business, or cause the City to use, any trade secret of others.

15.10 *Return of Materials* - When an employee's employment with City ends, for whatever reason, the employee shall promptly deliver to the City all originals and copies of all documents, records, software programs, media and other materials containing any Confidential Information. Employees shall also return to the City all equipment, files, software programs and other personal property belonging to the City.

15.11 *Confidentiality Obligation Survives Employment* - An employee's obligation to maintain the confidentiality and security of Confidential Information remains even after the employee's employment with the City ends and continues for so long as such Confidential Information remains confidential.

15.12 Employees shall not use, publish or otherwise disclose (except as their City duties may require), either during or subsequent to their employment, any secret or confidential information or data of the City or any information or data of others that the City is obligated to maintain in confidence. The use, publication or other disclosure of such information may violate the attorney/client privilege or other privacy rights, as well as expose the City to financial loss, competitive disadvantage and/or embarrassment. Employees are required to take adequate care to ensure that confidential information is not used, published or otherwise disclosed by others. Failure to maintain client confidence can result in immediate termination of employment.

15.13 *Inventions and Technical or Business Innovations:*

A. As a condition of employment, all employees shall agree to disclose and assign to the City as its exclusive property, all inventions and technical or business innovations developed or conceived by them solely or jointly with others during the period of City employment:

1. That are along the lines of the businesses, work or investigations of the City or its affiliates to which an employee's job relates or as to which an employee may receive information due to his employment;

2. that result from or are suggested by any work that an employee may perform for the City; or

3. that are otherwise made through the use of City time, facilities or materials

B. Employees shall execute all necessary papers and otherwise provide proper assistance (at the City's expense), during and subsequent to their employment, to enable the City to obtain for itself or its nominees, patents, copyrights, or other legal protection for such inventions or innovations in any and all countries.

C. Employees shall make and maintain for the City adequate and current written records of all such inventions or innovations.

15.14 *Non-Disclosure Agreement* - All employees, volunteers, and contractors shall sign COR Form #9 (Non-Disclosure Agreement), before a notary public as a condition of employment. Failure to sign said agreement shall be grounds for immediate termination from employment.

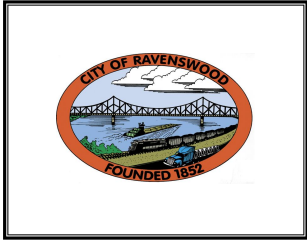
15.15 *Other Confidential Information* - Employees shall not disclose or utilize in their work with the City any secret or confidential information of others (including any prior City's), or any inventions or innovations of their own that are not included within the scope of this policy.

Policy & Procedure #16

Title/Subject
COMPUTER, E-MAIL, AND INTERNET USAGE

Effective
Date

Revision
Date



References

PURPOSE:

16.00 The purpose of this policy and procedure is to acquaint employees of the City of Ravenswood with the City's expectations with respect to employee use of computers, e-mail, and the Internet.

POLICY:

16.01 It is the policy of the City of Ravenswood that the Internet is to be used to further the City's mission, to provide effective service of the highest quality to the city's customers and employees, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are City resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Employees are individually liable for any and all damages incurred as a result of violating City security policy, copyright, and licensing agreements. All City policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, City information dissemination, standards of conduct, misuse of City resources, anti-harassment, and information and data security.

DEFINITIONS:

16.02 *Excessive use* - Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities.

PROCEDURE:

16.03 The use of City automation systems, including computers, fax machines, and all forms of Internet/intranet access, is for City business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to the City or otherwise violate this policy.

16.04 Electronic communication should not be used to solicit or sell products or services that are unrelated to the City's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

16.05 Use of City computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- A. Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate City purposes;
- B. Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- C. Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
- D. Making unauthorized copies of City files or other City data;
- E. Destroying, deleting, erasing, or concealing City files or other City data, or otherwise making such files or data unavailable or inaccessible to the City or to other authorized users of City systems;
- F. Misrepresenting oneself or the City;
- G. Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- H. Engaging in unlawful or malicious activities;
- I. Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the City's networks or systems or those of any other individual or entity;
- J. Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- K. Sending, receiving, or accessing pornographic materials;
- L. Becoming involved in partisan politics;
- M. Causing congestion, disruption, disablement, alteration, or impairment of City networks or systems;
- N. Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- O. Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- P. Using recreational games;
- Q. Defeating or attempting to defeat security restrictions on City systems and applications;

R. Copying, downloading or pirating software and electronic files;

S. Sending or posting messages that defame or slander other individuals;

T. Using the Internet/Intranet of political causes or activities, religious activities or any sort of gambling; and/or

U. Accessing any social media site without the permission of a supervisor.

16.06 Using City automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates the City anti-harassment policies and subjects the responsible employee to disciplinary action. The City's electronic mail system, Internet access, and computer systems must not be used to harm others or to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of City resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The City will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

16.07 Unless specifically granted in this policy, any non-business use of the City's automation systems is expressly forbidden.

16.08 Any employee who violates these policies, may be subject to disciplinary action, up to and including dismissal.

16.09 *Ownership and Access of Electronic Mail, Internet Access, and Computer Files; No Expectation of Privacy*- The City owns the rights to all data and files in any computer, network, or other information system used in the City and to all data and files sent or received using any City system or using the City's access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property.

A. The City also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use by employees of the Internet and of computer equipment used to create, view, or access e-mail and Internet content.

B. Employees must be aware that the electronic mail messages sent and received using City equipment or City-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by City officials at all times. The City has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with City policies and state and federal laws.

C. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate City official.

D. The City uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. There is no expectation of privacy in any

information or activity conducted, sent, performed, or viewed on or with City equipment or Internet access. Accordingly, employees should assume that whatever they do, type, enter, send, receive, and view on City electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and City use at any time. Further, employees who use City systems and Internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure. Employees who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other than City systems or the City-provided Internet access.

E. The City has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

16.10 Confidentiality of Electronic Mail- As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and City rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software

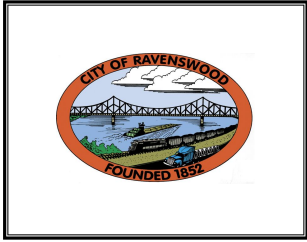
16.11 It is a violation of City policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

16.12 Electronic Mail Tampering- Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

16.13 Personal Electronic Equipment - The City prohibits the use or possession in the workplace of any type of camera phone, cell phone camera, digital camera, video camera, or other form of image- or voice-recording device without the express permission of the City and of each person whose image and/or voice is/are recorded. Employees with such devices shall not bring such devices into any City work space unless expressly permitted by the City to do otherwise. This provision does not apply to designated City personnel who must use such devices in connection with their positions of employment.

A. Employees shall not bring personal computers or data storage devices (such as floppy disks, CDs/DVDs, external hard drives, flash drives, "smart" phones, iPods/iPads/iTouch or similar devices, mobile computing devices, or other data storage media) to the workplace or connect them to City electronic systems unless expressly permitted to do so by the City. Any employee bringing a personal computing device, data storage device, or image-recording device onto City premises thereby gives permission to the City to inspect the personal computer, data storage device, or image-recording device at any time with personnel of the City's choosing and to analyze any files, other data, or data storage devices or media that may be within or connectable to the personal computer or image-recording device in question. Employees who do not wish such inspections to be done on their personal computers, data storage devices, or imaging devices should not bring such items to work at all.

B. Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment, depending upon the severity and repeat nature of the offense. In addition, the employee may face both civil and criminal liability from the City, from law enforcement officials, or from individuals whose rights are harmed by the violation.



Title/Subject WORKPLACE MONITORING & EMPLOYEE PRIVACY	Effective Date	Revision Date
References		

PURPOSE:

17.00 The purpose of this policy and procedure is to ensure that each employee of the City of Ravenswood is notified that they have no expectation of privacy with respect to City equipment, property, computers, vehicles, lockers, works spaces, and desks, etc.

POLICY:

17.01 It is the policy of the City of Ravenswood to routinely conduct monitoring and to inspect City equipment, property, computers, vehicles, lockers, works spaces, and desks, etc., to ensure employee compliance with Federal, State, and City laws; as well as with City policies and procedures. Further, to ensure quality control, employee safety, proper security, and customer satisfaction. Finally, the City desires to maintain a work environment that is free of illegal drugs, alcohol, abused prescription drugs, unauthorized weapons, explosives or other improper items and materials.

DEFINITIONS:

17.02 None.

PROCEDURE:

17.03 The City may conduct workplace monitoring and inspections of all City equipment, property, computers, vehicles, lockers, works spaces, and desks, etc.

17.04 Employees of the City have no expectation of privacy with respect to any City equipment, property, computers, vehicles, lockers, works spaces, and desks, etc.

17.05 The City may use video monitoring equipment in all City work spaces and property, except for bathroom, shower, and changing facilities.

17.06 The City may require inspection of employees and other persons who enter or exit any City premises as well as any packages, bags, back-packs, brief cases, etc., to discourage theft of City property and to prevent contraband from being brought onto City property.

Policy & Procedure #18

Title/Subject

EMPLOYEE PERFORMANCE APPRAISALS

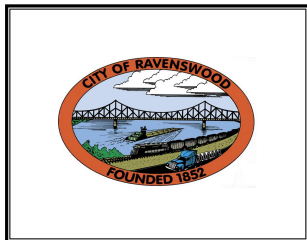
Effective

Date

Revision

Date

References

**PURPOSE:**

18.00 The purpose of this policy and procedure is to periodically record essential information concerning the performance level and strengths/weaknesses of an employee in relation to career development, including potential for advancement and suitability for other jobs and training. Also, to assist management in making thorough, objective and factual appraisals of the performance of employees under their supervision. Finally, to assist the City in achieving maximum utilization of all human resources, to motivate each employee to seek ways to improve performance where needed, and to enhance overall employee relations.

POLICY:

18.01 It is the policy of the City of Ravenswood to utilize a performance appraisal program to maximize employee's overall job performance and professional development.

DEFINITIONS:

18.02 *Exceeds Expectations*- The overall evaluation demonstrates job performance at a level exceeding that of a satisfactory evaluation. The employee's performance regularly surpasses the standards expected.

18.03 *Meets Expectations*- The overall evaluation demonstrates success and competency in the performance of the job. The employee has produced the desired or intended results and completely satisfies the established standards and expectations.

18.04 *Needs Improvement* - An overall performance that is unacceptable due to the employee's own lack of effort or skills. The employee has not met the standards as expected and must take immediate corrective action.

PROCEDURE:

18.05 All full and part-time employees shall receive a performance evaluation annually. If an employee is transferred or promoted, an evaluation will be given within 90 days after the transfer or promotion.

18.06 All probationary employees shall receive a performance evaluation prior to the end of their probationary period.

18.07 Supervisors shall consider performance appraisals as a means of providing supervisors and employees the opportunity to discuss job tasks, identify developmental needs, encourage and recognize strengths, and to discuss positive and purposeful approaches to meeting goals. The objective of the performance appraisal is to:

- A. Determine if training is needed

- B. Identify areas where improvement may be needed
- C. Revise or update individual goals
- D. Evaluate job performance in terms of meeting goals and job responsibilities
- E. Compensate for merit or promotional increases

18.08 Supervisory Responsibility - It is the responsibility of all supervisors to insure that the performance of each employee is reviewed and recorded in accordance with the prescribed procedure annually.

18.09 Responsibilities of the Human Resources Director - The Human Resources Director will provide a systematic procedure to insure that a viable performance appraisal program is ongoing. The Human Resources Director will monitor the performance appraisal procedure to insure consistency in application throughout the City. The original copy of all completed appraisal forms will be submitted to the Human Resources Director for career development, professional development/training and review purposes within five working days from the date of the last completed appraisal for a department.

18.10 Performance Appraisal Frequency and Reporting -

A. *Initial Planning Session, Coaching or When Responsibilities, Standards or Expectations Change* - COR Form #2 shall be completed by supervisors for the initial planning session at the beginning of the appraisal period. Supervisors may also use COR Form #2 when coaching an employee for better job performance or when an employee's responsibilities change. The Form may also be used by a supervisor when either standards or expectations change that affect an employee.

B. *Interim or Mid-Point Review, Probationary Employees, and Special Situations* - COR Form#3 shall be completed by a supervisors for the interim or mid-point review. COR Form#3 shall also be completed by supervisors for all new employees at the conclusion of the probationary period as well as for special situations. Special situation reviews may occur at the discretion of the supervisor to review outstanding or unsatisfactory performance.

C. *Annual Review*: Supervisors shall meet with and formally review the performance of each employee annually. Supervisors shall complete COR Form #4

18.11 Preparation and Disposition of the Employee Performance Appraisal Form - All reports will be prepared by the employee's immediate supervisor to insure an accurate evaluation of the employee. Each report will be reviewed by the Mayor prior to any discussion with the affected employee. Differences of opinion on the employee's evaluation should be discussed and resolved if possible.

A. The formal appraisal interview discussion is not to occur with the affected employee until the Mayor or their designee has reviewed the completed report.

B. In addition to rating several individual areas of performance, the supervisor must assign an overall numerical performance rating of the performance factors, which reflect the City's core values. The appraising supervisor shall complete the first twenty-three (23) metrics on COR Form #4, as well as the additional fourteen (14) metrics for supervisors, outlining major professional strengths, improvement areas, promotability assessment and progress against actual operational plan achievement.

C. Following all reviews and signatures, the completed appraisal form will become a permanent part of the employee's personnel file.

D. For career professional development purposes and human resources planning and review purposes, the completed original appraisal form will be submitted to the Human Resources Director within five (5) working days from the date of the last completed appraisal for a department.

18.12 *Guidelines for Preparing for the Performance Appraisal Interview:*

A. All sections in the appraisal instrument have a specific employee developmental purpose and must be completed in detail.

B. Supervisors shall establish a date that is acceptable to the employee and that will permit adequate and uninterrupted time for discussion during working hours.

C. Supervisors shall inform the employee well in advance and suggest that they prepare for the interview with questions on topics which they wish to have discussed, with a focus on the employee's career objectives.

D. Supervisors shall provide careful objective thought on the employee's performance for the period being evaluated- not previous performance, future predictions, or areas not related to job content.

E. Supervisors shall place special emphasis on a supervisors current performance in meeting their objectives of the existing fiscal year.

F. Supervisors shall encourage open and free discussion during the appraisal interview to maximize beneficial results of the appraisal.

18.13 The following supervisors shall complete employee appraisals pursuant to this policy and procedure:

A. The Mayor will evaluate:

1. City Clerk/Treasurer/Human Resources Director
2. Maintenance Supervisor
3. Chief of Police
4. City Judge
5. City Attorney
6. Waste Water Treatment Plant Operator

B. The City Clerk/Treasurer/Human Resources Director

1. City Hall Office Personnel

C. Chief of Police

1. Police Officers

2. Municipal Court Clerk/Police Secretary

3. City Judge with Mayor

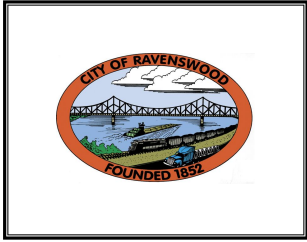
D. Maintenance Supervisor

1. Assistant Maintenance Supervisor

2. Maintenance Employees

3. Chief Water Operator

4. Water Department Employees



Title/Subject	Effective Date	Revision Date
EMPLOYEE CODE OF CONDUCT, DISCIPLINE & INTERNAL INVESTIGATIONS		
References		

PURPOSE:

19.00 The purpose of this policy and procedure is to acquaint employees of the City of Ravenswood with the City's expectations regarding their conduct as well as the disciplinary procedures used when their conduct falls below the stated standards.

POLICY:

19.01 It is the policy of the City of Ravenswood to manage and monitor the conduct of its employees in order to ensure that their demeanor and actions conform to Federal, State, and City laws, as well as City policies and procedures; in order to provide a healthy, safe, and appropriate work environment. Also, that the City will ensure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. Finally, the City acknowledges that often the purpose of a disciplinary action is to correct an issue, prevent the issue from recurring, and thus, assisting the employee in performing in a satisfactory way in the future.

DEFINITIONS:

19.02 *Chargeable Motor Vehicle Crash* - A crash caused by an employee due to negligent operation of a vehicle or a violation of the law.

19.03 *Insubordination* - A willful disregard of an employer's instructions. An act of disobedience to proper authority. Insubordination shall include, but is not limited to, resistance or defiance of authority, disobedience, refusal or failure to obey reasonable and lawful instructions, insolence, rudeness, rebellious or disobedient behavior..

PROCEDURE:

19.04 *Standards of Conduct* - The following standards are intended to be illustrative but not all inclusive of the type of conduct expected of employees:

A. An employee is expected to attend work regularly and report to work in a timely fashion. Any extraordinary time off-duty should be planned in advance. Unexpected time-off should be communicated immediately to the employee's supervisor;

B. Employees are expected to apply themselves to their assigned duties during the time they are being compensated, except for reasonable time provided to take care of personal needs; and

C. Employees are expected to meet established performance standards whether published in policy and procedure, City memorandum or notices or otherwise. Conditions or circumstances, as they become known, which prevent them from performing effectively or from completing their assigned tasks should be reported to the employee's immediate supervisor. Likewise, unclear instructions or procedures should be brought to the attention of the employee's supervisor.

19.05 *Supervising for Better Work Performance:*

A. Supervisors should assist employees in understanding their work assignments; the standards of conduct contained in this policy and procedure; and the goals, objectives, and performance standards of their positions.

B. Supervisors should be aware of inadequate or unsatisfactory work performance or behavior on the part of employees and attempt to correct the performance or behavior immediately. Such corrective action may take the form of a verbal or written warning or a documented counseling session, depending on the severity of the situation.

19.06 *Disciplinary Offenses* - Unacceptable conduct shall be divided into three types of offenses according to their severity. The offenses listed in this subsection are illustrative only, and are not intended as an exclusive list of all disciplinary offenses. Accordingly, conduct which in the judgment of the Mayor, Council, Department Heads, and supervisors, although not listed in these groups of offenses, seriously undermines the effectiveness of the City's activities or the employee's performance shall be treated consistent with provisions of this policy and procedure.

A. Group I Offenses include, but are not limited to, those types of behavior listed below which are less severe in nature, but which require correction in the interest of maintaining a productive and well managed work force.

1. The employee has unsatisfactory attendance, or excessive tardiness;
2. The employee abused City time such as use of City time for personal business, abuse of sick leave, or failed to notify a supervisor promptly of the completion of assigned work;
3. The employee used obscene or abusive language or failed to deal with the public in a courteous, kind and respectful manner;
4. The employee has inadequate or unsatisfactory job performance;
5. The employee exhibits disruptive behavior;
6. The employee committed a chargeable motor vehicle crash as defined by City policy;
7. The employee violated the motor vehicle code, except those defined as Serious Traffic Offenses under W. Va. Code §17C-5-1 et. seq., which shall be included as Group III offenses; and
8. The employee negligently cared for, damaged, destroyed or lost any equipment or City property for which the employee is responsible.

B. Group II Offenses include more severe acts and behavior including, but not limited to, those types of behavior listed below.

1. The employee failed to perform assigned work, or otherwise comply with City policy and procedure or administrative rules;

2. The employee violated safety rules where there is not a threat to life;
3. The employee took unauthorized time away from the work area or duty post or left the work site without permission during working hours;
4. The employee failed to report to work without proper notice to his or her supervisor; and
5. The employee refused to work overtime.

C. Group III Offenses include, but are not limited to, the following acts and behavior of such a serious nature that a first occurrence would warrant the City discharging an employee.

1. The employee has absences in excess of three days without notifying his or her supervisor;
2. The employee has the odor of an alcoholic beverage upon his or her breath, consumed alcohol or unlawfully used or possessed controlled substances while on the job;
3. The employee reported to work under the influence or when his or her ability was impaired by alcohol or a controlled substance;
4. The employee committed insubordination or a serious breach of discipline;
5. The employee falsified any records such as, but not limited to, vouchers, reports, insurance claims, time records, leave records, or other official state documents, or knowingly made any false statement;
6. The employee willfully or negligently damaged or defaced City records, or City or employee property;
7. The employee stole or removed City records, City or employee property without authorization;
8. The employee gambled on City property;
9. The employee committed acts of physical violence or fighting (except official police actions);
10. The employee violated safety rules where there is a threat to life;
11. The employee slept during work hours;
12. The employee participated in a work slowdown, sit-down, or similar concerted interference with City operations;
13. The employee possessed or used firearms, dangerous weapons, or explosives without authorization;
14. The employee threatened or coerced employees or supervisors;
15. The employee received criminal convictions for acts of conduct occurring on or off the job which are plainly related to job performance or are of such a nature that to continue the employee in the assigned position could constitute negligence in regard to the City's duties to the public or to other City employees;
16. The employee failed to take a polygraph examination or to answer fully and truthfully any question relating to any offense requiring submission to a test (police applicants & police officers only);

17. The employee failed to take physical or mental examinations as required;
18. The employee used public office for private gain;
19. The employee violated any law or engaged in criminal conduct on or off the job, except actions that are considered Group I or II offenses;
20. The employee engaged in dishonest or immoral conduct that undermines the effectiveness of City activities or employee performance, whether on or off the job;
21. The employee disobeyed a lawful command of a supervisor;
22. The employee disclosed confidential information to any person except those who may be entitled to the information or when directed by the Mayor, Council or a supervisor;
23. The employee took any action which impairs the efficiency and/or reputation of the City or its employees;
24. The employee accepted any bribe, gift, token, moneys, or other things of value intended as an inducement to perform or to refrain from performing any official act, or any action of extortion or other means of obtaining money or anything of value through his or her position;
25. The employee manifested cowardice, feigned illness, or otherwise attempted to shirk official duty;
26. The employee was involved in any compromise between persons accused of a crime and the person or persons who may have suffered from criminal acts with the purpose of allowing the accused to escape punishment (police officers only);
27. The employee failed to answer fully and truthfully any questions specifically directed and related to official duties or job fitness attendant to an internal or administrative investigation;
28. The employee used unnecessary force during an arrest/custody procedure (police officers only);
29. The employee deviated from established procedures in the disposition of summons or arrest cases (police officers only);
30. The employee used without authority or misused any City funds or other lawfully obtained funds as determined by policy and procedure;
31. The employee stole or misappropriated evidence, or property stored in a City evidence room, or property to be destroyed pursuant to a valid court order;
32. The employee libeled or slandered another employee, either on or off-duty;
33. The employee committed conduct unbecoming; misconduct of a substantial nature affecting the rights and interests of the public, or that casts aspersions or doubt upon a law enforcement officer's honesty and/or integrity and that directly affects the rights and interests of the public (police officers only);
34. The employee interfered with the rights or property of others; or
35. The employee violated the motor vehicle code defined as Serious Traffic Offenses under W. Va. Code §17C-5-1 et. seq.

19.07 *Application of Progressive Discipline:*

A. Sustained Group I Offenses are cumulative in nature. Upon the accumulation of three "active" Group I offenses, the Mayor and Council upon recommendation of the Department Head, may suspend the employee without pay, but the suspension shall not exceed five working days. The Mayor and Council may discharge an employee who accumulates four active Group I offenses. The Mayor and Council may demote or suspend the employee for up to thirty working days in lieu of discharge, if mitigating circumstances exist.

1. The Mayor and Council, Department Head and supervisor, may order counseling, issue a written reprimand or suspend an employee for one working day for a single Group I offense.

2. Sustained Group I offenses remain "active" for one (1) year from the date of issuance.

B. For Group II offenses the Mayor and Council, Department Head and supervisor, may order counseling, issue a written reprimand, or suspend an employee. Employees, however, may not be suspended in excess of ten working days for an offense of this nature.

1. The Mayor and Council may discharge an employee who commits an additional Group II offense or if more than one Group II offense is committed during the same incident while a previous offense is "active." The Mayor and Council, upon recommendation of the Department Head, may also discharge an employee who accumulates three "active" first group offenses and one active second group offense. The Mayor and Council may demote or suspend the employee for up to thirty working days in lieu of discharge, if mitigating circumstances exist.

2. If an employee is not discharged due to mitigating circumstances, the Mayor and Council, Department Head and supervisor, shall notify the employee that any subsequent violation during the "active" life period, regardless of level, may result in discharge.

3. Sustained Group II offenses shall remain "active" for two (2) years from the date of issuance.

C. The Mayor and Council, upon recommendation of the Department Head, may discharge the employee or suspend the employee for up to thirty working days without pay in lieu of discharge for committing a Group III Offense. The Mayor and Council may demote or suspend the employee for up to thirty working days in lieu of discharge, if mitigating circumstances exist, or issue a written reprimand.

1. If the Mayor and Council does not discharge the employee due to mitigating circumstances, he or she shall be notified that any subsequent violation during the "active" life period, regardless of level, may result in discharge.

2. Sustained Group III offenses remain "active" for three (3) years from the date of issuance.

19.08 The Mayor and Council, at their discretion, may permit employees who are suspended as a result of a violation of a Group I, Group II, or Group III offense to exchange accumulated annual leave days for a portion or all of the suspension.

19.09 Mayor and Council may demote or discharge an employee for job abolition, budgetary reduction, reduction of work, City reorganization, or for other reasons not related to the employee's job performance, but which nevertheless require the Mayor and Council to demote or discharge the employee. In these instances, the Mayor and Council shall notify the employee in writing why he or she is being demoted or discharged. This notice shall include instructions indicating how the employee may apply for another position within the City.

19.10 Employees found to have engaged in discrimination on the basis of race, color, religion, national origin, political affiliation, handicap, age, sexual orientation or sex (including sexual harassment) may be counseled or

disciplined with either a Group I, II, or III offense, depending upon the specific facts and circumstances surrounding the incident, pursuant to City policy and procedure.

19.11 *Internal Investigations:*

A. The Human Resources Director is responsible for receiving and documenting all complaints, either internal or external, regarding employee misconduct for all City employees not working in the Police Department. The Chief of Police shall administer all aspects of the complaint process within the Police Department. The Human Resources Director shall and the Chief of Police shall receive all complaints, assign internal inquiries, and make recommendations to the Mayor with regards to the assignment of internal investigations. Complaints assigned as internal investigations shall be forwarded to the Chief of Police for investigation, unless the Chief is the subject of the complaint. Investigations involving the Chief shall be done by the Mayor and Council.

B. The Human Resources Director shall and the Chief of Police shall have all complaints recorded in a central log and assigned an individual case number. Complaints involving the Americans with Disabilities Act, Age Discrimination in Employment Act, or the Civil Rights Act, shall be acted upon in collaboration with the City Equal Employment Opportunity Counselor. The Human Resources Director and Chief of Police shall ensure the confidentiality of all documents and reports relating to the investigation of any complaint through strict control of the files.

C. The Department Head shall send a letter to the complainant, if known, acknowledging that the complaint has been received for processing. The letter shall include the individual case number assigned to the matter and the name of a person who can relate the status of the investigation. Also, the Human Resources Director and Chief of Police shall notify the employee, in writing, concerning the nature of the complaint, its status, and if any investigation is forthcoming, as soon as a determination of the necessary scope of the investigation is complete. There is no duty under this section to notify an employee or complainant if the notification would hinder or jeopardize any investigation of the complaint or if the matter is handled as an internal inquiry. The Chief of Police shall advise investigators regarding procedures used in the investigations, review case files for completeness, and forward case files through the proper chain of command to the Mayor and Council for final review. The Human Resources Director and Chief of Police shall send closing letters to all concerned parties upon completion of each investigation.

D. The Human Resources Director and Chief of Police shall apprise the Mayor and Council of situations or facts concerning employee complaints and investigations that may be of public concern, or allege the commission of a serious misdemeanor or felony by an employee.

E. The Human Resources Director and Chief of Police shall make information available to the general public regarding the procedures to be followed in registering complaints against the City or its employees. The information may be disseminated through the media, informational pamphlets at each City facility, or through any other reasonable means.

F. Investigators assigned to either internal investigations and/or inquiries shall forward to the Human Resources Director and Chief of Police an accurate and complete report, and the remainder of the case file, within thirty (30) working days of the day the investigation or inquiry is received by the investigator unless an extension is granted by the Human Resources Director or Chief of Police .

G. *Incidents to be Investigated:*

1. The City shall investigate through internal investigation or inquiry, all complaints received by the City. Provided, that anonymous or third party complaints of a minor nature will be investigated at the discretion of the Human Resources Director and/or Chief of Police.

2. The Human Resources Director and Chief of Police shall determine the criteria for the assignment of minor complaints for internal inquiry to Department Heads as investigators in cases such as alleged rudeness, tardiness, or other complaints of a similar nature. The Chief of Police shall have the discretion to assign internal investigations to specially trained employees. Once assigned, that investigator may be relieved of his or her regular duties as may be required to complete the investigation. Investigators assigned to internal investigations or inquiries shall report directly to the Human Resources Director or Chief of Police, and shall not discuss the investigation with anyone or specifically authorized by the Chief of Police or Mayor and Council to receive the information.

H. Complaint Filing Procedure:

1. A person may file a complaint with any City employee. Whenever possible, employees receiving complaints shall attempt to refer the complainant to the affected employee's immediate supervisor who shall prepare the Personnel Complaint Form (COR Form #5), or directly to the Human Resources Director and/or Chief of Police. If the immediate supervisor is not available and the complainant does not wish to contact the Human Resources Director and/or Chief of Police directly, the City employee shall take the complaint.

2. The employee shall accept all complaints against employees and document them on the Personnel Complaint Form (COR Form #5). The employee shall forward the completed form to the Human Resources Director and/or Chief of Police as soon as possible.

3. The Personnel Complaint Form shall state with particularity the allegations including the name of the involved employee, the date, time, and location of the alleged misconduct, a detailed description of the alleged misconduct, names of witnesses, and the remedy requested by the complainant. The form shall advise the complainant that he or she may be required to testify in court or administrative hearings regarding the complaint.

4. Any employee who fails to accept, record, and/or forward to the Human Resources Director and/or Chief of Police or the Chief's designee, any complaint the employee receives is in violation of City policy and subject to disciplinary action. Employees receiving complaints are considered to have complied with complaint reporting requirements if the provisions of subsection 5 of this section are met.

5. Employees receiving complaints shall advise complainants that they may contact the Human Resources Director and/or Chief of Police directly in order to file a complaint in lieu of registering the complaint at the City office.

6. Employees taking complaints shall not make or retain any copies of the Personnel Complaint Form or any related documents other than those kept in the normal course of business in order to ensure the confidentiality of the investigative process.

7. Employees accepting complaints involving the use of force by a City Police employee where the alleged victim of the use of force is present at the time the complaint is registered, shall take or cause to be taken detailed color photographs of the alleged victim whether or not any visible evidence of physical injury exists if the alleged victim consents to the taking of the photographs.

I. Records Retention:

1. In order to better facilitate the operation of a progressive system of discipline and to provide for the various statutes of limitations pertaining to civil litigation, the Human Resources Director and/or Chief of Police shall retain records and documents associated with complaints for a period of four (4) years from final disposition of the complaint that shall include, if applicable, imposition of disciplinary action, exhaustion of all appeals, and resolution of any civil action(s) relating to the complaint.

2. The Human Resources Director and/or Chief of Police shall store case files in a secured environment, with access restricted to the Mayor and Recorder, the Human Resources Director and Chief of Police. Investigators or any other employee working with the investigator and outside of the Human Resources or Police Departments shall store and handle documents, evidence and other items related to the investigation or inquiry in a manner that shall ensure their confidentiality and integrity. Documents, evidence, and other items related to complaints, internal investigations, internal inquiries and/or contained in case files shall not be released, disseminated or disclosed, except by the direction of the Mayor and Recorder or by order of a court with competent jurisdiction. All internal investigation/inquiry files alleging violations against members of the police department shall be secured in a locked file at the police department. All other such documents shall be stored at the City hall in a locked file.

J. Operational Procedures:

1. If an investigation or inquiry leads to information indicating that criminal charges could be filed, the investigator shall immediately notify the Chief of Police who shall notify the Mayor. The Mayor and/or Chief may authorize a separate criminal investigation to be initiated by an employee other than the investigator assigned to the internal investigation or inquiry. If criminal charges are filed against an employee, the Mayor and Council may authorize the initiation or continuation of an on-going administrative investigation.

2. The Mayor and Council upon recommendation of the Department Head, upon receiving a complaint against an employee or upon otherwise learning of misconduct by an employee, may temporarily relieve the employee from duty pending further investigation, with or without compensation, pursuant to City policy and procedure. During any administrative leave attendant to an internal investigation or inquiry, the employee shall surrender his or her City identification, and if a police officer, badges, City issued weapons, or other City property in his or her possession or control. Further, police officers shall be relieved of any police authority during the pendency of any administrative leave.

3. The investigator, when possible, shall record the complainant's statement on audio or video or by handwritten statement signed by the complainant. The investigator shall not summarize or paraphrase interviews of the complainants in lieu of a handwritten or recorded statement. The investigator shall not permit conversations "off the record" unless the subject of the interview agrees and the record reflects when the conversation goes off of the record, the purpose for doing so, and the time. Any recording made pursuant to this section shall become an exhibit included in the case file. The Human Resources Director and/or Chief of Police may have the tape transcribed and the transcription shall become a part of the case file.

4. The investigator, when possible, shall record any witness statements on audio or video or by handwritten statement signed by the witness. The investigator shall not summarize or paraphrase interviews of the witnesses in lieu of a recorded or handwritten statement. The tapes, transcriptions, and written statements shall be included in the case file by the investigator. The investigator shall not permit conversations "off the record" unless the subject of the interview agrees and the record reflects when the conversation goes off of the record, the purpose for doing so, and the time. Any tapes made pursuant to this section shall become an exhibit included in the case file. The Human Resources Director and/or Chief of Police may have the tape transcribed and the transcription shall become a part of the case file.

5. Investigators shall gather all physical evidence connected with the case including, but not limited to, photographs, video recordings, audio recordings, reports, logs, drawings, sketches, pertinent records, and other background evidence.

6. During the internal investigation or inquiry, the investigator shall avoid making assertions concerning his or her perception of the investigation which may result in the complainant reaching a premature or inappropriate conclusion regarding the final disposition of the matter. Further, the investigator shall not make assertions after having interviewed one principle or faction involved in the allegations.

7. The investigator shall include in the case file a notation of any instances of poor cooperation on the part of the complainant, the employee who is the subject of the complaint, or any witnesses or other persons interviewed during the internal investigation or inquiry.

8. The investigator shall detail in an internal investigation report the facts ascertained during an internal investigation or inquiry. The Human Resources Director and/or Chief of Police shall determine the reporting format and the substance of all forms used pursuant to this policy and procedure. The investigator shall state a conclusion of fact for each allegation of misconduct alleged by the complainant or revealed by the investigation or inquiry from among the following dispositions:

a. Sustained: The validity of the complaint has been established and proven by a preponderance of the evidence;

b. Not Sustained: The complaint is not established by the evidence and can be neither proven nor disproved by the evidence available;

c. Unfounded: The complaint is without foundation, basis, is false, or not factual;

d. Policy Failure: The allegation is true, and although the action of the member or the employee was not inconsistent with City policy, the complainant suffered harm;

e. Exonerated: The incident occurred, but the employee acted lawfully and properly; or

f. Withdrawn: The complaint was withdrawn by the complainant.

9. The investigator shall submit the investigation/inquiry report and the remainder of the case file to the Human Resources Director and/or Chief of Police, who shall review the entire case file for content, form, and completeness. The Human Resources Director and/or Chief of Police shall formulate recommendations for final disposition of the complaint and forward the case file, with recommendations, to the Mayor and Council for final disposition in cases involving suspension, demotion or termination.

K. Employee Rights and Conduct During an Internal Investigation or Inquiry:

1. Prior to questioning an employee in connection with an internal or administrative investigation, the investigator shall apprise the employee of the nature of the allegations in the complaint, the name of the investigator assigned to the case, and the names of all persons present during the interview session.

2. The investigator, at his or her discretion, shall conduct interviews at reasonable times and places.

3. The investigator shall conduct the interview while the employee is normally on-duty unless the employee agrees to participate in an interview while off-duty. In cases where the Human Resources Director and/or Chief of Police determines that the allegations involve extremely serious matters of public interest or allegations which may bring the City into disrepute, the employee may be questioned during off-duty or non-waking hours. This shall not apply in instances where the Mayor and Council or Department and supervisor has placed the employee on administrative or other leave pending the outcome of the investigation or inquiry.

4. The investigator shall record on either audio or video all interviews with the employee who is the subject of the investigation or inquiry. In the case of a minor complaint, a handwritten statement or letter from the employee who is the subject of the investigation may be sufficient. The investigator will not summarize or paraphrase the interview in lieu of a recorded statement. The investigator shall not permit conversations "off the record" unless the employee agrees and the record reflects when the conversation goes off of the record, the purpose for doing so, and the time. All recordings made pursuant to this section shall become an exhibit

included in the case file. The Human Resources Director and/or Chief of Police may have the tapes transcribed and the transcriptions shall become a part of the case file. Copies of the original tapes or transcriptions shall be made available only to the employee who made the statement with the understanding that the employee shall not disclose the contents of either; unless the employee is required to disclose the contents as a means of defending himself or herself. Any breach of this procedure is an offense that may subject the employee to disciplinary action.

5. An employee questioned in connection with an internal investigation or inquiry has no right to avoid self-incrimination. An employee may have legal counsel or other representative present during an administrative interview. Employees who are either subject to or questioned in connection with an internal investigation or inquiry shall answer all questions truthfully, file written reports as ordered by the Mayor and Council or Human Resources Director and/or Chief of Police, and testify in administrative hearings. Employees are required to cooperate fully with the investigators in all phases of any internal investigation or inquiry.

6. The investigator shall advise employees subject to an internal investigation or inquiry of the "Administrative" or "Garrity" warnings, contained on COR Form #6. The investigator shall read the provisions of the form into any recording of the interview. The investigator and the employee shall sign the acknowledgment section of the form. The investigator may give a copy of the warning form to the employee, but the original form shall be retained by the investigator and included as an exhibit in the case file.

7. During an internal investigation or inquiry interview, no more than two investigators shall be present with the employee during questioning. The investigators shall not subject the employee to offensive language, threaten punitive action, or make promises of reward as an inducement to answer questions.

8. The investigator shall conduct internal investigation or inquiry interviews of a reasonable duration, considering the complexity and gravity of the allegations in the complaint. The investigator shall afford the employee reasonable time away from the interview for meals and physical necessities.

9. *Polygraph Examinations:*

a. The City shall generally limit the use of polygraph examinations to those cases in which the allegations are relatively serious and involve police department employees only. The investigator shall obtain approval for the use of polygraph examinations from the Mayor and Council or the Human Resources Director and/or Chief of Police.

b. Polygraph results shall be included as additional evidence to be considered by the Mayor and Council, Human Resources Director and/or Chief of Police, and the investigators. No conclusion should be drawn solely on the outcome of the polygraph examination. If the complainant is not an employee, no conclusion shall be drawn based upon an agreement or refusal to take a polygraph examination.

c. Investigators shall not offer polygraph examinations during the initial interview of a complainant. However, it may be mentioned as a possibility later on in the investigation and may be conducted at the request of the complainant, and if the complainant is an employee the polygraph may be ordered.

d. If the Human Resources Director and/or Chief of Police determines that all leads have been appropriately pursued in cases where the complainant is not an employee, and that the offer of a polygraph examination is appropriate, the complainant, will be requested to take the examination prior to the employee. If the complainant refuses to take the polygraph examination, the employee may still be required to submit to the test. When the complainant is an employee, the Human Resources Director and/or Chief of Police shall determine the order of polygraph administration.

e. An employee, who is the subject of the internal investigation or inquiry, may request to take the polygraph examination before the complainant. The Human Resources Director and/or Chief of Police shall decide if the incident is of a serious nature and would justify modification of subdivision 12 of this subsection. The operator shall inform the employee of the "Administrative" or "Garrity" Warnings, and the employee shall sign a waiver of liability prior to the administration of the polygraph examination.

f. The Mayor and Council upon recommendation of the Chief Of Police, at their discretion, may dismiss from employment any police department employee who refuses to take a polygraph examination when so ordered.

g. Questions used in the polygraph examinations shall be pertinent to the subject of inquiry except that the polygraph examiner may utilize control questions as may be necessary to validate an examination within the scope of acceptable polygraph procedure.

h. The results of a polygraph examination of an employee are confidential and shall be available only to the employee, the Mayor and Council, the Human Resources Director and/or Chief of Police, the investigator, and grievance evaluators.

i. Licensed polygraph operators shall be used for internal investigations and inquiries. The City shall not use one operator exclusively when multiple operators are available.

10. As part of an internal investigation or inquiry, an employee who is the subject of the investigation or inquiry may be required to:

a. Submit to medical or laboratory examinations;

b. Submit to a chemical test of his or her breath for the purpose of determining the alcoholic content of his or her blood;

c. Be photographed;

d. Participate in a line-up;

e. Submit financial disclosure statements. No employee shall be required or requested to disclose any item of his or her property, income assets, source of income, debts or personal domestic expenditures, including those of any member of his or her family, or household, unless the information is necessary in investigating a possible conflict of interest with respect to the performance of his or her official duties, or unless the disclosure is allowed or required by law, or unless the information is related to an investigation;

f. Submit to psychological examinations; or

g. Submit to searches of any City supplied equipment and any personal items stored within that City equipment by an employee or any City equipment secured by a lock owned by an employee. City equipment includes, but is not limited to, vehicles, lockers, desks, cabinets, and briefcases.

h. The Mayor and Council or Human Resources Director and/or Chief of Police may require an employee to submit to an examination or test when the examination is specifically directed and narrowly related to a particular internal investigation or inquiry being conducted. The requirement shall not apply if it is in conflict with current applicable law. An example of the use of this process would be in the determination of drug use by an employee. An examination might also be required to determine fitness for duty, for example, excessive weight, apparent intoxication, alcoholism, or psychological problems.

11. As a part of an internal investigation or inquiry, the City shall, to the degree possible, protect an employee from exposure to the news media with or without the employee's written consent. The City shall not, pursuant to an internal investigation or inquiry, release an employee's home address, home telephone number, or photograph without the employee's consent.

12. Upon completion of the investigation and review by the Human Resources Director and/or Chief of Police and the Mayor and Council, the Human Resources Director and/or Chief of Police shall notify the employee who is the subject of the investigation or inquiry that the investigation is complete. The employee shall be notified if no disciplinary action is forthcoming and advised that the matter is closed. The employee shall be notified in writing by the Human Resources Director and/or Chief of Police if disciplinary action is authorized by the Mayor and Council upon recommendation of the Department Head. The employee shall be given a written statement detailing the charges attendant to the disciplinary action with appropriate citations to codes, policies, procedures or accepted operating practices where applicable.

13. When an employee is notified by Human Resources Director and/or Chief of Police concerning pending disciplinary action, the Human Resources Director and/or Chief of Police shall inform the employee of the results of the internal investigation or inquiry, the substance of the sustained allegations, and the scope of the prospective discipline. The employee shall be given a copy of the case file upon request, but excluding the identity of confidential sources, and recommendations as to charges, disposition, or punishment. The employee shall sign a receipt indicating that he or she has taken possession of the case file material, and execute a confidentiality agreement with the City agreeing to not disclose any of the material contained in the case file for any purpose other than to defend himself or herself. An employee who violates this procedure may be subject to disciplinary action.

14. The employee shall be given at least ten calendar days to review the case file and shall be permitted to appear before the Mayor and Council to present a defense in the matter; if the Human Resources Director and/or Chief of Police receives the employee's written request to appear before the Mayor and Council within the ten-day period. The employee may seek redress for any disciplinary action through the City employee grievance process. The provisions of this subsection do not apply to probationary employees of the City nor does it apply to police officers who may appeal to the Police Review Board.

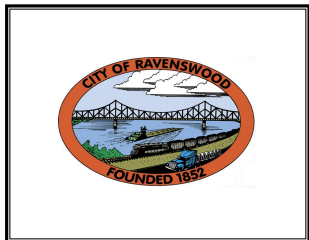
15. If a criminal investigation is initiated by the City or another law enforcement agency regarding the allegations or events referenced in the complaint filed against a City employee, any information obtained from that employee pursuant to an "Administrative" warning given to that employee during the internal investigation or inquiry of that complaint shall not be available to the criminal investigators unless the employee was apprised of and waived his or her constitutional rights as detailed in a Miranda Warnings Form (COR Form #7).

Policy & Procedure #20

Title/Subject
DRESS/UNIFORM CODE

Effective
Date

Revision
Date

**References****PURPOSE:**

20.00 The purpose of this policy and procedure is to acquaint employees of the City of Ravenswood with the City's expectation regarding their personal appearance and manner of dress while on-duty and working for the City.

POLICY:

20.01 It is the policy of the City of Ravenswood that all City employees while working for and representing the City shall be clean, well groomed, and wear appropriate clothing; in order to make a favorable impression upon customers, citizens, and visitors.

DEFINITIONS:

20.02 *Personal Appearance* - means how an employee dresses, how neat an employee is, and an employee's personal cleanliness.

PROCEDURE:**20.03** *Civilian Personnel:*

A. Employees while working for the City on-duty and during regular or overtime hours shall be clean, well-groomed and wear appropriate clothing (including clothing required for safety purposes).

B. A supervisor who determines that an employee's personal appearance is inappropriate, may direct the employee to leave work and return with appropriate personal appearance. During the time the employee is correcting their personal appearance, they shall not be compensated.

C. Employees shall not display any tattoos, brands, marks or images, visible on their bodies, while on-duty and during regular or overtime hours, that depict or allude to any subject matter that is sexual in nature, involves gang relations, involves profane or indecent language, involves any affiliation with any terror or hate group, or is offensive in any way.

D. Employees who are not issued City uniforms shall conform to standards normally found in private business. All articles of clothing shall reflect good taste as determined by the employees supervisor.

20.04 *Police Officers:*

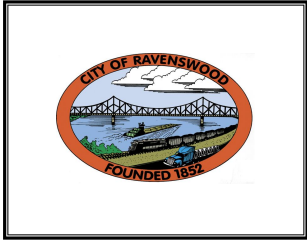
- A. City Police Officers shall maintain a professional personal appearance and ensure that their issued uniforms are neat, clean, pressed, and in good repair. Officers shall wear the standard issue police uniform unless authorized by the Chief of Police to do otherwise.
- B. City Police Officers shall report for duty exhibiting a neat personal appearance and shall be well groomed.
- C. The standard issue (Class "A") police uniform shall consist of the following:
1. Dark blue campaign hat (Felt for Fall/Winter; Straw for Spring/Summer).
 2. Dark blue uniform shirt.
 3. Appropriate insignia of rank, badge, name plate, and awards.
 4. Body armor.
 5. Waist belt.
 6. Dark blue uniform trousers.
 7. Black socks.
 8. Black shoes or boots.
 9. Gun belt with pistol, ASP baton, handcuffs, radio, pepper spray, and TASER.
 10. Uniform jacket.
- D. The utility uniform shall consist of the following and may be worn upon authorization of the Chief:
1. Baseball type hat.
 2. Polo, tee or tactical shirt.
 3. Body armor
 4. Waist belt.
 5. Tactical uniform trousers.
 6. Black socks.
 7. Black shoes or boots.
 8. Gun belt with pistol, ASP baton, handcuffs, radio, pepper spray, and TASER.
 9. Tactical jacket.
- E. City Police Officers performing official duties such as traffic stops, crash investigations, parade details, public forums, news interviews, investigations that are not crimes in progress, shall wear a hat

appropriate to the uniform they are authorized by the Chief to wear. Officers are not required to wear a hat when responding to a crime in progress call. Officers are also not required to wear a hat if, in their judgment, the wearing of the hat would place the Officer in danger.

F. The Chief of Police may designate which uniform or combinations of uniforms, or authorize the wearing of civilian attire, based on the nature of the duty assignment and the operational needs of the Department.

G. City Police Officers appearing in court shall wear the Class "A" police uniform unless instructed to do otherwise by the Chief of Police or by a Federal or State Prosecuting Attorney. Officers shall not attend any court in any jurisdiction for the purpose of testifying or appearing as a defendant, attired in the Ravenswood City Police Department uniform, if the purpose of their attendance does relate to acts which occurred during the performance of their official police duties.

H. City Police Officers shall wear body armor anytime they are on-duty.



Title/Subject	Effective Date	Revision Date
EMPLOYEE PERSONAL PROPERTY & AUTOMOBILE USE		
References		

PURPOSE:

21.00 The purpose of this policy and procedure is to acquaint employees of the City of Ravenswood with the City's policy regarding bring employee personal property into the workplace and with respect to the use by an employee of their personal vehicle for City business.

POLICY:

21.01 It is the policy of the City of Ravenswood to not be liable for the damage, loss or theft of any employee personal property brought into the workplace or employed for the conduct of City business. Also, to prohibit the bringing into the workplace of employee personal property that is sexually suggestive, offensive, pornographic, or demeaning to specific individuals or groups; along with firearms, weapons, and/or explosives.

DEFINITIONS:

21.02 None.

PROCEDURE:

21.03 *Personal property:*

A. The City shall not be responsible or liable to pay or reimburse an employee for any personal property that is damaged, lost or stolen while stored, housed, or maintained on any City property. Employees shall be solely responsible for knowing the whereabouts and condition of any such personal property.

B. Employees shall not store, house or maintain in or on any City property any personal property that is sexually suggestive, offensive, pornographic, or demeaning to specific individuals or groups; along with firearms, weapons, and/or explosives.

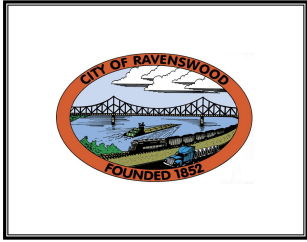
C. The City may reimburse an employee for the use of their personal property in the conduct of City business at a rate approved by the Mayor and Council.

21.04 *Personal Automobile Use:*

A. The City shall not be responsible or liable to pay or reimburse an employee for any damage occurring to their personal vehicle while it is being used to conduct City business. The City will reimburse an employee for the use of their personal vehicle in accordance with City policy and procedure.

Policy & Procedure #22

Title/Subject BUSINESS TRAVEL EXPENSES	Effective Date	Revision Date
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**References****PURPOSE:**

22.00 The purpose of this policy and procedure is to acquaint employees of the City of Ravenswood with the business travel expense reimbursement process and guidelines.

POLICY:

22.01 It is the policy of the City of Ravenswood to encourage professional development, networking, and economic development, through the reimbursement to employees of the authorized expenses incurred by them for training, attendance at conferences, and meetings held outside of the City that may benefit the City.

DEFINITIONS:

22.02 None.

PROCEDURE:

22.03 *General:*

A. This policy governs in-state, out-of-state and international travel, hereinafter referred to as "travel," for City officials and employees.

22.04 *Delegation of Authority and Responsibilities* - Authority to manage, approve, or disapprove travel and travel-related expense is delegated exclusively to the Mayor and Council.

A. The Mayor and Council may delegate authority to supervisors to act as designee(s) for authorizing and approving travel and travel-related expenses as may be required. All such authorizations and approvals shall be made in accordance with the provisions of this policy and procedure.

B. Travel may be authorized only for official business and only if the City has the financial resources to reimburse the traveler for travel expenses.

C. The responsibility to audit a traveler's expense account settlement lies with the City Clerk/Treasurer. Approval of a traveler's expense account settlement by the Mayor and Council means that the expense account settlement meets all criteria established by this policy for reimbursement. An employee shall audit and submit an accurate expense account settlement for reimbursement to the Clerk/Treasurer within fifteen (15) days after completion of travel.

22.05 *Travel Regulations Applicable to All employees, Mayor and Council Members, and Non-employees:*

A. *Employees:*

1. Approval to travel shall be secured in advance by the employee in accordance with this policy and procedure. Under no circumstances should an employee travel without proper approval of the Mayor and Council or their designee.

2. Employees are responsible for submitting a travel expense account settlement form with all required attachments to the traveler's City Clerk/Treasurer. The form should be submitted within fifteen (15) days of the end of the travel.

3. Consultants, contractors, and non-employees are not required to use these policies and regulations, at the Mayor and Council's option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement.

4. Reimbursement of travel expenses paid from federal, state, and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this policy; otherwise, this policy shall govern such reimbursement.

B. *Mayor, Council Members, Board and Commission Members:*

1. This policy shall govern reimbursement of travel expenses to the Mayor, Council members, Board and Commission members .

22.06 *Transportation:*

A. *Air Transportation*

1. *Commercial Airlines*

a. Tickets must be purchased by the City Clerk/Treasurer.

b. Allowable reimbursement for commercial airline travel shall include the actual expense or cost for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare.

c. Deliberately causing increased costs or delays to obtain personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. In addition, conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or any other similar action is prohibited. Any credits, rebates, or refunds resulting from these actions must be returned to the City of Ravenswood.

D. All major airlines charge a fee to issue paper flight coupons in situations where an e-ticket is available. E-tickets are the industry standard, are issued automatically, and are sufficient for traveling and reimbursement unless the traveler specifically requests a paper ticket. If a paper ticket is requested, the service charge will not be reimbursed. If travelers experience problems with e-tickets when exchanging due to flight cancellations or delays, particularly when changing airlines, the travel service vendor is required to assist and provide proper documentation.

B. *Ground Transportation:*

1. The traveler may use a City-owned vehicle, privately-owned vehicle, or a commercial rental vehicle for ground transportation. The availability and use of a City-owned vehicle will be determined by the Mayor and Council in conjunction with the employee's supervisor.

2. The traveler must possess a valid operator's license if operating a vehicle. The traveler is personally responsible for any fines or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines or penalties shall not be reimbursed.

3. In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotels, parking, meals, etc.), not to exceed the lowest available commercial airfare plus local transportation, and parking (where required) to and from the airport.

4. Privately-Owned Vehicles:

a. Privately-owned vehicles may be used for City travel with approval the Mayor and Council in conjunction with the employee's supervisor when City owned or leased vehicles are unavailable. A privately-owned vehicle should not be used when reimbursement costs are expected to exceed \$50.00 per day or mileage reimbursement is expected to cost more than the cost of commercial travel (air, rental car, etc.). Reimbursement will be made at the prevailing rate per mile established by the City Clerk/Treasurer, excluding normal daily commuting mileage, for actual miles traveled using the shortest practicable route to the point of arrival at the traveler's destination. This rate is intended to cover all operating costs of the vehicle (including fuel, maintenance, depreciation, insurance, etc.) and no additional reimbursement will be made.

b. Receipts are not required for mileage reimbursement when using privately-owned vehicles.

5. Commercial Rental Vehicles :

a. A commercial rental vehicle should only be used when a temporary need arises, a state vehicle is unavailable, and the cost will be less than the reimbursement associated with a privately- owned vehicle. Only the City employee renting the vehicle is permitted to operate the vehicle. Reimbursement will be made at actual cost for the daily rental fee for a mid-size, standard, or smaller vehicle, plus mileage fees and fuel costs. For travel of more than a few days in duration, weekly rental rates may be reimbursed if they will result in a lower total cost than the daily rate. Reimbursement may be made for full-size vehicles if more than three (3) people are traveling together on business and for larger vehicles if a group of five (5) or more is traveling together.

b. Collision Damage Insurance (CDW) : The City general liability insurance policy covers rental vehicles and this insurance is not required.

c. The City shall not authorize the rental of trucks, campers, off-road vehicles, trailers, motorized bikes, motorcycles and motorized scooters, antique cars, high value, special interest and exotic cars, or vans that seat more than eight (8) occupants unless an employee possessing a Commercial Driver's License is available at all time to operate the van.

d. The statewide car rental contract may provide CDW for some vehicles excluded by the Purchasing Card Program. Please refer to the current contract. No other insurance or insurance-like product is reimbursable for rentals used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for any approved

rental vehicle used outside the United States.

e. If a third party booking incurs a service fee, that fee will not be reimbursed (i.e. some internet sites charge a service fee for booking cars). Travelers may use car rental services from another company in the following situations:

- I. Rental car vendor does not have a location in the specific area.
- II. Rental car vendor does not have the appropriate vehicle at the time needed.
- III. Rental car vendor does not have the appropriate vehicle for the duration needed.

f. Travelers must note these exceptions on the travel expense settlement form.

g. Receipts or documentation is required for reimbursement of car rental and mileage charges or fees. Reimbursement may be made for actual fuel costs. Receipts must be attached. Travelers must return rental cars with a full tank of fuel. Refueling costs charged by rental car vendors are not reimbursable.

6. Rail Service:

a. Travelers are expected to make advanced bookings through the City Clerk/Treasurer and who shall use the least expensive logical fare via the most direct route or other reasonable route that results in a lower fare.

b. Receipts or documentation is required for reimbursement of rail service expenses.

7. Miscellaneous Ground Transportation:

a. When courtesy transportation is provided by a hotel, motel, or other service facility, the traveler is encouraged to use such service.

b. Travelers may be reimbursed for taxi, bus, and other forms of public transportation. Receipts are not required if under \$25.00.

22.07 Lodging:

A. Reimbursement:

1. Allowable reimbursement for lodging shall include the actual expense for overnight accommodations and all applicable taxes and surcharges. Employees are reimbursed for lodging up to the maximum per diem established by the federal government. Travelers may request reimbursement above the per diem, not to exceed 300 percent (300%) of the maximum per diem allowance. Request for reimbursement above the per diem allowance should be made in advance of travel. Reimbursement above per diem following travel may be granted subject to Mayor and Council approval.

2. Travelers shall secure the lowest rate available at a reasonably priced facility. Certain hotels and motels offer special reduced rates to state employees. Sales tax is to be paid by traveler unless the lodging facility is located in the state of West Virginia.

3. Reimbursement for a single occupancy shall be at the least expensive single room rate available.

4. The location of the lodging facility should be as convenient as possible to the place where business is being transacted. The meal per diem is based on the temporary duty location. If lodging is not available at the temporary duty location, the Mayor and Council may authorize or approve the maximum per diem rate for the location where lodging is obtained.

5. For multiple occupancy, reimbursement may be claimed fully by one traveler with no claim filed by the other traveler, or each traveler may be reimbursed at equal percentages of the total actual cost for accommodations.

6. If an increase in the lodging charge is incurred, the change is reimbursable if the traveler is directed by the appropriate Mayor and Council to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the traveler's failure to notify the facility will be considered the personal expense of the traveler.

7. Under no circumstances should a hotel be booked through a third party vendor (i.e. Hotels.com, Travelocity, Expedia, etc). Third party vendors are unable to provide an invoice or folio for reimbursement and charge service fees that are not reimbursable

8. Receipts are required for lodging reimbursement. An invoice or folio shall be the official document utilized for reimbursement to the traveler.

22.08 Meals:

A. Meal expense reimbursement is based on the temporary duty location and is not to exceed the maximum per diem established by the federal government. Alcohol and entertainment expenses are specifically excluded. If a percentage of the maximum daily rate is used, the traveler may round the calculated amount up to the next whole dollar. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge."

B. City employees will be reimbursed the cost of meals when there is an overnight stay.

C. Exceptions may be granted to the established rates when authorized by the Mayor and Council. If reimbursement is made in excess of federal government rates, receipts are required and the Mayor and Council must approve the expense voucher.

D. When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by the appropriate amount. Current rates and an example of the per diem meal breakdown may be found at the State Travel Management Office's website at www.state.wv.us/admin/purchase/travel.

E. Meal and incidental rates differ by travel location. Examples of incidental expenses are fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; and mailing cost associated with filing travel vouchers and payment of government charge card billings.

F. On the first and last days of travel of an overnight trip when no meals are

provided, the allowable reimbursement is based on 75% of the federal government's per diem rate for the specific city. Departure or arrival times are not considered. If a meal(s) is provided gratis or included within a registration fee of the business travel, the per diem rate must be reduced by the appropriate amount.

G. Meal expenses for single day travel are not reimbursable. Single day travel is travel without an overnight stay and will not qualify a traveler as being away from home for purposes of receiving non-taxable meal reimbursement. Guardian Travel is excluded.

H. The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgment in determining what is considered a "reasonable" expense to incur for the situation:

1. Travelers transporting or accompanying clients, patients, students or others entrusted to a spending unit for their care, education or placement, referred to as Guardian Travel, may be reimbursed the cost of meals, not to exceed the maximum per diem. Receipts are required.

2. Employees in undercover operations, law enforcement personnel and others in certain occasional overtime situations, at the direction of the Mayor and Council or chief of Police, may be reimbursed for their expenses. These cases must have the approval of Mayor and Council or the Chief of Police. Appropriate documentation shall be kept on file.

22.09 Registration Fees:

A. Fees or charges for attendance at conferences, meetings, seminars, or workshops, as well as event-related materials, are reimbursable. Reimbursement for registration fees at meetings or conferences is allowable and must be supported by a receipt. Employees should verify acceptable payment methods with the conference prior to attending.

B. Receipts are required for reimbursement. The receipt or documentation provided by the event sponsor shall be sufficient for reimbursement. Travelers are to adjust meal reimbursement requests for meals included with the registration fee.

C. The traveler will not receive an allowance or reimbursement for lodging or food included in registration fees.

D. If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the Mayor and Council or supervisor to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the failure of the traveler to notify the event sponsor will be considered a personal expense.

22.10 Other Expenses:

A. Travelers may incur miscellaneous business-related expenses for which reimbursement may be made, if appropriate. Receipts are required for any individual expenditure in excess of \$75.00. The Mayor and Council may require any or all receipts at their option as a means of cost control. The City may allow an employee to file a copied or faxed invoice if the original receipt is lost; however, the Auditor's Office requires two original signatures, in addition to the traveler's. One signature must be the Mayor with the approval of Council and the other must be the City Clerk/Treasurer, who has a signature card on file with the Auditor's Office. Such expenses and reimbursement may include, but are not limited to:

1. Baggage storage between appointments and between hotels and meeting places;

2. Tolls, garage, and parking fees - excluding valet parking for personal convenience;

3. Communication expenses, such as (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges and must be made on the current corporate communications travel card; (3) surcharges for long distance calls when the toll charges are direct billed; (4) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges; and (5) charges related to internet connections.

4. Currency conversion;

5. Guides, interpreters, and visa fees; and

6. Laundry and dry cleaning when an employee is in travel status in excess of seven days without returning home.

B. Non-reimbursable travel-related expenses include the cost of passports (not as a travel expense, but may be considered as a direct charge to the spending unit) and personal flight or baggage insurance. Exceptions must be approved by the Mayor and Council.

C. Employees traveling in foreign countries should report their expenditures in United States dollars. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown.

22.11 *Form of Payment for Business Travel:*

A. Travelers may use their personal credit card for approved business related travel expenses.

B. Travel expenses shall not include food expenses or any personal expenses on hotel folios such as room service or movie expenses. Proper documentation must be provided for any billing (i.e. hotel folios) relating to multiple travelers.

C. Travelers may request cash advances when using the for meals and mileage allowances.

22.12 *Other Provisions:*

A. Employees may use bonus points acquired through frequent traveler programs while traveling on official government business, as long as the employee's participation in the program does not result in an additional cost to the state.

22.13 *Exceptions:*

A. Any exceptions to this policy must be documented in writing and approved by the Mayor and Council.

RAVENSWOOD POLICE DEPARTMENT

CONSTITUTIONAL SAFEGUARDS

NOTE

This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with the respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

I. POLICY

Of all the actions an officer might take during the course of duty, the ones with the most severe consequences concern constitutional rights. The use of deadly force might result not only in injury or death but a review of the constitutionality of the act. Similarly, the arrest of a person for a misdemeanor shoplifting, by contrast, invokes the law of arrest and search and seizure issues that are controlled by the constitution. The U.S. Constitution and the Bill of Rights guarantee every citizen certain safeguards from government intrusion into their lives. These safeguards have become the cornerstone for the application of criminal justice in America. Consequently, these safeguards have placed limitations on the authority of police to enforce the laws of the nation, state and this municipality. The department expects officers to observe constitutional safeguards scrupulously and knowledgeably. The department further expects that officers understand the limits and prerogatives of their authority to act. Respect for the civil liberties of citizens shall be the paramount concern in all enforcement matters.

PURPOSE

The purpose of this general order is to define the legally mandated authority for the enforcement of laws, to establish procedures for ensuring compliance with constitutional requirements during criminal investigations, to set forth guidelines concerning the use of discretion by officers, and to define the authority, guidelines and circumstances when officers should exercise alternatives to arrests and pretrial confinement.

III. PROBABLE CAUSE AND REASONABLE SUSPICION

A. Probable cause

Searches (with the few important exceptions outlined in this order) and all arrests are based on the police officer's perception of probable cause. According to the U.S. Supreme Court, "Probable cause exists where the facts and circumstances within their [the arresting officers'] knowledge and of which they had reasonable trustworthy information are sufficient in themselves to warrant a man of reasonable caution in the belief that an offense has been or is being committed."

1. An officer must have probable cause to undertake a search or make an arrest.
2. When an officer has appropriate probable cause, he or she may undertake a complete body search (no including a body-cavity search), record the suspect's fingerprints, take the suspect's photograph, and jail him. The aim of probable cause is to **make a formal charge**.

B. Reasonable suspicion

Reasonable suspicion involves a standard less than probable cause, generally defined by the courts as a circumstance or collection of circumstances that would lead a trained, experienced officer to believe that criminal activity may be afoot.

1. An officer must have reasonable suspicion to temporarily detain a citizen.
2. When an officer has reasonable suspicion, he or she may undertake a pat-down of a suspect's outer clothing for weapons and record the circumstances of the encounter. The aim of reasonable suspicion is **to resolve an ambiguous situation**.

C. Elements of probable cause

1. Probable cause may be established through investigation and observation, witnesses, confidential informants, or through anonymous sources provided that the information is corroborated by investigation.
2. Unnamed informants may be used in an affidavit for a search warrant if the informant has first-hand knowledge of the

investigation and information is included about why the informant is credible and reliable. See GO 2-11 for further information on informants.

IV. PROCEDURES- General

A. Law-enforcement authority

1. The West Virginia Code authorizes any locality to organize a police force and §§ 7-1-3 (Sheriffs) and 8-10-1 invests the police force of the locality with authority to prevent and detect crime, apprehend criminals, safeguard life and property, preserve the peace, and enforces state and local laws and ordinances.
2. State law requires that all officers, before performing their duties, take an oath whereby they swear to support the Constitution of the United States.

B. Limitations on law enforcement authority

Limitations on law enforcement authority are derived from statutes, federal, state, and local judicial interpretation of laws, opinions of the attorney general and commonwealth's attorney, departmental policies/rules and regulations, and town administrative decisions.

1. Statutory limitations

These limitations include, but are not limited to:

- a. Enforcement of laws outside of the town limits. State Code grants authority to enforce state criminal laws beyond the boundaries of the town under certain circumstances.
 - b. The State Code also grants the town authority to enforce laws and local ordinances on town-owned property located outside of its boundaries. Examples: airports, public hospital, public water supply or watershed, public park, public school, sewage treatment.
 - c. The State Code allows town officers to be sent anywhere in West Virginia to assist another locality in meeting an emergency involving any immediate threat to life or public safety, as outlined in the statute. Further, the Code allows localities to enter into reciprocal agreements with localities outside West Virginia to provide mutual aid. The chief of police, in a declared emergency, may call upon other chief law-enforcement officers of towns or counties to provide law-enforcement assistance without a need to deputize officers from other jurisdictions.
2. Judicial limitations

Courts constantly interpret laws that place limitations on the authority of law-enforcement officers. The more common limitations address Miranda rights/warnings, rulings on search and seizure, eyewitness identification, and lineups. The department shall provide policy guidance concerning these decisions, as appropriate.

[Note: The law of interviews, interrogations, and searches and seizures continuously evolves. Consult your legal advisor or prosecuting attorney for guidance before adopting this model order.]

V. INTERVIEWS AND INTERROGATIONS

A. Definitions

1. An **interview**, as opposed to an interrogation, may be construed as any conversation with a suspect, witness, victim, or the citizen.
2. An **interrogation**, to paraphrase the Supreme Court, includes direct questioning (or its functional equivalent) about a crime or suspected crime, as well as any words or conduct on behalf of the police that may elicit an incriminating response from the suspect.
 - a. Officers are reminded that an interrogation does not rely solely or exclusively on words; conduct can be the “functional equivalent” of asking questions.
3. A person is in **custody** when an officer tells him or her that he or she is under arrest. The functional equivalent of being in custody occurs when a reasonable person in the suspect’s place would feel that his or her freedom of action has been restricted to the same degree as a formal arrest.

B. Rights admonition

1. In order to achieve uniformity in administering Miranda warnings, police officers shall be issued cards with the Miranda warnings and waiver on them. Before custodial interrogation, officers shall advise suspects of their rights by reading aloud from the card the following:
 - a. “You have the right to remain silent.”

- b. “Anything you say can and will be used against you in a court of law”
 - c. “You have the right to talk to a lawyer and have him present with you while you are being questioned.”
 - d. “If you cannot afford to hire a lawyer, one will be appointed to represent you before any questioning, if you wish one.”
 - e. “You may stop talking at any time.”
- 2. After the warning, in order to secure a waiver, the officer shall ask and receive affirmative replies to the following questions:
 - a. “Do you understand each of these rights I have explained to you?”
 - b. “Having these rights in mind, do you wish to talk to us now?”
- 3. After the rights have been read, understood, and the person wishes to waive them, the officer will have the suspect sign the waiver of rights form. **Officers shall interrogate suspects only when they have knowingly and intelligently waived their rights.** Officers **shall cease** questioning whenever the suspect invokes the right to silence or requests the presence of counsel.
 - a. Officers shall not try to elicit incriminating evidence unless the suspect waives the right to counsel.
 - b. If a suspect, once in custody, requests counsel after being advised of *Miranda* rights, he or she **cannot** be interrogated again about the crime for which he or she was charged, other crimes, or by any other officer unless (1) the counsel is present during the interrogation or (2) the suspect himself initiates the interrogation. If a suspect refers to counsel but his or her intentions are unclear, officers may question the suspect further to clarify his or her intentions.
 - c. If the suspect is deaf or unable to speak English, the interrogating officer shall notify the on-duty supervisor and shall immediately arrange to obtain an interpreter. *[Insert here your local arrangements for obtaining sign-language or other language interpreters. If the suspect does not speak English, no interrogation should be attempted without a competent translator.]*
- 4. Officers will take care when advising juveniles of their rights to ensure that the rights are understood before obtaining a waiver. Officers should honor a child’s request to speak to a parent or guardian before waiving his or her rights. Whenever possible, the child’s parents should be present while the child’s rights are explained and the waiver obtained.
- 5. If a suspect has invoked his or her right to silence, officers may interrogate the suspect **if**, after a passage of time, the suspect initiates communication with officers. Before questioning, however, officers shall again administer *Miranda* warnings and shall obtain a written waiver.

C. Voluntariness of confessions

The courts have provided officers with much latitude in interrogating suspects. If a suspect claims that he or she was coerced into confessing, the courts will examine the interrogation

according to the **totality of the circumstances**. If interrogation methods appear to overcome the suspect's will, then the courts will find any resulting confession to be involuntary. If officers use trickery, threats, or offer promises to obtain confessions, they must:

1. Carefully assess the suspect's background, age, education, mental impairment, and physical condition to determine vulnerability to coercion; and
2. Coupled with the background characteristics, choose and appropriate mix of interrogation tactics and environmental factors to convince the suspect to confess without overbearing the suspect's will. **Note that *Miranda* warnings would have been given before the interrogation takes place, in most instances.**

D. Exemptions or special cases

1. *Miranda* warnings do not apply to the following situations which are non-custodial. This list is not all-inclusive:
 - a. Brief on-scene questioning.
 - b. Identification procedures such as fingerprinting, conducting a lineup, sobriety tests. (Questioning during booking may require *Miranda* warnings.)
 - c. Volunteered, spontaneous statements. (Once the officer has heard the suspect express spontaneous incriminating statements, the officer shall then advise the suspect of *Miranda* rights and obtain a waiver before asking additional questions.)
 - d. Brief investigative detention or stop/frisk.
 - e. Roadside questioning during routine traffic stops, including DUI stops until custodial interrogation begins.
 - f. Routine booking questions attendant to arrest.
 - g. Questioning by private persons.
2. Public-safety exception

When an officer urgently needs information from a suspect because lives are in imminent danger, officers may delay giving *Miranda* warnings until the officers have received information sufficient to dispel the emergency. **Officers are advised that a genuine, life-threatening emergency must exist.**

E. Documentation requirements

1. Officers shall document the circumstances surrounding the conduct of interrogations and the recording of confessions. Required information includes but is not limited to the following:
 - a. Location, date, time, duration of the interrogation
 - b. Identities of all persons present.
 - c. *Miranda* warnings given, the suspect's responses, and any waivers provided.

- d. The nature and duration of any breaks or lapses during the interrogations and the reasons for them.
2. Video or audio tape recordings shall be treated as evidence and handled accordingly. Before the tapes are stored as evidence, a duplicate shall be made and likewise treated as evidence, the fact of it being a duplicate should be clearly noted on all paperwork.

VI. SEARCH AND SEIZURE- Warrantless Searches

A. Definition

A search occurs where (1) there is a “prying into hidden places by the police officer” and (2) the person whose premises or person is being searched has a reasonable expectation of privacy.

- B. The Fourth Amendment guarantees the right for people to be free from unreasonable searches and seizures of their homes, persons and things. The Supreme Court is continuously interpreting the Fourth Amendment as it applies to police conduct. Illegally seized items of evidence will not be admitted in court and may be cause for a lost criminal case. Additionally, an illegally conducted search invites civil suits and criminal prosecution. In order to ensure that Fourth Amendment rights are protected, officers will obtain search warrants upon probable cause in all appropriate criminal cases except for the following circumstances.

1. Consent searches
2. Emergency searches
3. Plain view and “plain feel”
4. Abandoned property and open fields
5. Inventory searches of vehicles
6. When executing arrest warrants
7. Incident to arrest
8. Pat-downs of suspicious persons

As a general rule, no arrest warrant or search warrant is required for an arrest in a public place, as long as probable cause exists.

D. Consent

1. A search warrant is not necessary where a person who has authority or control over the thing or place searched consents to the search. Note that the officer doesn’t have to have reasonable suspicion nor probable cause to make a consent search: he or she may merely ask for permission from someone with control over the premises. If that person grants permission, the search may take place. **The sole justification for a consent search is the existence of knowing, intelligent, and voluntary consent.**

Consent searches must observe the following rules:

- a. Generally, the person granting consent must use, access, or control the property. A person having exclusive possession of some part of jointly-owned property can only give consent for a search of that part.

- b. If two people have joint ownership of property, either may give consent. If possible, have the consenting party sign a written permission-to-search form.
 - c. A landlord, including a hotel or motel manager, cannot consent to a search of a tenant's premises, **unless** the tenant has been evicted or has abandoned the property.
 - d. A husband or wife, or one member of a cohabiting unmarried couple, may consent to a search of areas in common ownership or use.
 - e. A parent may consent to a search of premises occupied by a dependent child if the parent also has access to the premises.
 - f. An employee cannot give valid consent to a search of his employer's premises unless he has been left in custody of the premises.
 - g. An employer may generally consent to a search of premises used by employees, except premises used solely by an employee (e.g., a locker).
- 2. Consent must be given voluntarily. If an officer requests consent from a citizen under circumstances which a reasonable person would consider coercive, then officers must seek a warrant. The officer may have the burden of demonstrating voluntariness.
 - 3. A person who initially gives consent may withdraw it at any time. Officers shall then secure the premises and seek a warrant if probable cause exists.
 - 4. Refusal to give consent, in itself, cannot justify further law-enforcement action.
 - 5. The scope of a consent search is limited to the area for which consent has been given, and within this area officers may search only into areas where the objects sought could reasonably be hidden.

D. Emergency searches

- 1. A search warrant is not necessary in an emergency. An emergency is sometimes termed "exigent circumstances."
- 2. Eleven considerations determine whether an emergency exists:
 - a. The degree of urgency involved and the time required to get a warrant.
 - b. Officer's reasonable belief that contraband is about to be removed or destroyed. [Note that not all crimes are serious enough to create exigent circumstances. See "e" below.]
 - c. The possibility of danger to others including officers left to guard the site.
 - d. Information that the possessors of contraband are aware that police are on their trail.
 - e. Whether the offense is serious, or involves violence.
 - f. Whether officers reasonably believe the suspects are armed.
 - g. Whether the officers have probable cause at the time of entry.

- h. Whether the officers have strong reason to believe the suspects are present on the premises.
 - i. The likelihood that the suspects will escape.
 - j. The suspects' entry onto premises after hot pursuit. To justify warrantless entry following hot pursuit, the arrest process must have begun away from the premises, **and** the offender knows that he or she is under arrest, **and** the offender tries to avoid arrest.
 - k. A reasonable belief that someone on the premises is in distress and in need of emergency assistance.
3. If officers enter premises with probable cause to believe that critical evidence may be destroyed or removed unless immediate action is taken, they may enter without a warrant, secure premises, and obtain a search warrant before proceeding further unless they have obtained consent to search, or some new circumstances arise necessitating another warrantless search.

E. Plain View

- 1. A plain-view seizure is, technically, not a search. To make a plain-view seizure of property (contraband, fruits, or instrumentalities of the crime), two requirements must be met:
 - a. From a lawful vantage point, the officer must observe contraband left in open view; and
 - b. It must be immediately apparent to the officer that the items he or she observes may be evidence of a crime, contraband, or otherwise subject to seizure.
- 2. During a lawful frisk (stemming from a lawful stop), if an officer detects an object that is or might reasonably be an item that is contraband or other criminal evidence, then the object may be seized. Threatening items such as weapons may always be removed during frisks. Non-threatening items may be removed **only** if their contraband or evidentiary nature is immediately apparent (the so-called "plain-feel" rule).

F. Abandoned property and open fields

- 1. A search warrant is not required for property that has been abandoned.
- 2. To constitute abandoned property, two conditions must apply:
 - a. Property was voluntarily abandoned
 - b. Property was discarded outside the area in which someone has a reasonable expectation of privacy.
- 3. Open fields are not protected by the Fourth Amendment, but officers must distinguish them from curtilage, searches of which require a warrant. **Curtilage** is the area of a dwelling which is necessary, convenient, and habitually used by the family for domestic purposes. The extent of curtilage of a private residence is determined by whether the area is enclosed; the nature and use of the area; the proximity of the area to the home; and any measures taken by the owner to protect the area from observation. Note that under some circumstances surveillance (e.g. aerial surveillance) of activities within curtilage may take place without a warrant.

G. Inventories of vehicles

1. The department requires officers to inventory any lawfully impounded vehicle, or a vehicle removed from the street and placed in police custody. Any evidence or contraband found during the inventory may be used to formulate probable cause for a subsequent search or arrest. Vehicles shall be inventoried per departmental procedure which requires an inventory of the entire contents, including closed containers (provided they can be opened without breakage). The purpose of an inventory is to ensure safekeeping of private property and to protect the department from liability. To repeat, in order to justify an inventory of a vehicle, the following conditions must be met:
 - a. Officers must have lawful custody of it.
 - b. The inventory shall be conducted pursuant to departmental policy.
 - c. The scope of the inventory shall be limited to those parts of a vehicle likely to conceal important, hazardous, or valuable items including, but not limited to, the passenger compartment, the trunk, and glove compartment.
2. Closed containers may be examined if they are likely to contain valuable property. If closed containers are locked or sealed, they shall not be forced open but simply logged on the inventory form. *[Agencies should obtain legal advice before creating a policy that allows locked areas of an automobile to be forcibly opened during an inventory.]*
3. The vehicle and its closed containers shall not be damaged.

H. When executing arrest warrants

1. General guidance

An officer with an arrest warrant may search for the defendant in his or her own home **provided that** the warrant was valid; the officer searches the defendant's home (and not someone else's); and probable cause exists that the defendant is home at the time of the search. The search for the defendant must be limited to places where he or she might be found.

2. Protective sweep

Following the execution of an arrest warrant, officers may undertake a "protective sweep" of the premises where the arrest takes place without a warrant. Certain limitations must be observed, however:

- a. The purpose of the protective sweep is to discover persons on the premises who might present a danger to officers.
- b. Incident to arrest, officers may, without probable cause or reasonable suspicion, look into closets or other spaces immediately adjoining the place of arrest where threatening persons might be located.
- c. In order to extend the protective sweep beyond closets and adjoining the place of arrest where threatening persons might be located.
 - (1) Officers shall carefully document their reasonable suspicion.
- d. During a protective sweep, evidence discovered in plain view may be seized.

- e. The sweep must cease when officers have dispelled a reasonable suspicion of danger.

(Note: With a search warrant, a protective sweep is always justified.)

VII. EYEWITNESSES

- A. Eyewitness identifications generally do not provide reliable evidence during criminal investigations. Consequently, the Supreme Court has addressed this issue in numerous cases and set forth guidelines to be followed when eyewitness identifications are solicited by officers. Eyewitness identifications may take the following form.

- 1. On-scene identification

One-on-one identifications have been held constitutional so long as the period of time between the offense and the identification is brief. One to three hours would be a reasonable amount of time.

- 2. Lineups

Lineups should be conducted using a minimum of six persons having similar physical characteristics as the suspect. The accused has the right to have an attorney present during the lineup and the lineup may not take place until the attorney is present. The attorney may not offer any suggestions concerning the conduct of the lineup, but may merely observe. Officers shall document the date, time, name of participants and witnesses, and the location of suspect/participants in the lineup.

- 3. Photo lineups

In conducting photo lineups, the photos shall depict persons displaying similar physical characteristics as the suspect. Simply showing an eyewitness a single photo of the suspect has been ruled unconstitutional. As a general rule, a photo lineup containing 6-8 photos is reasonable. Photographs shown to witnesses shall not contain any identifying information. Photo lineups will be documented as under (2) above.

- B. Hearsay

- 1. Officers shall understand the rules by which hearsay can be considered evidence and therefore of use in an investigation.

- a. According to the Virginia Supreme Court, hearsay is “evidence not proceeding from the personal knowledge of the witness, but from the mere repetition of what he has heard others say.”

- 2. Hearsay is generally inadmissible in court.

- 3. Some hearsay is useful as evidence. Some exceptions to the Hearsay Rule, and therefore admissible include:

- a. A dying declaration or a statement, oral or written, made by a mortally wounded person who knows that he is about to die and has abandoned hope of recovery.

- b. Spontaneous declarations, or exclamations of a participant or bystander concerning an incident, made without time for reflection.
- c. Public records, or reports prepared by public officials under a duty imposed by law or regulation.

In recent years, the U.S. Supreme Court has modified and expanded the conditions under which officers may search vehicles. Preferably, officers shall search vehicles under the authority of a warrant whenever sufficient time exists to obtain one. Nevertheless, warrantless searches of vehicles may take place under many conditions and circumstances. It is imperative that officers understand the different types of vehicle searches and their limitations.

A. Definitions

- 1. For the purposes of this section, a **motor vehicle** is any vehicle operating or capable of being operated on public streets or highways, from trucks to automobiles to mobile homes. A vehicle that has been immobilized in one location for use as a storage facility or home is not a motor vehicle for Fourth Amendment purposes.
- 2. For the purposes of this section, a search is an examination of a motor vehicle with an investigative motive, that is, to discover evidence or to examine the vehicle identification number (VIN) to ascertain ownership.

B. When warrantless vehicle searches may be performed

As noted earlier, warrants shall be obtained to search vehicles, if feasible, unless an emergency exists. Any vehicle that has been disabled with little chance of its being driven away shall be searched with a warrant. In all other cases, vehicles may be searched without a warrant under the following circumstances:

- 1. When probable cause exists
- 2. With the driver's consent.
- 3. Incident to the arrest of the occupants.
- 4. To frisk for weapons.
- 5. When necessary to examine the VIN or to otherwise ascertain ownership.
- 6. Under emergencies or exigent circumstances.
- 7. Inventories

C. Searches may be conducted within the following limitations:

- 1. **With a warrant**, a search may extend anywhere within the vehicle, unless limited by the warrant itself.
- 2. **When probable cause exists**, a search may extend anywhere within the vehicle, unless the probable cause is limited to a specific part of the vehicle.

3. **When consent has been obtained** from the driver, officers may search the vehicle subject to any limitations specified by the consenting person. Consent shall be obtained in writing if feasible.
4. **Searches incident to the arrest** of an occupant shall be limited to any area within reach of the arrestee. The area within reach is deemed to be the passenger compartment. The trunk, engine compartment, and any locked compartments shall not be searched **unless** immediately accessible to the suspect.
5. **Frisks for weapons** shall be confined to the passenger area. Any place not immediately accessible to the occupants, such as a locked glove compartment, shall not be frisked. **If** the contents of a container are immediately accessible to the subject, a closed container may be searched for weapons.
 - a. Note that an officer can order the suspect from the vehicle and frisk both the suspect and the vehicle.
6. **An entry into the vehicle to examine the VIN** or otherwise determine ownership must be limited to these purposes.
7. **An emergency search** of the vehicle may be conducted but the extent of the search must not exceed whatever is necessary to respond to the emergency.

Note: If the initial search under the above conditions gives rise to probable cause that evidence, contraband, fruits, or instrumentalities of the crime might be found elsewhere in the vehicle, officers may search those areas that might reasonably contain such items.

D. Containers within the vehicle

As a rule, no container within a vehicle shall be searched unless it might contain the item(s) sought.

1. Procedures for unlocked containers
 - a. In a **probable cause search**, containers may be opened wherever found in the vehicle.
 - b. When the passenger area is searched **incident to an arrest**, containers within the passenger area may be opened.
 - c. During a **consent search**, containers may be opened provided that the terms of the consent either so permit or reasonably imply permission.
 - d. Containers found in or discarded from a vehicle under circumstances not amounting to probable cause or in connection with a search incident to an arrest shall not be searched but shall be secured until a warrant is obtained.
2. Procedures for locked containers

Under most conditions, locked containers shall be opened under a warrant unless one of the following circumstances has been met:

- a. Consent has been given.
- b. Probable cause exists to search the vehicle and the object of the search might be found in the container. (Even in this circumstance, a warrant is preferred.)
- c. Inventory.

E. Conduct of the vehicle search

1. When possible, searches of vehicles shall be conducted contemporaneous with the stopping or discovery of the vehicle. As a general rule, vehicle searches shall be conducted as soon as reasonably possible.
2. When possible, officers shall avoid damaging a vehicle or its contents, and shall minimize the intrusiveness of the search and any inconvenience suffered by the passengers or owner.
3. As vehicles may contain sharp or pointed objects, and perhaps even syringes or other materials with body fluids on them, officers shall take precautions to minimize exposure to communicable diseases. See GO 2-34.

IX. LIMITATIONS ON AUTHORITY

A. Limitations on law-enforcement authority by local courts

Occasionally, the local courts may limit law-enforcement authority to enforce state statutes and local ordinances. The department manual shall contain relevant orders offering appropriate guidance to officers. These limitations include, but are not limited to:

1. The enforcement of certain parking ordinances.
2. The handling of juvenile offenders.
3. The issuance of summonses as opposed to arrests/incarceration.
4. Restrictions relating to animal control ordinance.

B. Limitations on law enforcement authority by the commonwealth's attorney

Occasionally, the commonwealth's attorney may issue opinions to the department imposing limitations on officers. These areas include, but are not limited to:

1. Prosecution of certain cases.
2. Extradition.
3. Enforcement of certain statutes pending opinions from the attorney general's office.

C. Limitations on law-enforcement authority by the town manager or chief of police.

Limitations on police enforcement actions by town council, town manager, or the chief of police include, but are not limited to:

1. City/town tag violations
2. Parking Violations

D. Changes in laws/interpretational limitations

Periodically, changes take place which may impose new limitations on police authority or remove or alter existing limitations. Normally, annual updates on such changes are provided to all personnel by the commonwealth's attorney. In case immediate changes in departmental operations are required, the commonwealth's attorney's office may provide information orally and confirm it in writing.

X. CONSTITUTIONAL REQUIREMENTS: GENERAL

A. Compliance with constitutional requirements during criminal investigations

1. All officers when conducting criminal investigations shall take all precautions necessary to ensure that all persons involved are afforded their constitutional protections. Officers shall ensure that:
 - a. All statements or confessions are voluntary and non-coercive.
 - b. All persons are advised of their rights in accordance with this general order.
 - c. All arrested persons are taken promptly before a magistrate for formal charging.
 - d. All persons accused or suspected of a criminal violation for which they are being interrogated are afforded an opportunity to consult with an attorney.
 - e. Prejudicial pre-trial publicity of the accused is avoided so as not to interfere with a defendant's rights to a fair and impartial trial.

B. The use of discretion by officers

1. Officers, by the nature of their job, are required to exercise discretion in the performances of their duties. The department provides officers with written policies, rules, departmental orders, directed patrol assignments, and training in order to aid them in making decisions which govern discretion in performing their duties.
2. With the exception of rules and regulations, general orders give officers procedures to follow for common or critical enforcement tasks. By definition, general orders afford officers a window of discretion within which to act. General orders are to be followed unless unusual or extreme circumstances dictate another course of action. In this case, officers shall make reasoned decisions in their discretion based on good judgment, experience and training. It is up to the individual officer to consider the relevant facts, the situation, and then, using knowledge, training, and good judgment, make appropriate decisions. Supervisors must closely observe the use of discretion by their subordinates and point out factual errors or alternatives that may be more appropriate.

C. Alternatives to arrest/prearrest confinement

1. Under certain circumstances, officers are faced with situations where an arrest and prearrest confinement will not be possible. In such cases, officers may elect to exercise certain alternatives such as the issuance of summonses, referral to a social service agency, or simply to give a warning.

Examples:

- a. Mentally or emotionally disturbed persons.
- b. Domestic situations where counseling may be appropriate except where probable cause requires an arrest.
- c. Juvenile offenders.
- d. Transient persons who need shelter and food.
- e. Certain misdemeanor cases.

2. Authority to issue summonses in lieu of arrest/confinement

- a. W.Va. Code § 17C-19-3 authorizes officers to issue a summons in lieu of arrest for persons charged with a misdemeanor criminal offense except D.U.I. and drunk in public. Additionally, that section authorizes the use of summonses when enforcing city ordinances and traffic regulations.
- b. In determining whether a summons should be used, the officer shall:
 - (1) Decide whether the offense committed is serious.
 - (2) Make a judgment as to whether the accused poses a danger to the public or himself.
 - (3) Decide, based on circumstances, whether the person may disregard a summons.

3. Informal handling of criminal matters

Officers often deal with situations where the public interest would be better served by social service agencies or crisis and professional organizations. When in the judgment of the officer a better solution to the problem will be achieved by use of alternatives to enforcement, he or she should refer the citizen to an appropriate social service agency.

4. Use of warnings as an alternative to arrest

The use of warnings may sometimes provide a solution to a problem and may enhance the public perception of the department. Normally, the use of a warning occurs in traffic offenses, but occasionally may be applied to criminal offenses. In determining if a warning should be issued, the officer shall consider:

- a. The seriousness of the offense.
- b. The likelihood that the violators will heed the warning.

- c. The reputation of the violator, i.e., known repeat offender, has received previous warnings, etc.
- 5. Limitations on intelligence activity
 - a. Departmental intelligence gathering activities shall be limited to that information concerning criminal conduct that presents a threat to the community.
 - b. Departmental personnel and equipment shall only be used in conjunction with intelligence gathering activities, as defined above, in full compliance with all law, and only with the advance approval of the chief of police/sheriff.
 - c. Intelligence information shall be collected, used, and processed in full compliance with all laws.
 - d. Informants.

Section 8.00

RAVENSWOOD POLICE DEPARTMENT

STRIP SEARCH OR BODY CAVITY SEARCH

NOTE:

This rule or regulation is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven,

can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

I. POLICY:

Officers who develop a reasonable suspicion that a crime has been committed may make investigative stops of citizens, and under probable cause may make arrests or conduct searches. The department encourages investigations and expects officers competently and knowledgeably to search whenever the occasion arises. Officers shall not conduct general searches but shall adhere strictly to constitutional guidelines.

II. PURPOSE:

To establish guidelines for the strip search or body cavity search of person(s).

III. PROCEDURES:

A. Strip searches:

Strip searches are governed by a standard of reasonableness under the West Virginia law. They;

1. May not be conducted upon persons arrested for traffic Violations, low-level misdemeanors, or violations of city, county or town ordinances which are punishable by less than 30 days in jail, unless there is reasonable cause to believe that the person is concealing a weapon or other dangerous contraband.
2. Should be performed by persons is concealing a weapon or other dangerous contraband.
3. Should be performed in a location where the search cannot be observed by persons not physically conducting the search, although circumstances may warrant having other law enforcement officers in the vicinity.

B. Body Cavity Searches:

Body cavity searches other than searches of the mouth will be conducted either by or under the direct supervision of medically trained personnel. A search of any body cavity must be performed under sanitary conditions. Body cavity searches will be conducted only in extreme emergencies to protect the lives of persons or to prevent serious threats of safety. Body cavity searches may be performed persons only when there is probable cause to believe that the person has secreted a specific item sought in a body cavity, and then only after obtaining a warrant, unless there are exigent circumstances, such as where the evidence may be destroyed or discarded before a warrant should be obtained. Should a body cavity search become necessary, the following procedures shall be followed:

1. The officer will inform the person of his intention to conduct a body cavity search; thus, giving the person the opportunity to voluntarily surrender the suspected contraband.
2. The person shall remove every article of clothing including wigs and dentures and shall give them to the officer for inspection.

3. Should the person resist the cavity search and become violent, additional officers of the same sex as the person shall restrain the person and assist in stripping. Only sufficient force will be applied to complete the search in accordance with the procedure set forth.
4. Should a person resist a cavity search and insufficient number of the same sex are available to restrain the person, the following procedures will be followed:
 - (a) Officers of the opposite sex may be called upon to subdue the person, before he or she is stripped.
 - (b) Officers shall subdue the person and apply the necessary restraints (handcuffs, shackles, etc.), then leave the room.
5. In all cases, body cavity searches will be conducted only when considered absolutely essential and probable cause exists, and will be conducted so as to afford a minimum of embarrassment and maximum privacy for the person.

IV. JUVENILES

Strip searches of juveniles in custody should be undertaken only when necessary to protect security or safety needs, such as where the officer has a reasonable suspicion that the juvenile harbors weapons or dangerous contraband. Strip searches of juveniles:

1. Shall be conducted only after an officer has made a reasonable attempt to communicate with a parent or guardian of the juvenile and offer the parent or guardian an opportunity to be present during the search.
2. Shall be conducted by officers of the same sex.
3. Shall be conducted in a location where the search cannot be observed by persons not physically conducting the search.
4. Shall be limited to exclude body cavities.

Section 9.00

RAVENSWOOD POLICE DEPARTMENT

MEDIA RELATIONS

NOTE:

This rule or regulation is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

I. POLICY

One of the first and most fundamental considerations of the nation's founders in drafting the Bill of Rights was to provide for a free press as an essential element of the First Amendment to the Constitution. They recognized that a well informed citizenry is vital to the effective functioning of a democracy. Police operations profoundly affect the public and, therefore arouse substantial public interest. The department shall make every reasonable effort to serve the needs of the media in informing the public about crime and other police matters. This shall be done with an attitude of openness and frankness whenever possible. The department's community-oriented policing principals include a commitment to providing equal access to public service, adherence to democratic principles, and accountability to the community. These goals are achieved through the broad dissemination of information in accordance with relevant laws. The media shall have access to personnel who are best informed about the subject of a media inquiry. Further, media representatives shall be told facts or information that will not impinge on a person's right to a fair trial, impede a criminal investigation, imperil a human life, or seriously endanger the security of the people.

Every member of the department shall make every reasonable effort consistent with this order to provide media representatives with full and accurate information.

II. PURPOSE

The purpose of this order is to provide guidelines about information which may be released to media representatives, to specify some types of information which may not be released, to identify who may release information, and to establish procedures for media relationships with the department.

III. PROCEDURES

A. General

1. The department is committed to informing the community and the news media of events within the public domain that are handled by or involve the department in accordance with relevant laws.
2. The chief administrator, or his designee, shall function as the primary contact for disseminating information to the community and media. At an incident scene when the chief administrator is not available, the on-duty supervisor or senior officer present shall be the primary contact.
3. Inquiries concerning departmental policies, procedures, practices, or relationships with other criminal justice agencies shall be referred to the chief administrator. Similarly, the chief administrator shall coordinate all responses to inquiries or release of information pertaining to department involvement with other public service agencies (e.g. fire department, medical examiner, prosecuting attorney, etc.).
4. The chief administrator shall coordinate responses to inquiries and the release of information concerning confidential departmental investigations and operations.

B. Guidelines for the release of information

1. Consistent with A.2 above, the on-duty supervisor may direct another officer with the most relevant knowledge at the scene of an incident to respond to information requests. Where several officers have information, one shall serve as the media contact and shall gather information from the others, as directed by the on-duty or on-scene supervisor.
2. In the case or follow-up investigations, the officer or investigator conducting the follow-up shall provide information in the absence of the chief administrator or on-duty supervisor.
3. Generally, employees may release the following information:
 - a. The type or nature of an event or crime, to include a brief synopsis of known facts concerning the incident and the identity of the investigating officer(s).
 - b. The location, date, time, damages, and a general description of how the incident occurred.
 - c. The type and quantity of property taken, physical injuries, or death (after notification of next of kin).
 - d. The approximate address of the complainant or crime victim (except sex crimes victims and other cases where the victim may suffer intimidation or reprisal).
 - e. Requests for help in locating evidence, a suspect, or a complainant. Information concerning the existence of suspects.
 - f. Numbers of officers or people involved in an event or investigation, the type of investigation, and how long the investigation has been in progress.

- g. The name of the officer in charge of the case, and his or her supervisor (except the names of undercover personnel).
- h. If a warrant has been executed then the name, address, and description of that person may be released. If a warrant has been issued but not executed, and the officer anticipates that the public may provide information to assist in locating the person, then this information may be released.
- i. General information about motor vehicle accidents such as the date, time, and location of the accident, the names and addresses of the drivers, the owners of the vehicles involved, the injured persons, witnesses, and one investigating officer but not the accident reports themselves.

C. Information not releasable

The following information shall not be released due to Sixth Amendment, statutory, or other restrictions:

- 1. The identity of victims of sex-related crimes or information that might directly or indirectly identify them.
- 2. The identity of any person for whom a warrant or summons has not yet been issued, or indictment returned.
- 3. The existence of any criminal record or any information concerning the character or reputation of the accused or remarks which tend to establish the defendant as a career criminal.
- 4. The existence or contents of any confession, admission, or statement of the accused.
- 5. The performance of any examination or test by the accused or the refusal or failure to submit to an examination or test.
- 6. The identity of actual or prospective witnesses to crimes, other than the victim as mentioned above, or comments on the expected testimony or credibility of any witness.
- 7. Any opinions as to the innocence or guilt of the accused, the merits of the case, the possibility of any pleas or negotiations, or the utility or relevance of any evidence.
- 8. The identity of any juvenile arrested who has not been certified by the circuit court as an adult.
 - a. Note that official requests from other law-enforcement agencies for current information may be released by a supervisor. This information is limited to name, address, physical description, date of arrest, and the arrest charge.
- 9. The names of deceased before the notification of next of kin. The specific cause of death shall not be given until pronounced by the medical examiner.
- 10. Comments which suggest that a defendant has aided in the investigation.
- 11. Information concerning the planning of raids or other specialized enforcement efforts.

12. Any statements of personal opinion not grounded in fact, or any unofficial statements concerning internal affairs or other personnel matters.

D. Release of information pertaining to juveniles

1. Criminal offense: Normally, the name, address, or other distinctly unique information which would serve to identify a juvenile **shall not** be released. Age, sex, place of residence (town, city or county, but ordinarily not street address), and details of the offense may be released. Under certain circumstances, a judge may authorize release of identity information. West Virginia Code § 49-5-17 addresses the confidentiality of court records.
2. Information on minor traffic infractions is releasable including the names and addresses of those involved.
3. Accidents: If traffic charges are pending as a result of an accident investigation, juvenile identity information shall be withheld. If a juvenile is involved in an accident, but is not charged with any violation, identity information is releasable.

E. Release of individual arrest information

After an arrest of a person other than a juvenile, the following may be released:

1. Arrestee's name, age, residence, and other factual background information.
2. The nature of the charge upon which the arrest is made.
3. The identity of the investigative agency and any assisting agencies.
4. The circumstances surrounding the arrest (such as whether pursuit or resistance was encountered, whether weapons were used), including the time and place of arrest and the identity of the arresting officers.
5. Place and status of custody.
6. The dates of scheduled hearings and amount of bond.
7. Description of any contraband seized.
8. Photographs of the defendants without the police identification data may be furnished, if readily available in current files.

F. Special Circumstances: Sex Offender Registry

The provisions of West Virginia Code § 15-12-5 will be adhered to after consultation with the prosecutor.

G. Names of police officers

Names of officers providing information to the media may be given to the media and published, including the name of an investigating officer unless the officer involved is on an undercover assignment. Addresses and telephone numbers of agency personnel shall not be released.

H. Media contacts and procedures

1. Normally, media representatives either visit the department in person or call seeking information about newsworthy items. Routinely, they shall be referred to the chief administrator, or his designee.
2. Normally, media representatives will not read the offense reports since non-releasable information may be on the report (e.g., suspect or victim information). Offense reports and accident reports shall be carefully checked concerning involvement of juveniles before releasing information.
3. At scenes of major fires, natural disasters, or other catastrophic events, or at crime scenes, officers may establish perimeters and control access. As soon as possible after evidence has been processed and removed, however, media representatives shall be assisted in gaining access to the scene when it will not interfere with the law-enforcement mission. Officers may deny access for legitimate investigative or safety reasons.
4. Employees cannot authorize the press to trespass on private property. The media representative is responsible for obtaining any permission necessary once the legitimate law-enforcement mission allows access to the scene on private property. Photography, filming, or videotaping on private property requires the owner's permission.
5. Suspects or accused persons in custody shall not be posed or arrangements made for photographs, telecasts, or interviews, nor shall employees pose with suspects or accused persons in custody.

Section 10.00

RAVENSWOOD POLICE DEPARTMENT

RACIAL PROFILING

NOTE

This rule or regulation is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

I. POLICY

The West Virginia Legislature has declared that racial profiling as a law enforcement tactic is contrary to public policy and should not be used as an investigative strategy. No officer employed by this department shall engage in racial profiling. At the same time, it is the policy of this department to patrol

in a proactive manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce all laws. The department insists, however, that citizens will only be stopped or detained when there exists reasonable suspicion to believe that they have committed, are committing, or are about to commit, an infraction of the law.

II. PURPOSE

The purpose of this policy is to unequivocally state that profiling based solely on race in law enforcement is unacceptable, to provide guidelines for officers to prevent racial profiling, and to protect our officers from unwarranted accusations when they act within the dictates of the law and policy.

III. PROCEDURES

A. Definitions

1. Racial profiling: The practice of a law-enforcement officer relying, to any degree, on race, ethnicity, or national origin in selecting which individuals to subject to routine investigatory activities, or in deciding upon the scope and substance of law-enforcement activity. Racial profiling does not include reliance on race, ethnicity, or national origin in combination with other identifying factors when the law-enforcement officer is seeking to apprehend a specific suspect whose race, ethnicity, or national origin is part of the description of the suspect.
2. Reasonable suspicion: Also known as articulable suspicion, suspicion that is more than a mere hunch, but is based on a set of articulable facts and circumstances that would warrant a person of reasonable caution in believing that an infraction of the law has been committed, is about to be committed, or is in the process of being committed, by the person or persons under suspicion. This can be based on the observation of a police officer combined with his or her training and experience, and/or outside sources.

B. Operations

1. This department will be directed toward assigning patrol officers to those areas where there is the highest likelihood that motor vehicle accidents will be reduced and or crimes prevented through proactive patrol.
2. Officers should receive training in proactive enforcement tactics, including training in officer safety, courtesy, cultural diversity, the laws governing search and seizure, and interpersonal communication skills.
3. Training programs should emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or police action.
4. Supervisory oversight will be provided consistently to ensure that officers comply with this policy.
5. Citizens shall only be subject to traffic stops, stop and frisks, questioning, search and seizures upon reasonable suspicion.
6. The department recognizes that with experience, individual officers may develop individualized approaches that they find work best for them in minimizing conflict during officer/violator contacts. Given some better approach, the following is recommended, in the order specified below:

- a. Give a greeting such as, “Good morning ma’am” or sir, etc.
 - b. State the reason why the person was stopped.
 - c. Politely ask for identification and any required documents.
 - d. After completing any necessary paperwork, inform the citizen as to what action is being taken and what, if any, the person must do as a result.
 - e. Be polite within the realm of reasonableness while paying attention to officer security. Never use the trite expression, “Have a nice day”.
7. No citizen, once cited or warned, shall be detained beyond the point where there exists no reasonable suspicion of further criminal activity, and no person or vehicle shall be searched in the absence of a warrant, a legally recognized exception to the warrant requirement, or the person’s voluntary consent. In each case where a search is conducted, this information shall be recorded, including the legal basis for the search, and the results thereof. A case report or incident report shall be initiated for each search.
8. In the absence of a specific, credible report containing a physical description, a person’s race shall not be a factor in determining probable cause for an arrest of reasonable suspicion for a stop.
9. If at any time the citizen expresses concern or alludes to racial profiling the officer shall continue his duty, search, etc. In addition:
 - a. The officer shall notify his immediate supervisor of the incident as soon as possible.
 - b. The officer shall explain to the citizen the process of filing a complaint with the Chief Administrative Officer.

C. Complaints of Racial/Ethnic Profiling

1. Any person may file a complaint with this department if they feel they have been subjected to racial profiling, and no person shall be discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because they have filed such a complaint.
2. Any officer contacted by a person who wishes to file such a complaint, shall provide the citizen with the name and number of the officer who receives complaints. The officer shall make an effort to gain the name and address of the citizen requesting the information. This information shall be given to the officer who receives complaints before the completion of the officer’s shift.
3. Any officers receiving a written report shall mark the same with a date and time notation and forward it to the officer who receives complaints. Receipt of the complaint shall be acknowledged in writing.
4. All racial profiling complaints shall be reviewed and an investigation conducted under department policies. The resulting report, with the reviewer’s conclusion, shall be filed with the Chief Administrative Officer, and may contain suggestions for disciplinary

action or changes in policy, training, or tactics. The complainant shall be notified in writing of the results and findings of the investigation.

5. Supervisors shall review complaints, periodically review a sampling of in-car video tapes of stops, reports filed on stops by officer, and respond at random to back up officers, and shall take appropriate action whenever it appears that this policy is being violated, being particularly alert to any pattern of practice of possible discriminatory treatment by individual officers.
6. Officers who engage in racial profiling will be disciplined in accordance with department policy and civil service rules as appropriate.

**Ravenswood Police Department
Law Enforcement
Policies and Procedures**

Subject: Evidence Collection, Control, & Storage	Policy Number: 12.00
Issue Date: May 25, 2011	Revision Date:
Approval Authority Title and Signature: Chief Lance B. Morrison	

POLICY:

The Ravenswood Police Department collects, secures, stores, readily retrieves, and records any change in custody of suspected or actual criminal evidence collected or held under the jurisdiction of this agency.

DEFINITIONS:

- **Chain of Evidence-** Sometimes referred to as *chain of custody*. The continuity of the custody of physical evidence from the time of original collection to final disposal, as may be introduced in a judicial proceeding.
- **Impounding Officer-** The law enforcement officer that initially receives evidence and initiates the chain of custody.

- **Physical Evidence-** Any substance or material found or recovered in connection with a criminal investigation.
- **Evidence Custodian-** The agency employee who is accountable for controlling and maintaining all evidence accepted by or stored in the evidence room.
- **Evidence Room-** Facilities used by this agency to store and secure evidence.

PROCEDURES:

Officer Responsibilities Upon Arrival of Crime Scene:

When an officer arrives at an actual or suspected crime scene, the responding officer's responsibilities include:

1. Ensuring the scene is secure and that hostile individuals still at the scene are detained or restrained, in order to reduce the threat to officers and civilians at the scene;
2. Locating and assisting any person(s) who are injured, ill, or need personal assistance or protection.
3. Summoning medical assistance, as necessary;
4. Determining the area of the potential crime scene to be secured and protected;
5. Initiating security measures to protect the crime scene to be secured and protected;
6. Preventing unauthorized persons from entering the crime scene or the immediate area;
7. Restricting access to the crime scene to those law enforcement personnel that have an *absolute need to know*;
8. Not touching, moving, or picking up any article, mark, or impression that may have been made by the person(s) committing the crime; &
9. Maintaining rigid security until all evidence is collected.

Preservation & Protection of the Crime Scene:

Selecting the size and shape, protecting the integrity of the crime scene and the manner in which evidence is collected and recorded are keys to good detective work. Officers should not assume that crime scenes are just the immediate area of the event. For example, a murder occurring in a residence probably has a crime scene that includes the room, house, yard, and maybe adjoining lots. When in doubt, officers should expand the size of the protected crime scene area to allow effective collection. The size of the crime scene can be reduced as areas searched and cleared of potentially valuable evidence.

Support officers and other emergency personnel frequently arrive at a crime scene to *see what is happening*. To eliminate the potentially destructive effects of these actions, each officer at a crime scene should have a specific duty, and should be prohibited from entering critical crime scene areas without proper direction and protective apparel.

A crime scene log should also be initiated at the earliest time. This should record every person that enters the protected crime scene area, date and time entered and leaving, no matter of their status. Each person on the crime scene log should be informed that their name on the log will subject them to court testimony.

Collection, Identification, and Preservation of Evidence:

Items of potential relevance to the case may not be disturbed until they have been photographed, measured (when applicable), located on a crime scene sketch (when feasible), and recorded in the officer's notebook or form.

All recovered evidence must be immediately and properly labeled to ensure proper identification. No identifying marks are made directly on evidence. Proper container selections protects the specimen against damage or contamination. If an item is too large or of an unusual shape, other measures to ensure protection are

taken. After the article has been marked, placed in a container, and sealed, a label or tag is affixed using the Evidence Control Sheet. The label tag should include:

1. Description of the contents;
2. A case number
3. Evidentiary tag number (if used);
4. Where it was found; (officers should include this in the description of the evidence)
5. Date and time of sealing; &
6. Name and identification number of officer who sealed the evidence.

All collected evidence is logged in and placed in secure storage until requested for further processing. Evidence is passed to the evidence custodian before the end of the shift or placed in a locked temporary evidence locker until the evidence custodian can place it into the permanent evidence locker. ***Officers may not keep evidence in their personal possession, vehicles, lockers, or desks after completion of the shift when the evidence was collected, violations will not be tolerated.**

Chain of Possession:

The chain of possession begins when the evidence is first discovered and continues until it is presented in court. It is critical for testifying officers to account for the location and security of evidence in order to prove that it has not been altered or tampered with. Each officer is responsible for maintaining the chain of possession and protecting the integrity of the evidence. To further protect the integrity of the evidence, the storage officer/evidence custodian must:

1. Limit the number of persons who handle evidence from the time it is turned-in until it is presented in court;
2. Complete an Evidence Chain of Possession Form any time evidence is released to any person; (The Evidence Control Sheet may also be utilized to maintain the chain of command using the area provided at the bottom of the form)
3. Ensure that all persons who handle evidence affix their name, identification number, and assignment to the package;
4. Verify personal identification and ensure evidence is in the same condition when returned; &
5. Ensure evidence has not been altered as a result of laboratory analysis, and be prepared to report and changes.

Storage of Evidence:

Certain items require specific handling. These items are to be stored in the following manner:

1. **Firearms-** Impounding officer unloads the firearm and makes a visual inspection to ensure the gun is empty and safe. The firearm and ammunition is stored in the same bag, or enclosed in plastic wrap in the case of long guns. Officers mark the firearm as evidence. Officers shall attach an evidence tag to all firearms in conjunction with the Evidence Control Sheet and Evidence Log Sheet.
2. **Alcoholic Beverages-** open containers that cannot be sealed are emptied after the liquid level has been marked on the outside and a paper towel is placed in the container to prevent mold and mildew.
3. **Drugs and paraphernalia-** all drugs are weighed, counted, and placed in a proper storage container. The count, if applicable and weight (in grams) is noted in the offense report. When submitting an unknown type of substance, officers, when feasible, perform a presumptive test using a small as possible sample of the suspected drug and appropriate test packets. The results of the test are noted in the *offense or supplemental report*. Each drug type seized is placed in a separate bag. Drugs are logged in separately from all other evidence seized. Hypodermic syringes are logged into the property room as long as a needle cap is placed over the needle or stored in a *sharps* protective container with **CAUTION-SHARPS** written on the outside of the evidence bag.

4. **Chemicals and or hazardous materials-** explosives, flammable liquids, or chemicals from clandestine labs may not be brought into an agency building for any reason. Such substances are transported directly to the designated test lab, service center, or authorized storage area.
5. **Bloodstained items-** officers must use caution when handling bloodstained items due to the possibility of disease contamination. Bloodstained items should be allowed to dry before being placed in paper sacks. Plastic bags should not be used for bloodstained items. Officers should mark **CAUTION** on these items. As a cautionary note, officers must follow established procedures regarding blood borne pathogens.
6. **Currency-** all currency, money, or negotiable paper is counted by the submitting officer and a supervisor and shall be photographed by the submitting officer. The currency is then turned over to the Chief of Police to be placed into a designated interest bearing account. If the Chief of Police is not available, the currency is placed in a clear sealed evidence bag and tagged. The submitting officer fills out the evidence tag completely, showing the amount of currency involved. The storage officer then places the currency into a secure evidence locker.
7. **Perishable items-** are placed in an evidence refrigerator until returned to the rightful owner or destroyed.
8. **DWI, DUI, or DNA blood samples-** in the event a blood sample is taken, the officer uses a blood or DNA sample kit. Medical personnel taking the sample may also provide the kit. The arresting officer prepares the sample for **certified** mailing or transport. The sample is mailed to the appropriate laboratory by registered mail or the sample may be carried by the lab by a designated staff member or authorized courier.

Inspections of the Evidence Room:

The supervisor or the evidence custodian inspects the evidence storage facilities monthly to ensure adherence to appropriate policies and procedures. Additionally, unannounced inspections of evidence storage areas are conducted at least twice each year by the Police Captain or Chief of Police.

An annual evidence inventory is conducted by a senior staff officer not routinely or directly connected with evidence control. Similar inventories are conducted whenever a new evidence control. Similar inventories are conducted whenever a new evidence custodian is assigned.

Outside Laboratory:

The officer in charge of the case completes the required transmittal forms when evidence is sent to an outside laboratory. After determining which laboratory facility the evidence will be submitted to the property room custodian or designee mails or transports the material. The property room custodian keeps a record of all evidence transmitted to an outside laboratory and suspense the evidence item(s) for return. This record includes:

1. Name of the last officer having custody;
2. Date and time of submission or mailing and method of transmission;
3. Date and time of receipt at the laboratory; &
4. Name and signature of the person in the laboratory receiving the evidence; &
5. Written test results.

Evidence- After Use in Court:

The disposition of evidence, following release by the court, is as follows:

1. Personal property is returned to the owner.
2. Firearms or other weapons are returned to their lawful owner after requesting and receiving permission from the court or disposed of in accordance with appropriate court order.
3. Evidence ordered destroyed must be destroyed and a certificate of destruction affixed to the order or placed in the case file. The certificate of destruction must be witnessed by a reliable disinterested person (druggist, physician, attorney, or any law abiding citizen) and at least one law enforcement officer. Destruction must comply with West Virginia law.

[illegible]

INSERT RAVENSWOOD POLICE DEPARTMENT EVIDENCE LOG SHEET NEXT

Ravenswood Police Department
Law Enforcement
Policies and Procedures

Subject: Transporting Arrested Persons	Policy Number: 13.00
Issue Date: May 26 th , 2011	Revision Date:
Approval Authority Title and Signature: Chief Lance B. Morrison	

POLICY:

Personnel of the Ravenswood Police Department shall take all reasonable precautions necessary to protect the lives and promote the safety of the officers, the public, and the person in custody while transporting detainees.

PROCEDURES:

Prior to Transport:

1. All detainees are thoroughly searched for any weapons or contraband prior to the transport
2. The search should be conducted by an officer of the same sex of the detainee, whenever possible.
3. Transporting officers should search each detainee.
4. Transporting officers provided the dispatcher with the following information when possible:
 - a. Arrest location and destination of transport; &
 - b. Time and mileage readings before and after transport is complete.
5. Assist the detainee into the vehicle for transport.

Transport Guidelines:

Detainees are transported in the following manner:

1. When available, arrestees should be transported in vehicles equipped with security screens.
2. The arrestee sits in the rear-right seat.
3. Leg restraints are used when detainee's exhibit violent behavior or an officer believes the detainee has a potential for violent behavior.
4. All detainees are secured in the vehicle by proper use of a seatbelt except in situations where circumstances exist that would otherwise present more danger to the officer or the person being transported.

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5. Any wheelchairs, crutches, prosthetic devices, and medication should be transported with, but not in the possession of the detainee.

6. Transport of detainees for any reason after incarceration, is accomplished by sworn officers or specially trained transportation officers.
7. Detainees may not be left unattended during transport.
8. In the event of a detainee escape all information must be immediately reported to the communications center by means of the police radio and/or public service.

Vehicle inspection:

All vehicles regularly used for detainee transport are inspected at the beginning of each shift as follows:

1. The safety screen is securely in place and undamaged;
2. All windows are intact, and outer door latches in proper working order;
3. Rear seat door handles and window controls should be deactivated;
4. The interior must be thoroughly searched to ensure that no weapons or contraband have been left or hidden within the vehicle. Special emphasis is placed on inspecting under the rear seat and floorboard area;
5. Should any problems with the vehicle be discovered or any contraband or property of any kind is located inside the vehicle, the information shall be forwarded to the officer's immediate supervisor who shall intern notify the Chief of Police.
6. After each detainee transport, the vehicle is searched again after the detainee has been delivered to the detention facility or other destination.

Handcuffing:

1. Officers handcuff (double locked) all detainees with their hands behind their back and palms facing outward.
2. Officers may only handcuff detainees with hands in front, or utilize other appropriate restraining devices in the detainee;
 - a. Is in an obvious state of pregnancy
 - b. Has a physical handicap; or
 - c. Have injuries that could be aggravated by standard handcuffing procedures.
3. Detainees may not be handcuffed to any part of the vehicle during transport.
4. Additional approved restraint devices may be used to secure a detainee who violently resists arrest or who manifests mental disorders such that he poses a threat to himself, the transporting officer(s), or the public. Other approved restraining devices include shackles, belly chain, hobble restraint, and zip ties.

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Ravenswood Police Department Law Enforcement Policies and Procedures

Subject: Secondary or Off-Duty Employment	Policy Number: 14.00
Issue Date: June 29 th , 2011	Revision Date:
Approval Authority Title and Signature: Chief Lance B. Morrison/	

POLICY:

In order to maintain quality law enforcement services to the community, reduce officer fatigue, avoid conflicts of interest, and maintain our code of ethics the Ravenswood Police Department regulates off-duty or secondary employment activities employees may seek and undertake.

PROCEDURES:

General Guidelines for Off-Duty Employment:

The following guidelines apply to employees and officers of the Ravenswood Police Department regarding off-duty employment:

1. Any employee considering off-duty employment must request permission in writing to the Chief of Police, stating the working hours and duties of such employment, and the compensation package to be paid the officer. Such requests must be approved prior to the commencement of outside employment.
2. In order to be eligible for off-duty employment, a law enforcement employee **must be in good standing with the agency**. Continued approval of a law enforcement employee's off-duty employment is contingent on such good standing.
3. Officers are not eligible for off-duty employment who:
 - a. Have not completed the *probationary period*, or Field Training Officer sign-off;
 - b. Are on medical or other leave due to sickness, temporary disability or on-duty injury;
 - c. Have been suspended from duty [with or without pay].
4. Work hours for all off-duty employment must be scheduled in a manner that does not conflict or interfere with the law enforcement officer's performance of or readiness for, duty.
5. Officers may work a maximum of twenty-four [24] hours of off-duty employment per week.

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6. Officers will maintain a schedule that does not allow off-duty employment to interfere with at least eight [8] hours of relaxation, rest, and personal time between each official tour of duty.
7. Officers engaged in any off-duty employment are subject to call-out in case of emergency. Should a call-out occur, officers are required to immediately leave their off-duty employment and report for duty.
8. **Permission for an officer to engage in outside employment may be revoked when it is determined to be in the best interest of the agency, officer, or service to the community.**

Compensation:

Employments of the Ravenswood Police Department who are authorized to perform off-duty work are cautioned that payments for all *salaries, pay, benefits, and taxes* are the responsibility of the off-duty employer and employee and not the Ravenswood Police Department. Workmen's Compensation, general liability insurance, and legal representation are not available to employees of the Ravenswood Police Department who are engaged in off-duty employment at the time of an incident.

It is strongly suggested that employees desiring to seek off-duty employment discuss pay and benefits, with any potential employer. Special areas of consideration are *workmen's compensation, liability insurance, and long-term disability insurance*.

Approved Off-duty Employment:

Law enforcement officers may engage in off-duty employment in their official police capacity, which involves:

1. A contract agreement between the Ravenswood Police Department and a private or government entity which may include:
 - a. Traffic control and pedestrian safety;
 - b. Crowd control or law enforcement services at special events;

- c. Routine patrol services; &
 - d. Plainclothes assignments.
- 2. A contract agreement between the employee and a private or government entity which may include:
 - a. Traffic control and pedestrian safety;
 - b. Crowd control or law enforcement services at special events;
 - c. Routine patrol services; &
 - d. Plainclothes assignments.
- 3. Other off-duty employment opportunities not in conflict with the ethical and service values of the Ravenswood Police Department are considered upon request of the officer.
- 4. Officers and employees are required to keep the Chief of Police informed, in writing, of any meaningful change in off-duty employment status.

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Employees of the Ravenswood Police Department may not engage in secondary or off-duty employment that:

- 1. Represents a potential conflict of interest between this agency and a private employer, including, but not limited to:
 - a. Collecting debts, repossessing merchandise, or towing vehicles;
 - b. Conducting personal or private investigations through access of agency information, files, or records;
 - c. Assisting in case preparation or investigation for any criminal defense or civil proceeding;
 - d. Working for any business or labor group on strike; or
 - e. Any occupation regulated or licensed by the law enforcement agency, the State, or a duly constituted regulatory board.
- 2. Threatens the dignity of the Ravenswood Police Department and the law enforcement profession, including establishments which:
 - a. Sell pornographic books or magazines, sexual devices or videos, or provide entertainment or services of a sexual nature;
 - b. Provide bail bond, or debt collection services;
 - c. Sell, manufacture, or transport alcoholic beverages; or
 - d. Provide illegal gambling.

***Any exceptions must be approved by the Chief of Police after such request has been submitted in writing**

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**Ravenswood Police Department
Law Enforcement
Policies and Procedures**

Subject: Criminal Investigation & Submissions	Policy Number: 15.00
Issue Date: July 8 th , 2011	Revision Date:
Approval Authority Title and Signature: Chief Lance B. Morrison/	

POLICY:

In an effort to reduce the number of complaints from outside entities seeking copies of criminal investigation reports and to reduce the number of lawsuits brought against the department for non-compliance with FOIA (Freedom of Information Act) requests, the department will immediately adopt the following guidelines concerning the completion and submission of criminal investigation reports.

Members will utilize Ravenswood Police Department Form #193 to document the complaint when received. When a criminal investigation is initiated the investigating officer shall immediately assign a report number to the investigation via the Ravenswood Police Department Criminal Investigation Log. All report numbers shall be assigned in such a manner to keep the CI Log in numerical order.

All initial **misdemeanor** criminal investigation reports will be submitted to the Chief of Police, or designee, within 14 days of the complaint, the report may be initial, pending, or complete. All **felony** criminal investigations will be submitted to the Chief of Police, or designee, within 45 days. The Chief of Police, or further investigation is deemed necessary by the Chief of Police, or designee, then the Chief of Police, or designee, shall inform the investigating officer of the proper steps to take to complete the investigation.

The Chief of Police, Captain, Lieutenant, and Sergeant will continue to monitor the investigative efforts of assigned personnel. If additional investigation is warranted it is the responsibility of the Chief of Police, Captain, Lieutenant, and Sergeant to ensure that the actions are taken by assigned personnel. If actions are not taken by assigned personnel then corrective action will be taken. If the supervisor fails to ensure that subordinates are not completing reports in accordance with this policy then the supervisor shall also be held accountable.

All crash reports will be submitted within a period not to exceed five (5) days and shall be logged via the crash report log the day the crash report was taken.

The investigations of crimes involving high visibility suspects (politicians, judges, law enforcement officials, etc.) will be conducted in compliance with the following guidelines;

Members of the Ravenswood Police Department will conduct investigations of violations of state or federal criminal statutes, regardless of the visibility of the suspect or his/her political influence. Should a member become involved in an investigation of such a figure, based upon reasonable suspicion of criminal activity, the member shall notify his/her immediate supervisor who shall then notify the Chief of Police of the nature of the suspected violation(s) and the identity of the suspect(s). The supervisor shall ensure that the chain of command is notified of the investigation. The Chief of Police shall provide direction and assistance to the investigator or will assign the investigation to another officer as resources permit.

Members will place a copy of this policy in their Policy and Procedures Manual under Policy and Procedure #15.00.

Ravenswood Police Department
Law Enforcement
Policies and Procedures

Subject: Domestic Abuse Investigations	Policy Number: 16.00
Issue Date: August 2 nd , 2011	Revision Date:
Approval Authority Title and Signature: Chief Lance B. Morrison/	

POLICY:

The Ravenswood Police Department reduces incidences and severity of *domestic abuse* whenever reasonably possible. We attempt to identify victims of domestic abuse, protect them, and provide support through a combination of direct law enforcement intervention and referrals to community services. At the same time, training and supervision enhance officer safety when responding to *domestic abuse* calls for service.

DEFINITIONS:

- **Domestic Abuse:** Physical harm, bodily injury, assault, or the infliction of fear or imminent physical harm, bodily harm, bodily injury or assault between family or members, whether minors or adults. Sometimes referred to as *family violence*, *domestic violence*, *spousal abuse*, *wife abuse*, *husband abuse*, *family abuse*, and/or *child abuse*. Victims of domestic abuse may be adult or child, male or female.
- **Family or Household Members:** Spouses, former spouses, parents, children, and persons related by blood, persons who are presently or in the past have resided or cohabited together as a family, or having children in common although not living together regardless of gender.

DISCUSSION:

The outcome of a disturbed domestic relation is impossible to predict. Unlike *stranger on stranger* crimes, almost everyone involved in a domestic disturbance incident have a prior history with one another. The responding officer(s), no matter how well meaning and professional in their conduct, are often deemed as *interfering outsiders*. Do not assume that the complainant will appreciate your efforts. As a law enforcement officer use your *discretion to determine* the most reasonable course of action under emotional circumstances and within the law.

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Complainants often want responding officer(s) to make the alleged offenders *behave*, but not *arrest him or her*. In other instances, the abusive pattern may have been occurring for some time and the victims are intimidated and fearful of retribution.

Responding officers are tested at every turn in a domestic disturbance call. Officers need to exercise extreme caution while dealing with both complainants and alleged offenders.

More troubling and difficult to handle are domestic disturbance calls involving law enforcement officers, or from family members of officers or agency employees. Officer discretion may become skewed or influenced by factors that are not readily apparent. If available, at least two officers shall respond to domestic violence calls for two reasons: to enhance officer safety, and to enhance objectivity.

PROCEDURES:

Dispatch Procedures:

Dispatchers receiving *domestic abuse* calls can provide the responding officers with vital information that could save the victim's and the officer's life. The dispatcher gives domestic abuse calls the same priority as any other potentially life-threatening call and when reasonably available, dispatches two officers to reported location.

Dispatchers must not cancel law enforcement response to a domestic abuse complaint based solely on a follow-up call from the original complainant. Some form of secondary verification is required before the call for service may be cancelled.

The dispatcher passes all critical information to responding officer(s) before arriving at the scene including:

1. Nature of the alleged conduct;
2. Has anyone sustained injury, and if so to what extent;
3. If the alleged offender is present and, if not, the actor's possible location;

4. If the alleged offender has left in a vehicle, what is the description and last direction or possible destination;
5. The alleged offenders description;
6. If weapons are involved in the incident;
7. Are there any weapons at the location;
8. If the alleged offender is under the influence of drugs or alcohol;
9. If there are children present; &
10. If any household member has undergone any recent traumatic experience such as *loss of job, death in the family*, etc.

Responding Officer Procedures:

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If the alleged offender is still at the scene of the incident, the responding officer(s) will:

1. Restore order by gaining control of the situation;
2. Take control of weapons used or threatened to be used in the crime;
3. Relocate the actors to a safe place, if weapons are at the location.
4. Assess the need for medical attention and call for assistance, as indicated;
5. Interview all parties; separating them to a point to eliminate contact, but not to a point that the officers can't see each other.
6. Interview any children separately. They don't know to lie.
7. Determine whether arrest(s) should be made or other actions taken. Should an arrest need to be made, **separate the offender from children especially and other family members or associates before effecting the actual physical arrest whenever practical or as the situation in question dictates;**
8. Collect and record evidence and when appropriate, take color photographs of injuries and property damage;
9. Inform communications that a copy of the 911 or telephone call recording will be needed as evidence and collect such tape to be turned in;
10. Complete offense or incident reports to document the response, whether or not a crime was committed or an arrest made; this may be documented vial daily activity report if an arrest is not made or no charges are filed.
11. Tell victims how to obtain a copy of the incident report;
12. Advise victims that a petition for relief may be filed with a magistrate of the county where the petitioner resides, where the alleged incident of abuse occurred, or where the respondent may be served;
13. Advise all parties about the serious and criminal nature of domestic abuse, its potential for escalation, and help that is available.
14. Arrest criminal offender if probable cause exists, and it is deemed appropriate;
15. Remain on the scene until satisfied that the threat has diminished;
16. Provide victim(s) with referral information for legal or social assistance and support; &
17. Attach all photographs and any evidence including tape recording of the initial phone call to the report.

If the alleged offender has left the scene and in the judgment of the officer(s) a crime has been committed, the responding officer(s) will:

1. Conduct a search of the immediate area;
2. Obtain information from victim(s) and witnesses as to where as to where the alleged offender might be;
3. Assess the need for medical attention and call for assistance, as indicated;

4. Interview witnesses, children separately and alone;
5. Determine if arrest(s) should be made, or other actions taken;

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6. Collect and record evidence and when appropriate, take color photographs of injuries and property damage; tape recording of the initial phone call;
7. Complete offense or incident reports to document the response;
8. Tell victim(s) about how to obtain a copy of the incident report;
9. Advise victim(s) that a petition for relief may be filed with a magistrate, judge or other judicial officer of the county where the petitioner resides, where the alleged incident of abuse occurred, or where the respondent may be served;
10. Advise those present about the serious and criminal nature of domestic abuse, its potential for escalation, and help that is available;
11. Provide victim(s) with referral information for legal or social assistance and support; &
12. If evidence warrants and supports a criminal charge, refer the matter to the prosecuting attorney.

Arrest Procedure:

When officers have *probable cause* to believe a person has committed acts which constitute a crime under the domestic abuse laws of this state, the officer should make an arrest. If the incident did not take place in the presence of the law enforcement officer, the officer must have credible corroborative evidence to make a warrantless arrest. Damage or disarray to any part of the home or surroundings and especially any marks or injuries or anyone, are signs of violence and an arrest should be made at that time. Otherwise, the case is documented and referred for investigation.

Responding to Calls Involving Law Enforcement Officers:

This agency provides unbiased and impartial law enforcement services to all members of the community including family or household members of agency employees. To accomplish this task in relation to domestic disturbance calls, the Chief of Police or designee shall attempt negotiation with law enforcement agencies, with overlapping jurisdiction, to provide mutual support in responding to domestic disturbance calls involving agency staff.

If a domestic disturbance call for service is from a residence, family member, or employee or officer of this agency the dispatcher will:

1. Request response assistance from a law enforcement having overlapping jurisdiction;
2. Notify the on-duty supervisor immediately;
3. Notify the Chief of Police
4. Pass all critical information as listed above to the responding officer(s); &
5. Continue to monitor response progress and report to agency management.

In situations where response support is not available from other law enforcement agencies the responding officer shall:

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1. Make an official request for a second officer to respond to the call;
2. Notify the Chief of Police or the Police Captain if the Chief is unavailable.
3. Pass all critical information as listed above to the responding officer(s).

It is the policy of this agency not to provide any *professional courtesy*, *special consideration*, or *special treatment* to officers or employees of this agency who are alleged suspects in a domestic disturbance incident. In such instances, responding officers must follow the *responding officer procedures* and *arrest procedures* described above.

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Ravenswood Police Department  Operational Policy and Procedure	
Subject: Canine Policy	Policy Number: 17.00
Effective Date: May 6 th , 2014	Issue Date: May 6 th , 2014
Amended/Rescinded:	Approved: _____ Chief of Police

I. POLICY

The Ravenswood Police Department has committed goals in serving the citizens, businesses, and visitors of Jackson County. One tool the department has decided to utilize in achieving these goals is the usage of the police service dog. When properly directed the police service dog can be a valuable partner in the apprehension of criminals, detection of illegal contraband, tracking and locating missing persons/suspects, crowd control, and fulfilling public relation duties. When allowing the usage of a canine unit it is essential to set in place guidelines which will define the basic ideals of the division.

II. PURPOSE

These guidelines are intended to inform all members of the Ravenswood Police Department of the following: selection of handlers; establishing a protocol for the canine team; defining the guidelines in which a canine may be deployed for utilization; and to establish canine training requirements for canine teams.

III. DEFINITIONS

- A. **Canine Handler**- Any member of the Ravenswood Police Department who has been certified to effectively handle and utilize a police working dog.
- B. **Canine Team**- The making of a certified handler and a certified police working dog.
- C. **Canine Team Supervisor**- The supervisor as assigned by the Chief of Police to have administrative control and command of the department's canine team.
- D. **Canine Trainers**- Any personnel that the Chief of Police has confidence in to assist with the certification and training of the Ravenswood Police Department canine teams.
- E. **Patrol Canine**- A certified canine that performs and executes the basic functions of criminal apprehension, tracking and narcotic detection.
- F. **Passive Canine**- A certified canine that performs and executes the basic functions of detecting narcotics.
- G. **Training Exercise**- Any exercise which contributes to the teams advancement in criminal apprehension, tracking, narcotic detection and obedience.

IV. VEHICLE AND UNIFORM REQUIREMENTS

- A. Canine teams will be assigned a "marked" Department vehicle equipped with those items specifically designed for the transportation and security of a patrol or passive canine.
- B. Cruisers will be kept clean and presentable. The cruiser's interior will be disinfected and cleaned on a regular basis.
- C. The canine team's cruiser will be legibly marked "K-9" to denote that the vehicle is transporting a working canine.
- D. Patrol canine cruisers will include the word "caution" in red lettering to denote that the vehicle is transporting an aggressive working canine.
- E. All canine vehicles will be equipped with window tinting to aid the cooling of the vehicle's interior.

- F. In order to promote uniformity within the division and to distinguish a member of the Ravenswood Police Department as a canine handler, all canine handlers are authorized and directed to wear BDU short sleeve shirts (or otherwise approved K-9 shirt) during the summer and BDU long sleeve shirts during the winter. BDU pants will be worn during both seasons. All K-9 handlers will wear collar pins denoting K-9. All uniform designs must be approved by the Chief of Police.
- G. All canine handlers will wear Class A uniforms for all **court** proceedings or any other department function in which the canine would not be used.
- H. All canine handlers will be required to wear their Department issued bullet resistant vest while they are on duty with their canine.

V. RESPONSIBILITIES OF CANINE HANDLERS

- A. All handlers will take those steps necessary to insure their assigned canine maintains good health and good physical shape.
- B. Perform grooming and observation of the assigned canine.
- C. Insure the canine receives immediate medical attention relating to sickness, injury, or any distress exhibited by the canine. The handler will notify the Supervisor as soon as is practical should the canine's health be in question.
- D. Arrange medical exams and annual check-ups as may be necessary and administer any medication prescribed by a veterinarian.
- E. House the canine in a safe facility which will be located at the handler's residence. The kennel will be disinfected on a regular basis to help eliminate disease and odor. The kennel will at all times be locked and secured. The handler will not kennel any other canine at the kennel except for the handler's assigned canine. The kennel will contain a roof for shade and protection of outside elements. The kennel will also contain appropriate canine housing. The canine should be housed in an indoor facility when the temperature drops below 20 degrees. The housing of a canine at any other locations must be approved by the Chief of Police and or Supervisor.
- F. Maintain all licenses in compliance with state and local laws.
- G. The care and upkeep of all issued canine equipment used for training and restraint of the canine.
- H. Maintain continuous direct supervision of the canine and not allow the canine to run free in an unsafe or uncontrolled environment.
- I. **Participate in at least (4) four documented training exercises per month**, which are to be performed in an "off duty" capacity.
- J. Perform canine demonstration for civic groups, special events, and other functions authorized by the Chief of Police.
- K. Prevent the use of the canine for breeding purposes unless authorized by the Chief of Police.
- L. While on duty attempt to respond to all alarm calls and other calls for service that would require usage of the canine, as well as attempting to respond to requests for canine usage when and if the

handler is contacted while off duty. Nothing in this policy requires any handler to be in an “on call” status at any time unless approved by the Chief of Police.

- M. Maintain all training records and on-duty usage reports of the assigned canine. **All training and on-duty usage reports are to be turned in by the 3rd of each month to the Chief of Police and Training Coordinator.**
- N. Perform and document obedience training no less than (1) one time a week with the canine, which is to be performed during normally scheduled work times. Obedience training shall not be performed in an “off duty” capacity.
- O. Meet with the designated canine trainers if the handler recognizes deficiencies associated with his/her assigned canine.
- P. The canine supervisor/handler will immediately notify his/her immediate supervisor if he/she believes a canine team is a danger to the public or is not meeting certification requirements.
- Q. All canine teams will certify once a year with certified canine trainers. **If a canine team fails to certify, the team will be removed from active service for a minimum of (2) two weeks.** During this time the team will be required to correct any noted deficiencies in preparation for the certification process.
 - 1. Non-certification requires that immediate written notice, through channels, be given to the Chief of Police by the canine handler.
- R. A canine team that continuously fails to meet the requirements of this section shall be subject to review by the Chief of Police to determine if remedial training, disciplinary action, termination of the handler from the canine division, or retirement of the canine is warranted.

NOTE: Canine handlers will be allotted a minimum of 3.5 hours compensation per week, if needed, for “at home” canine care, including but not limited to, feeding watering, grooming, kennel cleanliness, etc. Time spent performing “at home” canine maintenance will be documented on that officer’s weekly time sheet. Compensation may be dictated by the weekly schedule as directed by the Chief of Police.

VI. GENERAL CONSIDERATIONS FOR THE DEPLOYMENT OF THE CANINE

- A. The following types of call should be considered and evaluated for canine response by the canine handler:
 - 1. All burglary in progress calls, home invasions, and/or robbery alarms.
 - 2. All felony or misdemeanor crimes in which the suspect has fled on foot and a track may ensue.
 - 3. All alarms, unsecured premises or open doors/windows in which a building search may ensue.
 - 4. All major disturbances, large crowds, or gatherings where the safety of the public may be in jeopardy. In these situations, all canines will be used as an emergency back-up unit and kept on leash.
 - 5. Locating missing person(s)
 - 6. Locating discarded contraband
 - 7. Searching for narcotics in vehicles and buildings/home
 - 8. Assisting the protection of any law enforcement officer or citizen

9. Other calls for service the canine handler believes use of a canine would be an asset and would greatly increase a positive outcome of a particular situation.
- B. Canine handlers will notify Jackson County Dispatch and the daily field supervisor of their intent to respond to a specific call in which the canine may be deployed.
 - C. When requested by other members of the Ravenswood Police, or any other agency, the canine supervisor and the canine handler will assess the request and determine if the use of a canine is warranted and practical.
 - D. If no canine team is on duty for the specific request, the canine supervisor and the canine handler will assess the request and determine if the use of a canine is warranted and practical.
 - E. All mutual aid requests by other agencies are to be evaluated by the canine supervisor and the canine handler. Upon scene arrival, the handler will determine if usage is warranted and necessary.
 - F. During building searches the following guidelines will apply when using a patrol canine.
 1. The perimeter of the building should be secured by other available police units until the canine team arrives. All entryways into the building should be secured until the search by the canine team is completed.
 2. If possible, the building's owner should be contacted and advised of the situation to assure that an intruder is not a possible employee.
 3. Once on scene the canine handler will announce a warning at point of entry: "Police Department, come out of the building or I'm sending in the dog", or similar announcement.
 4. Three warnings will be given allowing the suspect a chance of surrender. At the end of the last warning the suspect will be advised that if he is found by the canine he may be subject to being bitten by the canine.
 5. The canine handler will allow a reasonable amount of time between each warning to receive a response.
 6. A canine handler will verbally announce his/her warnings for each floor of the building being searched or at any time the handler believes the warnings may not have been heard. If an emergency situation exists or if the canine team's safety is compromised, three warnings may be ignored.
 7. If a patrol K-9 unit is requested, department members will not search the structure until it is cleared by the canine team.
 8. Under no circumstances will anyone be allowed in the building while the canine team is conducting a search unless authorized by the handler on scene.
 - G. During the tracking of a suspect the following guidelines will apply:
 1. During the track, the canine will be kept on a leash with a length that allows reasonable amount of safety for the handler and the subject being tracked.
 2. Deputies on scene should secure the scene and set up a perimeter to keep the suspect's movement limited.
 3. In order to prevent scent contamination, officers on scene will **not** allow unauthorized personnel to enter the potential search area.
 4. The canine team responding should periodically advise the officer in charge of the team's location and estimated time of arrival.
 5. Once on scene the canine handler shall advise the perimeter units of the tracks progress and direction via county radio.

6. If a member of the Ravenswood Police Department enters the tracking area, he/she will immediately notify the canine handler via the county radio. The member will give an approximate location and reason for entry.
7. If possible the canine team may have one or two “back-up” officers run the track with the team. These members will provide cover for the team and should attempt to stay approximately 15-20 yards behind the team while the track is in progress.

H. During the search for illegal narcotics, the following guidelines will be followed:

1. Prior to arrival of the canine team, the investigating officer should remove all persons and narcotics and paraphernalia that are in plain view.
2. If the investigating officer locates any narcotics or paraphernalia, he/she should notify the canine handler of the items found and location.
3. The area should be preserved until the canine team arrives.
4. Upon arrival the canine handler will request that all vehicles within the search radius be turned off in order to prevent carbon monoxide contamination.
5. Before proceeding with a search of the interior of a vehicle or building the handler will perform an extensive hand search to eliminate any distractions or harmful objects that may injure the canine.
6. If the canine is performing an interior search of the vehicle, the handler will turn the ignition switch to “auxiliary” and place the airflow on high speed.
7. If an exterior of a vehicle is to be searched by a patrol canine, the owner of the vehicle should be advised beforehand that the canine indicates by “scratching”. The handler will list any damage to the searched vehicle on the on-duty usage report.

I. During the criminal apprehension of a suspect, the following guidelines will be followed:

1. The apprehension of a criminal by the patrol canine will depend on the severity of the crime, officer and/or public safety, or the suspects attempt to actively resist arrest or evade arrest.
2. A misdemeanor suspect is prohibited from bites unless the suspect has compromised an officer’s safety or the public’s safety or the reasonable belief that the suspect may be armed.
3. The canine handler will not sue the canine to participate in a bite situation after the suspect has been secured by restraints.
4. At no time will a canine pursue a suspect into a body of water (i.e. river, lake, or creek).
5. After apprehension, the suspect will be assessed for the need of medical attention. The handler will take the appropriate steps to insure that medical assistance is provided in a timely manner. The handler will take, or cause to be taken, color photographs of the bite and will obtain or cause to be obtained any witness statements and suspect statements from an apprehension involving a bite. The canine officer and/or supervisor will notify the Chief of Police through channels, of the apprehension. A “response to resistance and aggression” report and “criminal apprehension” report will be completed by the handler **immediately** and shall be given to the Chief of Police no later than **one (1) day** after the incident.
6. A handler who purposely abuses or misuses the canine’s apprehension abilities or fails to follow the guidelines listed, may be subject to subsequent disciplinary action.

VII. RESPONSIBILITIES OF DEPARTMENTAL STAFF

- A. Under no circumstances will any member of the Ravenswood Police Department tease or agitate a department canine.
- B. Under no circumstances will anyone of the Ravenswood Police Department feed a department canine, unless instructed to do so by the canine handler.
- C. No one, without the permission of the handler, may pet a department canine.

- D. No one will place their face or another body part near the canine's mouth.
- E. All officers will abide by the decision of the canine handler or supervisor when deciding when and when not to deploy a canine.
- F. Canine handlers should not transport prisoners, unless operational need dictates otherwise.
- G. Other Ravenswood Police Department members should transport a canine handler's prisoner if the handler's canine has apprehended the suspect, and/or if the suspect has shown violent tendencies, or is intoxicated, unless operational needs dictate otherwise.
- H. If a handler is incapacitated and unable to control the canine, any officer on scene shall contact the supervisor/chain of command immediately.
- I. If the canine is used for apprehension, all members involved should refrain from assisting in the arrest process until the handler secures the canine.
- J. At no time will any member of the Ravenswood Police Department scrutinize the performance of a canine team and will be respectful of the team's work.

VIII. CANINE REPORTS AND RECORDS

- A. Training paperwork will be completed for each training exercise performed by the canine team.
- B. The appropriate on-duty paperwork will be completed by the handler each time the canine performs an exercise while on duty.
- C. A "Response to Resistance or Aggression" report will be completed by the handler when the canine apprehends a suspect.
- D. All certifications will be kept by the handler, designated training coordinator, and forwarded to the Chief of Police in a timely manner.
- E. All vaccinations and health records will be kept by the handler and supervisor. It is the responsibility of the canine handler to supply the records to the supervisor in a timely manner.

IX. SELECTION OF HANDLERS

- A. Only officers who volunteer will receive consideration. All officers requesting consideration for this assignment shall do so by notifying the Chief of Police and/or his/her immediate supervisor.
- B. The future handler must be capable of safely housing a canine at his/her residence. If the member does not own the property, the member must obtain written permission from the property's owner for housing of the canine.
- C. The Chief of Police will interview the applicant's family at the applicant's residence. The handler will interview the applicant's neighbors to ascertain if objections to housing a police canine in the neighborhood exists. The nature of the interviews will be documented and forwarded to the Chief of Police immediately.


- D. The Chief of Police will interview the applicant and determine if the applicant understands and accepts the responsibility of being a handler.
- E. The selection of a handler will be determined by the senior leadership of the department.
- F. Any officer who receives assignment to the canine division will remain within the division unless the handler resigns from the position, the handler's duty assignments change, or the handler is excused from the division for disciplinary reasons.

X. RESPONSIBILITIES OF THE POLICE SERGEANT IN REGARD TO THE CANINE UNIT

- A. The Police Sergeant/Supervisor will be responsible for the overall functions of the canine division, as specified in this operational policy.
- B. The Police Sergeant/Supervisor responsibilities will include, but not be limited to the following:
 - 1. Evaluating and supervising the canine team's performances and work ethic.
 - 2. Inspection of the canine handler's equipment and kennels. Three (3) documented inspections will be held per year. Time and date will be determined by the Police Sergeant/Supervisor.
 - 3. Keeping the Chief knowledgeable of the canine teams progress and performances.
 - 4. Making recommendations after periods of training and evaluation concerning a canine team suitability to continue within the canine division.
 - 5. Maintaining all canine handlers' paperwork and forwarding same to the Chief of Police.
 - 6. Screening possible applicants interested in becoming a canine handler.
 - 7. Coordinating with the Chief for special assignments such as public demonstrations, special warrants services, etc.
 - 8. Inform his/her immediate supervisor of problems within the division that may require disciplinary action.

XI. RETIREMENT OF THE CANINE

- A. With the approval of the Chief of Police the assigned handler may accept ownership responsibility of the canine under the following conditions:
 - 1. Retirement of the canine due to age or its inability to perform its assigned duties.
 - 2. The termination of the canine division by the department.
 - a. Should a handler accept ownership of a retired canine, the handler shall be responsible for the maintenance, medical care, food, and housing for the **retired** canine.
- B. Unless otherwise directed by the Chief of Police, should a handler be dismissed or resign from the canine division, the handler will continue care for the assigned canine until a new handler can be trained and assigned with the canine.
- C. If a new handler is not found, the Chief of Police reserves the right to take action which best insures the welfare of the canine, and the interests of the Ravenswood Police Department. This action shall also apply should a handler decline to accept ownership of a canine as described in section XI-A-1 and 2.

Ravenswood Police Department	 Operational Policy and Procedure
Subject: Digital Mobile Video/Audio Taping Equipment	Policy Number: 18.00
Effective Date: May 15 th , 2014	Issue Date: May 15 th , 2014
Amended/Rescinded:	Approved: _____ Chief of Police

I. Policy:

The Department's vehicles' Digital Mobile Video/audio Equipment (DMVE) **shall** be used to supplemental reports and investigations, aid in prosecuting traffic and related offenses, improve Officer performance through training, and promote Officer safety. These objectives shall be accomplished by:

- A. Documentation of events, actions, or statements made during arrests and critical incidents to enhance report preparation and investigation.
- B. Assisting the agency in reviewing field practices, especially legal requirements for probable cause, arrest, and searches and seizures.

(NOTE: With the exception of criminal investigations, the audio/video recording of other officer's is strictly prohibited unless authorized by the Chief of Police or designee. This shall include personal recording devices as well as those issued by the department. This shall apply to both on-duty and off-duty officers.)

II. Recording, Control and Management:

- A. The DMVE shall automatically activate when the vehicle's emergency lights are activated and deactivated when the lights are deactivated.
- B. The DMVE may also be manually activated and deactivated.

III. Procedures:

- A. DMVE equipped vehicles shall be the responsibility of the Officer assigned to that vehicle and shall be maintained pursuant to the manufacturer's requirements.
- B. Prior to and during each shift, Officers shall test the DMVE to ensure that it is properly working. Problems shall be reported immediately to the Supervisor.
- C. Officers shall ensure that the DMVE (video and audio) is activated and the video camera is positioned and adjusted to record events during the following incidents.

1. Traffic Stops:

Officers shall activate the DMVE prior to the actual stopping of a motor vehicle. The DMVE shall be used to record the entire duration of the stop and shall remain activated until the stopped vehicle or the Officer clears the scene.

2. Pursuits:

Officers shall activate the DMVE prior to the actual stopping of a motor vehicle. In the event the vehicle fails to stop, the DMVE shall remain in operation during the entirety of the pursuit. Officers shall activate the DMVE when joining a pursuit in progress. The DMVE shall remain activated until the Officer clears the pursuit if the pursuit is terminated, or until the Officer clears the scene after a successful stop of the vehicle. Reasonable efforts shall be made to record all Officer and suspect interaction, in its entirety, after a successful vehicle stop.

3. Emergency Response:

Upon receiving an emergency call as defined in Section 2.1 of this Chapter, the Officer shall immediately activate the DMVE and record the entire duration of the emergency response. The DMVE shall remain activated to record all Officer interaction with the public during and after an emergency response until the Officer clears the scene.

4. Prisoner Transport:

The DMVE shall be used during the entire duration of the transportation of all prisoners. The video camera shall be positioned to record the prisoner.

D. Officers shall activate the DMVE to:

1. Record the reason for their current or planned enforcement action, such as DUI observations;
2. Record the actions and/or statements of suspects to be used for evidentiary purposes, such as interviews and sobriety tests;
3. Record the circumstances at crimes, accident scenes or other events, such as the confiscation and documentation of evidence or contraband;

Record the audio portion of an Officer's conversation with another person, other than another police officer, when appropriate.

E. Officers shall not erase, alter or tamper with DMVE recordings.

F. Officers shall note in an Incident or other reports that DMVE recordings were conducted during the incident and indicate the time the recording began.

G. Upon manual deactivation of the DMVE, the Officer shall document the reason for this action by providing a recorded narrative. Example: "Manually deactivating the DMVE at 1320 hours to conduct traffic control."

H. To permanently save a recording, the Officer shall keep a log, noting the date and time of those incidents, as well as those incidents that a supervisory Officer wants saved.


1. Every officer is responsible for keeping his/her recording device from becoming full, thus preventing the recording device from being inoperable.

2. When a recording device becomes full or needs downloaded, every officer shall provide the recording device to the designated officer for downloading. The exception to this policy would be in the case of an audio recording device which can be easily downloaded by each officer to his/her computer.

3. Every officer shall create files on his/her issued external hard drive; these files shall be created to store audio recordings. The files shall be labeled by month and year so that easy access to any given recording is easily accessible. Each separate recording shall be labeled within the file according to the incident on the recording. At the beginning and end of each audio file the officer shall dictate the date, time, and location so that he/she can easily identify where the file will be stored.

4. The officer/supervisor in charge of downloading video recordings shall download the storage device immediately upon receipt. The video files shall be stored according to date and time. The officer/supervisor in charge of downloading files shall not modify the recording in any fashion and shall keep the video on file indefinitely. Once the recording is downloaded the storage device shall be returned to the officer immediately.

5. If needed, the Officer shall request a copy of the video recording from the Officer/supervisor in charge of downloading the storage device. A copy of the recording shall be issued to the requesting officer as soon as possible.

Ravenswood Police Department		Operational Policy and Procedure
Subject: Public Display Of Affection (PDA)	Policy Number: 19.00	
Effective Date: September 3 rd , 2014	Issue Date: September 3 rd , 2014	
Amended/Rescinded:	Approved: _____ Chief of Police	

POLICY:

Public Display of Affection: Officers shall not indulge in public displays of affection with anyone when in uniform, either on or off duty, or while operating a department issued cruiser. Public Display of Affection is defined as holding hands, putting arms about, or kissing another person. Reasonable PDA's (such as just getting home from work and hug/kiss of the spouse with a quick peck on the cheek/lips etc.) will normally not be bothered with. The trick here is discretion and moderation. Hugging your child or a quick hug or peck on the lips with your spouse is going to be considered just fine. Swapping spit, tongue wrestling, grabbing, stuffing your hands in someone's pockets, sitting on each other's lap, or dry-humping (etc.) is going to draw serious discipline. Use common sense!

Inappropriate PDA will cause this department to endure unnecessary criticism from the public and draw attention from the good work that is produced. This type of image will **NOT** be tolerated; violators will immediately face progressive discipline. Depending on circumstances, a serious offense could be cause for discharge. Unless otherwise authorized by the Chief and/or designee, no member is permitted to have a member of the opposite sex in the front seat of a cruiser for any reason. Members of the opposite sex that are being interviewed, transported, or arrested **SHALL** sit in the back seat of the cruiser. No member is authorized to sit, lay, lean, or rest in the back seat with a member of the opposite sex. It is recognized that sometimes this is unavoidable in certain circumstances and this will be taken into consideration.



CITY OF RAVENSWOOD MAINTENANCE SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the Class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB CLASSIFICATION: Supervisor/Administrative-exempt-salary only

SUMMARY JOB DESCRIPTION

Organizes, monitors, and supervises City of Ravenswood maintenance operations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or May be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, prioritize, assign, supervise, and review the work of staff responsible for city maintenance.
2. Establish schedules and methods for providing municipal maintenance services; identify resource needs; review needs with Mayor and City Council; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedure ;participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the preparation and administration of the municipal maintenance budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; monitor budget expenditures.
5. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.
6. Train or coordinate training in municipal maintenance and safety methods, procedures, and techniques as well develop and operate a risk management program for the maintenance department.
7. Develop and organize preventative maintenance and safety inspection programs for all City infrastructure, facilities and equipment.
8. Coordinate construction projects, remodels, and other special projects.
9. Assist in the preparation of various contracts, requests for proposals, and reports.
10. Choose the most qualified employee for the more technical and complex tasks of the work unit.
11. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of municipal maintenance; incorporate new developments as appropriate into programs.
12. Coordinate with contractors in providing contract services as needed.
13. Answer questions and provide information to the public; attend City Council and other City Committee meetings in the evenings: investigate complaints and recommend corrective action as necessary to resolve complaints.
14. Perform related duties as required.
15. Administer and comply with a union contract for maintenance employees and answer all grievances of the union in a timely manner according to set protocols.
16. Participate in union contract negotiations.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of municipal infrastructure, building maintenance, repair, and construction program.

Materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of municipal infrastructure including water and sewer systems, roadways, bridges, and the like; as well as building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.

Principles of supervision, training, and performance evaluation.

Basic principles and practices of municipal budget preparation and administration.

Equipment, tools and materials used in municipal maintenance activities.

Construction and project management principles.

Principles and practices of safety and risk management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent local, state and federal laws, ordinances, codes, and rules.

Ability to:

- Read and understand construction drawings, plans and specifications.
- Organize, implement and direct municipal maintenance operations and activities.
- Should have excellent written and verbal communication skills.
- Ability to effectively manage time and meet all specified deadlines.
- Should have good leadership and organizational skills and the ability to motivate team members.
- Critical thinker, enthusiastic and positive approach towards employees and work
- Supervise, train and evaluate assigned staff.
- Interpret and explain pertinent department policies and procedures as well as a union contract.
- Develop cost estimates for supplies and equipment.
- Perform the most complex maintenance duties and operate related tools and equipment.
- Demonstrate tact and diplomacy with the public.
- Develop and recommend systems and procedures related to assigned operations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

High School Diploma/GED

Two years of college level course work in business, management, engineering, or a related Field preferred.

Experience:

Four years of increasingly responsible maintenance experience including some lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Fitness for Duty: Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards set forth in the City's hiring policy in relation to the essential tasks associated with this position.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Municipal Maintenance Supervisor position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

*Management has the right to add or change these duties of the position at any time.



CITY OF RAVENSWOOD ASSISTANT MAINTENANCE SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the Class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB CLASSIFICATION: Supervisor/Administrative-exempt-salary only

SUMMARY JOB DESCRIPTION

Organizes, monitors, and supervises City of Ravenswood equipment maintenance, swimming pool operations, serves as the logistics coordinator, and performs the duties of the Maintenance Supervisor as the Maintenance Supervisor requires.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or May be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

At the direction of the Maintenance Supervisor, the Assistant Maintenance Supervisor may perform some or all of the Maintenance Supervisor's duties listed in numbers 1 through 16 below:

1. Plan, prioritize, assign, supervise, and review the work of staff responsible for city maintenance.
2. Establish schedules and methods for providing municipal maintenance services; identify resource needs; review needs with Mayor and City Council; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedure ;participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the preparation and administration of the municipal maintenance budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; monitor budget expenditures.
5. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.
6. Train or coordinate training in municipal maintenance and safety methods, procedures, and techniques as well develop and operate a risk management program for the maintenance department.
7. Develop and organize preventative maintenance and safety inspection programs for all City infrastructure, facilities and equipment.
8. Coordinate construction projects, remodels, and other special projects.
9. Assist in the preparation of various contracts, requests for proposals, and reports.
10. Choose the most qualified employee for the more technical and complex tasks of the work unit.
11. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of municipal maintenance; incorporate new developments as appropriate into programs.
12. Coordinate with contractors in providing contract services as needed.
13. Answer questions and provide information to the public; attend City Council and other City Committee meetings in the evenings: investigate complaints and recommend corrective action as necessary to resolve complaints.
14. Perform related duties as required.

15. Administer and comply with a union contract for maintenance employees and answer all grievances of the union in a timely manner according to set protocols.
16. Participate in union contract negotiations.
17. Serve as the City Logistics Coordinator including overseeing the purchase of equipment, materials, supplies, and parts; maintaining an inventory of all City equipment and tools along with check-out and check-in procedures where appropriate; overseeing the preventive and routine maintenance of all City equipment; and any other duties assigned by the Maintenance Supervisor.
18. Serve as a Certified Pool Operator (CPO) for the City Pool in accordance with the applicable West Virginia State Law and the West Virginia Code of State Rules; file all forms required by West Virginia State Law and the West Virginia Code of State Rules as CPO; respond to calls for service at the City Pool when required to do so by the Maintenance Supervisor or otherwise; supervise the City Pool Manager and staff during those times when the City Pool is operational; participate in the hiring process for pool staff; conduct personal evaluations of pool staff at the close of the pool season.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of municipal infrastructure, building maintenance, repair, and construction program.

Materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of municipal infrastructure including water and sewer systems, roadways, bridges, and the like; as well as building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.

Principles of supervision, training, and performance evaluation.

Basic principles and practices of municipal budget preparation and administration.

Equipment, tools and materials used in municipal maintenance activities.

Construction and project management principles.

Principles and practices of safety and risk management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent local, state and federal laws, ordinances, codes, and rules.

Ability to:

- Read and understand construction drawings, plans and specifications.
- Organize, implement and direct municipal maintenance operations and activities.
- Should have excellent written and verbal communication skills.
- Ability to effectively manage time and meet all specified deadlines.
- Should have good leadership and organizational skills and the ability to motivate team members.
- Critical thinker, enthusiastic and positive approach towards employees and work
- Supervise, train and evaluate assigned staff.
- Interpret and explain pertinent department policies and procedures as well as a union contract.
- Develop cost estimates for supplies and equipment.
- Perform the most complex maintenance duties and operate related tools and equipment.
- Demonstrate tact and diplomacy with the public.
- Develop and recommend systems and procedures related to assigned operations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely*

provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

High School Diploma/GED

Two years of college level course work in business, management, engineering, or a related Field preferred.

Experience:

Four years of increasingly responsible maintenance experience including some lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Fitness for Duty: Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards set forth in the City's hiring policy in relation to the essential tasks associated with this position.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Assistant Municipal Maintenance Supervisor position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

*Management has the right to add or change these duties of the position at any time.



CITY OF RAVENSWOOD MAINTENANCE WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB CLASSIFICATION: This is a hourly non-exempt, full-time, classified position with full benefits.

SUMMARY JOB DESCRIPTION:

Accomplishes assigned maintenance operations for the City of Ravenswood.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Maintain and repair community property.
2. Perform street maintenance, sidewalk repair, pothole patching, curb and gutter repair, street and alley grading, landscaping and installing.
3. Perform garbage collection and sanitation.
4. Perform sewer maintenance.
5. Repair and maintenance of traffic control devices.
6. Operate motor vehicles including those requiring a Commercial Driver's License.
7. Operate various machinery including but not limited to lawnmowers, string trimmers, street sweepers, backhoes, etc.
8. Perform water line maintenance and repair.
9. Perform carpentry, mechanical work, and preventive maintenance on equipment.
10. Apply paints and other similar materials to walls, doors, windows, trim, roadways, curbs, etc.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of municipal infrastructure, building maintenance, repair, and construction program.
2. Materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of municipal infrastructure including water and sewer systems, roadways, bridges, and the like; as well as building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work; or be willing to learn these disciplines.
3. Equipment, tools and materials used in municipal maintenance activities. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Read and understand construction drawings, plans and specifications.
- Should have excellent written and verbal communication skills.
- Ability to effectively manage time and meet all specified deadlines.
- Critical thinker, enthusiastic and positive approach towards employees and work
- Interpret and explain pertinent department policies and procedures as well as a union contract.
- Perform the most complex maintenance duties and operate related tools and equipment.
- Demonstrate tact and diplomacy with the public.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications, or be willing to learn.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

High School Diploma/GED

Experience:

None required.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential job functions.

Environment: Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Fitness for Duty: Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards set forth in the City's hiring policy in relation to the essential tasks associated with this position.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the City Maintenance Worker position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

*Management has the right to add or change these duties of the position at any time.



CITY OF RAVENSWOOD CITY CLERK/TREASURER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB CLASSIFICATION: Supervisory/Administrative - exempt - salary only

SUMMARY JOB DESCRIPTION:

Performs administrative work conducting the daily business activities of the city including financial management and statutory clerk functions. Prepares budgets and implements city policies. Keeps records of all council proceedings, handles correspondence on behalf of the city, prepares agendas and executes any assignments given by the council. Has official responsibility for accounting for all receipts and disbursements in regard to city funds. Prepares a variety of financial records. Is responsible for payroll and investments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide customer service effectively and efficiently to citizens of Ravenswood and other constituents.
2. Receives requests, complaints and information from the public and transmits to staff and/or council to process as needed. Handles said complaints when required.
3. As required, answers city phones and provides information and assistance to the public on request. Assists them by answering questions, researching records, directing them to the appropriate person or recording and transmitting messages to city staff or officials.
4. Makes arrangements for registrations or lodging as needed for employees attending training conferences and seminars.
5. Processes bills for payment and maintains City financial records.
6. Manages the investments of the City funds and provides current status, activity and performance reports to the Council. Invests funds in accordance with sound financial practice.
7. Develops annual City budget with input from budget committee, presents budget to the City Council for review and adoption; monitors expenditures and receipts; complies with all reporting requirements. Moves funds as directed by the Council.
8. Monitors Cash flow to ensure sufficient funds are available.

9. Tracks assessments paid and verifies and coordinates record keeping with the county. Reports unpaid and pending assessments and unpaid water/sewer bills in assessment searches.
10. Prepares accounts payable and receivable transactions for posting, verifies account information, provides accounts payable list for council approval, generates checks for bill payments and signs checks.
11. Maintains and processes payroll for city employees and election judges.
12. Processes payroll deductions, payroll reports and records, processes claims and warrants for all funds.
13. Reconciles City checking account and makes deposits to the bank. Deposits and transfers money between accounts. Maintains updated information in all accounts and ensures all accounts are balanced.
14. Maintains record of pledged collateral by Official Depositories to meet Statutory requirements. Contacts depository as necessary to adjust amount.
15. Works with Bond Counsel and provides information necessary for bond issues.
16. Responsible for certifying assessments, special charges, and tax levies to the County Assessor.
17. Maintains duplicate files of permits issued by the Building Inspector, oversees collection of sewer, building, and water permit fees before installation of services.
18. Generates financial statements and cash balance fund reports for the City Council.
19. Works with auditors at year-end. Generates reports and presents all financial data as required for the audit.
20. Coordinates the information flow between the Council and City Staff and assists City departments and Council members as needed.
21. Oversees the billing, receipt and recording of utility bills.
22. Performs the duties of the Municipal Clerk and Municipal Treasurer as broadly stipulated
23. Maintains the public trust by keeping information confidential as appropriate.
24. Attends regular and special Council meetings and records Council actions (minutes); prepares agendas and monthly reports for meetings; organizes and maintains records of minutes, ordinances, and resolutions.
25. Composes correspondence, reports, memos, letters, minutes, meeting notices, resolutions, and ordinances on behalf of the City Council and City.
26. Conducts the necessary research and provides support materials to aid Council in making informed decisions. Carries out assignments or directives of the City Council.
27. Arranges and publishes notices of meetings and ordinances as required by law. Provides certified copies of proceedings and records of the City upon request.
28. Attests the Mayor's signature on official documents wherever required and maintains responsibility for the City Seal.

29. Does filing, labeling, coping and mailings as needed. Sorts and distributes mail.
30. Oversees and processes applications for cigarette and liquor licenses and various permits.
31. Assists in researching grants and completing grant and loan applications, administers grant money that is received and prepares related reports.
32. Monitors all contracts entered into by the City. Assures that a desired level of service is provided to the City.
33. Responsible for overseeing that Fire Department reports get completed, maintaining a record of fire service contracts for renewal and notification.
34. Prepares a variety of reports and files with appropriate state, federal and county offices.
35. Acts as liaison with state and county agencies, city attorney, engineering firm and auditor.
36. Responsible for assuring compliance with federal and state mandates.
37. Supervises office staff including interviewing jointly with the Council, and assigning and reviewing work.
38. Purchases supplies, equipment as needed.
39. Administers local elections in accordance with state and county requirements.
40. Oversees elections, notices, scheduling and training of election judges and maintains election records.
41. Purchases supplies and equipment as needed for elections.
42. Plan, prioritize, assign, supervise, review the work of staff responsible for City Hall services.
43. Establish schedules and methods for providing City Hall services; identify resource needs; review needs with Mayor and City Council; allocate resources accordingly.
44. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedure; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
45. Supervise and lead office employees.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Knowledge of proper English, grammar, and spelling.

Knowledge of proper telephone techniques.

Knowledge of the functions performed by the various City departments.

Knowledge of general accounting principles and procedures required by the State Auditor.

Knowledge of the principles and practices of debt collections.

Knowledge of the principles of supervision, training, and performance evaluation.

Basic principles and practices of municipal budget preparation and administration.

Equipment, tools and materials used in City office activities.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent local, state and federal laws, ordinances, codes, and rules.

Ability to:

- Provide effective customer services to the general public.
- Create and maintain manual and automated files.
- Deal with the public in a professional and courteous manner.
- Maintain a professional image.
- Receive and receipt cash receipts. (i.e., cash, checks and credit cards)
- Use applications software - Microsoft Office (i.e., Excel, Word, Power Point, etc.)
- Data entry.
- Typing and 10 key a must
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform simple mathematical calculations.
- Should have excellent written and verbal communication skills.
- Effectively manage time and meet all specified deadlines.
- Have good leadership and organizational skills and the ability to motivate team members.
- Be a critical thinker, enthusiastic and positive approach towards employees and work
- Supervise, train and evaluate assigned staff.
- Interpret and explain pertinent department policies and procedures as well as a union contract.
- Develop cost estimates for supplies and equipment.
- Demonstrate tact and diplomacy with the public.
- Develop and recommend systems and procedures related to assigned operations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

High School Diploma/GED

Experience:

Four years of experience in an accounting or computer data entry setting.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: This classification is in an office environment requiring mostly sedentary activities for the majority of the workday.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate to heavy amounts of weight; and to verbally communicate to exchange information.

Fitness for Duty: Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards set forth in the City's hiring policy in relation to the essential tasks associated with this position.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the City Clerk /Treasurer position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

*Management has the right to add or change these duties of the position at any time.



CITY OF RAVENSWOOD CITY HUMAN RESOURCES DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB CLASSIFICATION: Supervisory/Administrative - exempt - salary only

SUMMARY JOB DESCRIPTION:

The Human Resources Director has overall responsibility for the Human Resources function as it relates to all City employees, including employee relations, compensation and benefits administration, development, implementation and administration of the City's human resources programs and employment policies, personnel record-keeping, workers compensation. The Human Resources Director performs work on the application of employment, benefits and workers compensation laws and regulations and City's employment policies in the contexts of hiring, discipline, employment termination, training, compensation, benefits, leave, equal opportunity and other human resources issues. The Human Resources Director reports to the Mayor. The Human Resources Director also performs such other functions as may be assigned by the Mayor and Council.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Administer compensation, benefits and performance management systems, and safety and recreation programs.
2. Identify staff vacancies and recruit, interview and select applicants.
3. Allocate human resources, ensuring appropriate matches between personnel.
4. Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.
5. Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
6. Advise supervisors on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
7. Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.

8. Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
9. Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
10. Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
11. Analyze training needs to design employee development, language training and health and safety programs.
12. Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
13. Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
14. Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of an organization.
15. Conduct exit interviews to identify reasons for employee termination.
16. Investigate and report on industrial accidents for insurance carriers.
17. Represent the City at personnel-related hearings and investigations.
18. Participate in the negotiation of bargaining agreements and help interpret labor contracts.
19. Prepare personnel forecast to project employment needs.
20. Prepare and follow budgets for personnel operations.
21. Develop, administer and evaluate applicant tests.
22. Oversee the evaluation, classification and rating of occupations and job positions.
23. Study legislation, arbitration decisions, and collective bargaining contracts to assess trends.
24. Develop and/or administer special projects in areas such as pay equity, savings bond programs, day-care, and employee awards.
25. Provide terminated employees with outplacement or relocation assistance.
26. Contract with vendors to provide employee services, such as food service, transportation, or relocation service.
27. Provide customer service effectively and efficiently to citizens of Ravenswood and other constituents.
28. Receives requests, complaints and information from the public and transmits to staff and/or council to process as needed. Handles said complaints when required.
29. As required, answers city phones and provides information and assistance to the public on request. Assists them by answering questions, researching records, directing them to the appropriate person or

recording and transmitting messages to city staff or officials.

30. Makes arrangements for registrations or lodging as needed for employees attending training conferences and seminars.
31. Coordinates the information flow between the Council and City Staff and assists City departments and Council members as needed.
32. Maintains the public trust by keeping information confidential as appropriate.
33. Attends regular and special Council meetings
34. Composes correspondence, reports, memos, letters, minutes, meeting notices, resolutions, and ordinances on behalf of the City Council and City.
35. Conducts the necessary research and provides support materials to aid Council in making informed decisions. Carries out assignments or directives of the City Council.
36. Does filing, labeling, coping and mailings as needed. Sorts and distributes mail.
37. Oversees and processes applications for cigarette and liquor licenses and various permits.
38. Prepares a variety of reports and files with appropriate state, federal and county offices.
39. Responsible for assuring compliance with federal and state mandates.
40. Supervises office staff including interviewing jointly with the Council, and assigning and reviewing work.
41. Purchases supplies, equipment as needed.
42. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedure; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
43. Supervise and lead office employees.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Knowledge of proper English, grammar, and spelling.

Knowledge of proper telephone techniques.

Knowledge of the functions performed by the various City departments.

Knowledge of general accounting principles and procedures required by the State Auditor.

Knowledge of the principles and practices of debt collections.

Knowledge of the principles of supervision, training, and performance evaluation.

Basic principles and practices of municipal budget preparation and administration.

Equipment, tools and materials used in City office activities.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent local, state and federal laws, ordinances, codes, and rules.

Ability to:

- Provide effective customer services to the general public.
- Create and maintain manual and automated files.
- Deal with the public in a professional and courteous manner.
- Maintain a professional image.
- Use applications software - Microsoft Office (i.e., Excel, Word, Power Point, etc.)
- Data entry.
- Typing and 10 key a must
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform simple mathematical calculations.
- Should have excellent written and verbal communication skills.
- Effectively manage time and meet all specified deadlines.
- Have good leadership and organizational skills and the ability to motivate team members.
- Be a critical thinker, enthusiastic and positive approach towards employees and work
- Supervise, train and evaluate assigned staff.
- Interpret and explain pertinent department policies and procedures as well as a union contract.
- Demonstrate tact and diplomacy with the public.
- Develop and recommend systems and procedures related to assigned operations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

High School Diploma/GED

Experience:

Four years of experience in an accounting or computer data entry setting.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: This classification is in an office environment requiring mostly sedentary activities for the majority of the workday.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate to heavy amounts of weight; and to verbally communicate to exchange information.

Fitness for Duty: Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards set forth in the City's hiring policy in relation to the essential tasks associated with this position.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the City Human Resources Director position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

*Management has the right to add or change these duties of the position at any time.



CITY OF RAVENSWOOD BILLING AND LICENSE CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB CLASSIFICATION: This is a salary non-exempt, full-time, classified position with full benefits.

SUMMARY JOB DESCRIPTION:

Under direct supervision of the City Clerk/HR Director, maintains the utility billing system(s) for the City by billing customers, collecting payments, providing information on accounts, collections, and bad debt accounts; updating the billing software database; greeting the public, and performs related duties as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Computer data entry including sewer/water information; to include daily payment processing, adding new sewer/water customers, and changing billing addresses
2. Creates and mails monthly sewer/water bills to customers; enters water meter usage for residential, commercial, and industrial customers; calculates any necessary adjustments and/or charges; prints statements and bills; produces monthly reports to track payment history.
3. Provides customer services by answering telephones and directing the caller to the appropriate party; answers and directs incoming calls; assists the public with calls, reminder letters, property liens, small claims, etc.
4. Greets the public; answers questions and provides information to the public.
5. Perform related duties as required.
6. Processes requests for information pursuant to the West Virginia Freedom of Information Act.
7. Accepts and processes either compliments or complaints from the public related to City services.
8. Collect, count, and disburse money, do basic bookkeeping and complete banking transactions.
9. Compile, copy, sort, and file records of office activities, business transactions, and other activities.
10. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
11. Compute, record, and proofread data and other information, such as records or reports.

12. Review files, records, and other documents to obtain information to respond to requests.
13. Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
14. Deliver messages and run errands.
15. Troubleshoot problems involving office equipment, such as computer hardware and software.
16. Manage calendars related to the rental of City facilities.
17. Accept and review applications for licenses and permits, calculate appropriate fees, and receive payments.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Knowledge of proper English, grammar, and spelling.

Knowledge of proper telephone techniques.

Knowledge of the functions performed by the various City departments.

Knowledge of general accounting principles.

Knowledge of the principles and practices of debt collections.

Ability to:

- Skill in providing effective customer services to the general public.
- Skill in creating and maintaining manual and automated files.
- Skill in dealing with the public in a professional and courteous manner.
- Skill in maintaining a professional image.
- Skill in receiving and receipting cash receipts. (i.e., cash, checks and credit cards)
- Skill in using applications software - Microsoft Office (i.e., Excel, Word, Power Point, etc.)
- Skill in data entry.
- Skill in typing and 10 key a must
- Skill in operating office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to perform simple mathematical calculations.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

High School Diploma/GED

Experience:

Four years of experience in an accounting or computer data entry setting.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: This classification is in an office environment requiring mostly sedentary activities for the majority of the workday.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate to heavy amounts of weight; and to verbally communicate to exchange information.

Fitness for Duty: Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards set forth in the City's hiring policy in relation to the essential tasks associated with this position.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the City License and Billing Clerk position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

*Management has the right to add or change these duties of the position at any time.



CITY OF RAVENSWOOD CHIEF OF POLICE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB CLASSIFICATION: Supervisory/Administrative - exempt - salary only, full benefits.

SUMMARY JOB DESCRIPTION:

Under direct supervision of the Mayor and Council, serves as the chief law enforcement officer for the City of Ravenswood, answers calls for police services, investigates crimes; deals with the public, and performs related duties as assigned. The Chief of Police is responsible for overseeing but is not limited to the following; city wide enforcement of criminal and traffic laws with emphasis on providing basic enforcement and citizen protection from criminal depredation throughout the city while maintaining the safety of the city's public streets, roads and highway. The Chief shall be familiar with Federal law, WV State law, City Ordinance and policies governing the Police Department. The Chief shall be involved in the community and provide any assistance requested of them by the Mayor and/or Council. The Chief shall develop and/or have current knowledge of any and all new programs and policies required by the Police Department. The Chief shall be a community leader and be involved in community events. The Chief shall foster a good working environment within the Police Department by not creating turmoil or gossip and shall also strive to maintain a high level of morale within the Department. Finally, the Chief shall be guided by and shall adhere to the mission statement of the department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The Chief of Police should be able to perform the following essential functions:

1. Arrest and Detain Persons. -- In arrest and detention, an officer may:
 - *Advise persons of constitutional rights (Miranda Warning);
 - *Arrest persons with a warrant;
 - *Arrest persons without a warrant (non-traffic);
 - *Conduct temporary detention ("stop and frisk") of suspicious persons;
 - * Execute felony motor vehicle stop;
 - *Investigate a suspicious vehicle;
 - * Plan how to make and execute arrests;

- * Prepare information and complaint for the filing of charges following an arrest (criminal investigation);
- * Review warrants for completeness and accuracy;
- * Obtain arrest warrants and making proper returns;
- * Check for warrants on persons through NCIC.

2. Protect Crime Scene and Collect Evidence and Information. -- In protecting the crime scene and collecting evidence and information, an officer may:

- * Collect evidence and personal property from a crime scene;
- * Diagram crime scenes;
- * Document the chain of custody for evidence;
- * Dust and lift latent fingerprints;
- * Examine evidence and personal property from crime scenes to determine their importance;
- * Package evidence or personal property;
- * Use a camera (35mm/video camera, etc.);
- * Protect a crime scene until specialized or back-up assistance arrives;
- * Record location of physical evidence and fingerprints at the scene;
- * Secure the crime scene;
- * Initial, mark, and label evidence;
- * Determine the area of the crime scene;
- * Search crime scenes for physical evidence;
- * Search dead bodies for personal property and evidence;
- * Recover and inventory stolen property; and
- * Tag evidence and confiscated property.

3. Enforce Driving Under the Influence (DUI)/Traffic Laws. – In enforcement of DUI/Traffic laws, an officer may:

- * Observe persons to recognize signs of drug or alcohol intoxication;
- * Make custodial traffic arrests (e.g., DUI);
- * Administer roadside sobriety tests;

- * Fill out a warrant application to obtain DUI related blood or urine sample;
- * Arrange for obtaining a blood or urine sample for blood alcohol content (BAC);
- * Arrest DUI suspects;
- * Determine probable cause to execute a DUI stop;
- * Operate a secondary chemical test instrument to test blood alcohol content;
- * Investigate hit and run violations;
- * Investigate a traffic crash scene to identify points of impact;
- * Record statements of witnesses to traffic crashes;
- * Assist trapped persons;
- * Direct a moving vehicle out of a line of traffic to execute a vehicle stop; and
- * Stop vehicles to arrest, cite or warn occupants.
- * Operate Patrol Vehicle. -- In operating a patrol vehicle, an officer may:
- * Engage in emergency driving in a congested area;
- * Engage in high-speed pursuit or response driving off road;
- * Engage in high-speed pursuit or response driving on an open road;
- * Respond to crime in progress calls; and
- * Operate portable and car radio equipment.

5. Conduct Search and Seizure. -- In conducting search and seizure, an officer may:

- * Obtain warrants and make proper returns;
- * Plan, organize, and conduct raids;
- * Observe a person's body language to assess intentions and attitudes;
- * Conduct a field search of arrested persons;
- * Conduct a frisk or pat down;
- * Search a movable automobile under independent probable cause;
- * Search persons in accordance with a court order (e.g., blood sample, hair sample);
- * Search premises or property incident to an arrest;
- * Search premises or property in hot pursuit or emergency situations;

- * Search premises or property with consent;
- * Search premises or property with a warrant;
- * Seize contraband; and
- * Search for a person in a darkened building or environment.

6. Use Physical Force to Control Persons. -- In using force to control persons, an officer may:

- * Confront, in a riot formation, groups of agitated people;
- * Control hostile groups (e.g., demonstrators, rioters);
- * Use holds or devices to control or take a suspect down;
- * Tackle a fleeing suspect;
- * Physically subdue an attacking person;
- * Use weaponless defense tactics;
- * Subdue a person resisting arrest;
- * Use body pressure points to control a person;
- * Disarm a violent armed suspect;
- * Remove a person out of vehicle who is resisting arrest;
- * Strike a person with side-handled baton;
- * Strike a person with straight baton;
- * Use submission holds to control a person;
- * Locate and observe crowd agitators;
- * Patrol riot stricken or civil disturbance areas;
- * Physically restrain a crowd;
- * Catch a falling person to prevent injury;
- * Use body language to project control and influence a situation;
- * Use voice commands to project control and direct actions; and
- * Hold a flashlight in one hand while performing various police duties.

7. Use Deadly Weapons. -- In using deadly weapons, an officer may:

- * Clean and inspect weapons;
- * Discharge a firearm at a vehicle;
- * Discharge a firearm in low light conditions;
- * Discharge a firearm at a person;
- * Draw a weapon to protect himself or herself or a third party;
- * Participate in firearms training;
- * Secure a firearm when off duty (e.g., home);
- * Fire a weapon in a dark environment with a flashlight in one hand;
- * Fire a weapon in low light combat (not including training);
- * Fire a weapon in daytime combat (not including training);
- * Carry a firearm when off duty; and
- * Discharge a weapon at an animal.

8. Provide Emergency Assistance. -- In providing emergency assistance, an officer may:

- * Determine existence of hazardous materials at the scene of a wreck (e.g., train, vehicle, etc.);
- * Evacuate persons from dangerous areas (e.g., fire, chemical accident, etc.);
- * Secure accident and disaster scenes;
- * Administer cardio-pulmonary resuscitation (CPR);
- * Administer mouth-to-mouth resuscitation;
- * Apply basic first aid to control bleeding;
- * Apply basic first aid to treat for amputations;
- * Apply basic first aid to treat for choking (e.g., Heimlich Method);
- * Talk with a person attempting suicide to get him or her to stop or delay the attempt.
- * Use protective gear to prevent contact with infectious diseases;
- * Take a mentally ill person into custody for his or her own protection;
- * Mediate family disputes;
- * Fire a weapon in a dark environment with flashlight in one hand;

- * Pull person out of a vehicle to perform a rescue; and
- * Place children in protective custody (e.g., child abuse).

9. Conduct Initial and Follow-Up Investigation of Various Crimes and Events. -- In conducting such investigation, an officer may:

- * Conduct complete criminal investigations;
- * Respond to and conduct preliminary investigation of events including but not limited to criminal activity, traffic crashes and disasters.
- * Conduct on-the-scene suspect identifications (e.g., show-up or one-on-one suspect identification);
- * Conduct stationary surveillance of individuals or locations;
- * Determine whether incidents are criminal or civil matters;
- * Determine whether recovered property is linked with a previous crime; and
- * Exchange necessary information with other law enforcement officials (including intelligence information).

10. Write and Read Reports and Other Documents. -- In writing and reading reports and other documents, an officer may:

- * Complete an initial offense report;
- * Complete arrest reports;
- * Complete a criminal investigation report of felonies; and
- * Record confessions in writing.
- * Present Testimony. -- In presenting testimony, an officer may:
- * Present evidence in legal proceedings;
- * Review reports and notes prior to court testimony;
- * Testify at evidence suppression hearings;
- * Testify at probable cause preliminary hearings;
- * Testify before grand juries;
- * Testify in criminal trials; and
- * Testify in administrative hearings (e.g., Division of Motor Vehicles' (DMV) driver's license revocation, breath test refusal)

11. Transport Persons in Custody. -- In transporting persons in custody, an officer may:
 - * Operate a vehicle to transport prisoners; and
 - * Search a vehicle for weapons and contraband (e.g., before and after prisoner
 - * Conduct Interviews and Interrogations. -- In conducting interviews and interrogations, an officer may:
 - * Interrogate adult suspects;
 - * Interview complainants, witnesses, etc.;
 - * Interview victims of sex crimes.
 - * Interrogate a suspect or witness with use of polygraph results;
 - * Interview informants;
 - * Take statements of witnesses; and
 - * Interrogate juvenile suspects.
12. Conduct Traffic Crash Investigations. -- In conducting traffic crash investigations, an officer may:
 - * Collect physical evidence from a crash scene;
 - * Complete the standard Division of Highways traffic crash report form;
 - * Determine contributing factors to a crash;
 - * Diagram crash scenes;
 - * Protect traffic crash physical evidence for collection; and
 - * Take precautions to prevent additional crashes at a crash scene.
13. Equipment Used by Law Enforcement Officers. In performing the essential functions of the job, an officer may use the following:
 - * A roadside preliminary breath test;
 - * An automobile;
 - * A baton;
 - * Body armor;
 - * A fire extinguisher;
 - * A first aid kit;

- * Road flares;
- * A flashlight;
- * Flexi-cuffs;
- * Handcuffs;
- * A handheld police radio;
- * A police car radio;
- * A public address system;
- * A speed measuring device;
- * A handgun;
- * A shotgun;
- * Lights and sirens;
- * Rubber gloves;
- * Ammunition and ammunition magazines; and
- * Weapon cleaning equipment.

14. Plan, prioritize, assign, supervise, review the work of staff responsible for City law enforcement services.

15. Establish schedules and methods for providing City law enforcement services; identify resource needs; review needs with Mayor and City Council; allocate resources accordingly.

16. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedure; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.

17. Participate in the preparation and administration of the Police Department budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment, manpower, and training; monitor budget expenditures.

18. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.

19. Train or coordinate training in law enforcement methods, procedures, and techniques as well as develop and operate a risk management program for the Police Department.

20. Develop and organize preventative maintenance and safety inspection programs for all Police Department infrastructure, facilities, and equipment.

21. Assist in the preparation of various contracts, requests for proposals, and reports.

22. Choose the most qualified employee for the more technical and complex tasks of the Police Department.
23. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of law enforcement; incorporate new developments as appropriate into programs.
24. Coordinate with contractors in providing contract services as needed.
25. Answer questions and provide information to the public; attend City Council and other City Committee meetings in the evenings or ensure police presence in his absence; investigate complaints and recommend corrective action as necessary to resolve complaints.
26. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Knowledge of proper English, grammar, and spelling.

Knowledge of proper telephone techniques.

Knowledge of the functions performed by the police department.

Knowledge of the provisions of Federal, State and Municipal law.

Knowledge of the principles and practices of debt collections with respect to municipal fines.

Knowledge of basic municipal court functions, forms, and procedures.

Ability to:

- Skill in providing effective customer services to the general public.
- Skill in creating and maintaining manual and automated files.
- Skill in dealing with the public in a professional and courteous manner.
- Skill in maintaining a professional image.
- Skill in using applications software - Microsoft Office (i.e., Excel, Word, Power Point, etc.)
- Skill in data entry.
- Skill in typing and 10 key a must
- Skill in operating office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to perform simple mathematical calculations.
- Ability to obtain a performance bond.
- Ability to read and comprehend instructions, correspondence, memos, and work place policies.
- Ability to analyze and interpret Federal Law, WV State Law, and Ordinances of the City of Ravenswood.
- Ability to write routine reports, speak effectively with other employees and crime victims, and give testimony in a court of law.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to carry out detailed written and/or verbal instructions.
- Ability to solve problems involving concrete variables in standardized situations.

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability be flexible and able to cope with change.
- Ability to perform under tight deadlines, tight supervision, and free from supervision.
- Ability to operate under stressful conditions and be able to deal with stress in a professional manner.
- Ability to not have anger control or attitude issues.
- Ability to be willing to take orders without complaint
- Ability to pass an entry level physical fitness test if non-certified; and must make every effort to stay in good physical condition.
- Ability to work shift work to include midnights and weekends and be willing to be called out on scheduled days off.
- Ability to live within Jackson County or be willing to take permanent residence in Jackson County within six (6) months of employment.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

High School Diploma/GED

Two years of college level course work in criminal justice, business, management, or a related field.

Experience:

Four years of increasingly responsible law enforcement experience including lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license and a Certification as a Law Enforcement Officer through the West Virginia Governor's Committee on Crime, Delinquency, and Correction/Law Enforcement Professional Standards Sub-Committee.

Criminal Record:

Must not have been convicted of any felony or Domestic Battery charge or any other charge that would prevent him/her from carrying a firearm.

PROBATIONARY PERIOD UPON HIRE

The Chief of Police shall serve a 90 days probationary period starting from the date they are employed. Employees who are absent from work for any reason during the designated probationary period shall have the probationary period extended for a period equal to the absence. The City may extend an employee's probationary period in order to better evaluate the employee's suitability for employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, being fired upon by assailants, being physically assaulted by assailants using hands-on or miscellaneous weapons, and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to run, walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb heights; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to fight hand to hand with arrestees, to chase arrestees, to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Fitness for Duty: Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards set forth in the City's hiring policy in relation to the essential tasks associated with this position. Applicants must pass the State of West Virginia's physical fitness standards for law enforcement officers.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Chief of Police position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

*Management has the right to add or change these duties of the position at any time.



CITY OF RAVENSWOOD POLICE CAPTAIN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB CLASSIFICATION: Supervisory/Administrative. This is a hourly non-exempt, full-time, classified position with full benefits.

SUMMARY JOB DESCRIPTION:

Under direct supervision of the Chief of Police, serves as a the Deputy Chief of Police as well as a law enforcement officer for the City of Ravenswood, answers calls for police services, investigates crimes; deals with the public, and performs related duties as assigned. In the absence of the Chief of Police, is responsible for overseeing but is not limited to the following; city wide enforcement of criminal and traffic laws with emphasis on providing basic enforcement and citizen protection from criminal depredation throughout the city while maintaining the safety of the city's public streets, roads and highway. The Captain shall be familiar with Federal law, WV State law, City Ordinance and policies governing the Police Department. The Captain shall be involved in the community and provide any assistance requested of them by the Chief. The Captain shall assist the Chief in developing and/or have current knowledge of any and all new programs and policies required by the Police Department. The Captain shall be a community leader and be involved in community events. The Captain shall foster a good working environment within the Police Department by not creating turmoil or gossip and shall also strive to maintain a high level of morale within the Department. Finally, the Captain shall be guided by and shall adhere to the mission statement of the department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The Captain should be able to perform the following essential functions:

1. Arrest and Detain Persons. -- In arrest and detention, an officer may:
 - *Advise persons of constitutional rights (Miranda Warning);
 - *Arrest persons with a warrant;
 - *Arrest persons without a warrant (non-traffic);
 - *Conduct temporary detention ("stop and frisk") of suspicious persons;
 - * Execute felony motor vehicle stop;
 - *Investigate a suspicious vehicle;

- * Plan how to make and execute arrests;
- * Prepare information and complaint for the filing of charges following an arrest (criminal investigation);
- * Review warrants for completeness and accuracy;
- * Obtain arrest warrants and making proper returns;
- * Check for warrants on persons through NCIC.

2. Protect Crime Scene and Collect Evidence and Information. -- In protecting the crime scene and collecting evidence and information, an officer may:

- * Collect evidence and personal property from a crime scene;
- * Diagram crime scenes;
- * Document the chain of custody for evidence;
- * Dust and lift latent fingerprints;
- * Examine evidence and personal property from crime scenes to determine their importance;
- * Package evidence or personal property;
- * Use a camera (35mm/video camera, etc.);
- * Protect a crime scene until specialized or back-up assistance arrives;
- * Record location of physical evidence and fingerprints at the scene;
- * Secure the crime scene;
- * Initial, mark, and label evidence;
- * Determine the area of the crime scene;
- * Search crime scenes for physical evidence;
- * Search dead bodies for personal property and evidence;
- * Recover and inventory stolen property; and
- * Tag evidence and confiscated property.

3. Enforce Driving Under the Influence (DUI)/Traffic Laws. – In enforcement of DUI/Traffic laws, an officer may:

- * Observe persons to recognize signs of drug or alcohol intoxication;
- * Make custodial traffic arrests (e.g., DUI);
- * Administer roadside sobriety tests;

- * Fill out a warrant application to obtain DUI related blood or urine sample;
- * Arrange for obtaining a blood or urine sample for blood alcohol content (BAC);
- * Arrest DUI suspects;
- * Determine probable cause to execute a DUI stop;
- * Operate a secondary chemical test instrument to test blood alcohol content;
- * Investigate hit and run violations;
- * Investigate a traffic crash scene to identify points of impact;
- * Record statements of witnesses to traffic crashes;
- * Assist trapped persons;
- * Direct a moving vehicle out of a line of traffic to execute a vehicle stop; and
- * Stop vehicles to arrest, cite or warn occupants.
- * Operate Patrol Vehicle. -- In operating a patrol vehicle, an officer may:
 - * Engage in emergency driving in a congested area;
 - * Engage in high-speed pursuit or response driving off road;
 - * Engage in high-speed pursuit or response driving on an open road;
 - * Respond to crime in progress calls; and
 - * Operate portable and car radio equipment.

5. Conduct Search and Seizure. -- In conducting search and seizure, an officer may:

- * Obtain warrants and make proper returns;
- * Plan, organize, and conduct raids;
- * Observe a person's body language to assess intentions and attitudes;
- * Conduct a field search of arrested persons;
- * Conduct a frisk or pat down;
- * Search a movable automobile under independent probable cause;
- * Search persons in accordance with a court order (e.g., blood sample, hair sample);
- * Search premises or property incident to an arrest;

- * Search premises or property in hot pursuit or emergency situations;
- * Search premises or property with consent;
- * Search premises or property with a warrant;
- * Seize contraband; and
- * Search for a person in a darkened building or environment.

6. Use Physical Force to Control Persons. -- In using force to control persons, an officer may:

- * Confront, in a riot formation, groups of agitated people;
- * Control hostile groups (e.g., demonstrators, rioters);
- * Use holds or devices to control or take a suspect down;
- * Tackle a fleeing suspect;
- * Physically subdue an attacking person;
- * Use weaponless defense tactics;
- * Subdue a person resisting arrest;
- * Use body pressure points to control a person;
- * Disarm a violent armed suspect;
- * Remove a person out of vehicle who is resisting arrest;
- * Strike a person with side-handled baton;
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- * Locate and observe crowd agitators;
- * Patrol riot stricken or civil disturbance areas;
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- * Use body language to project control and influence a situation;
- * Use voice commands to project control and direct actions; and
- * Hold a flashlight in one hand while performing various police duties.

7. Use Deadly Weapons. -- In using deadly weapons, an officer may:

- * Clean and inspect weapons;
- * Discharge a firearm at a vehicle;
- * Discharge a firearm in low light conditions;
- * Discharge a firearm at a person;
- * Draw a weapon to protect himself or herself or a third party;
- * Participate in firearms training;
- * Secure a firearm when off duty (e.g., home);
- * Fire a weapon in a dark environment with a flashlight in one hand;
- * Fire a weapon in low light combat (not including training);
- * Fire a weapon in daytime combat (not including training);
- * Carry a firearm when off duty; and
- * Discharge a weapon at an animal.

8. Provide Emergency Assistance. -- In providing emergency assistance, an officer may:

- * Determine existence of hazardous materials at the scene of a wreck (e.g., train, vehicle, etc.);
- * Evacuate persons from dangerous areas (e.g., fire, chemical accident, etc.);
- * Secure accident and disaster scenes;
- * Administer cardio-pulmonary resuscitation (CPR);
- * Administer mouth-to-mouth resuscitation;
- * Apply basic first aid to control bleeding;
- * Apply basic first aid to treat for amputations;
- * Apply basic first aid to treat for choking (e.g., Heimlich Method);
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- * Use protective gear to prevent contact with infectious diseases;
- * Take a mentally ill person into custody for his or her own protection;
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- * Conduct complete criminal investigations;
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- * Determine whether recovered property is linked with a previous crime; and
- * Exchange necessary information with other law enforcement officials (including intelligence information).

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- * Complete an initial offense report;
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- * Present Testimony. -- In presenting testimony, an officer may:
- * Present evidence in legal proceedings;
- * Review reports and notes prior to court testimony;
- * Testify at evidence suppression hearings;
- * Testify at probable cause preliminary hearings;
- * Testify before grand juries;
- * Testify in criminal trials; and

*Testify in administrative hearings (e.g., Division of Motor Vehicles' (DMV) driver's license revocation, breath test refusal)

11. Transport Persons in Custody. -- In transporting persons in custody, an officer may:

- * Operate a vehicle to transport prisoners; and
- * Search a vehicle for weapons and contraband (e.g., before and after prisoner
- * Conduct Interviews and Interrogations. -- In conducting interviews and interrogations, an officer may:
 - * Interrogate adult suspects;
 - * Interview complainants, witnesses, etc.;
 - * Interview victims of sex crimes.
 - * Interrogate a suspect or witness with use of polygraph results;
 - * Interview informants;
 - * Take statements of witnesses; and
 - * Interrogate juvenile suspects.

12. Conduct Traffic Crash Investigations. -- In conducting traffic crash investigations, an officer may:

- * Collect physical evidence from a crash scene;
- * Complete the standard Division of Highways traffic crash report form;
- * Determine contributing factors to a crash;
- * Diagram crash scenes;
- * Protect traffic crash physical evidence for collection; and
- * Take precautions to prevent additional crashes at a crash scene.

13. Equipment Used by Law Enforcement Officers. In performing the essential functions of the job, an officer may use the following:

- * A roadside preliminary breath test;
- * An automobile;
- * A baton;
- * Body armor;
- * A fire extinguisher;

- * A first aid kit;
- * Road flares;
- * A flashlight;
- * Flexi-cuffs;
- * Handcuffs;
- * A handheld police radio;
- * A police car radio;
- * A public address system;
- * A speed measuring device;
- * A handgun;
- * A shotgun;
- * Lights and sirens;
- * Rubber gloves;
- * Ammunition and ammunition magazines; and
- * Weapon cleaning equipment.

14. Plan, prioritize, assign, supervise, review the work of staff responsible for City law enforcement services.

15. Establish schedules and methods for providing City law enforcement services; identify resource needs; review needs with the Chief and at their direction with the Mayor and City Council; allocate resources accordingly.

16. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedure; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.

17. Participate in the preparation and administration of the Police Department budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment, manpower, and training; monitor budget expenditures.

18. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.

19. Train or coordinate training in law enforcement methods, procedures, and techniques as well as develop and operate a risk management program for the Police Department.

20. Develop and organize preventative maintenance and safety inspection programs for all Police Department infrastructure, facilities, and equipment.
21. Assist in the preparation of various contracts, requests for proposals, and reports.
22. Choose the most qualified employee for the more technical and complex tasks of the Police Department.
23. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of law enforcement; incorporate new developments as appropriate into programs.
24. Coordinate with contractors in providing contract services as needed.
25. Answer questions and provide information to the public; attend City Council and other City Committee meetings in the evenings at the direction of the Chief; investigate complaints and recommend corrective action as necessary to resolve complaints.
26. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Knowledge of proper English, grammar, and spelling.

Knowledge of proper telephone techniques.

Knowledge of the functions performed by the police department.

Knowledge of the provisions of Federal, State and Municipal law.

Knowledge of the principles and practices of debt collections with respect to municipal fines.

Knowledge of basic municipal court functions, forms, and procedures.

Ability to:

- Skill in providing effective customer services to the general public.
- Skill in creating and maintaining manual and automated files.
- Skill in dealing with the public in a professional and courteous manner.
- Skill in maintaining a professional image.
- Skill in using applications software - Microsoft Office (i.e., Excel, Word, Power Point, etc.)
- Skill in data entry.
- Skill in typing and 10 key a must
- Skill in operating office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to perform simple mathematical calculations.
- Ability to obtain a performance bond.
- Ability to read and comprehend instructions, correspondence, memos, and work place policies.
- Ability to analyze and interpret Federal Law, WV State Law, and Ordinances of the City of Ravenswood.
- Ability to write routine reports, speak effectively with other employees and crime victims, and give testimony in a court of law.

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to carry out detailed written and/or verbal instructions.
- Ability to solve problems involving concrete variables in standardized situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability be flexible and able to cope with change.
- Ability to perform under tight deadlines, tight supervision, and free from supervision.
- Ability to operate under stressful conditions and be able to deal with stress in a professional manner.
- Ability to not have anger control or attitude issues.
- Ability to be willing to take orders without complaint
- Ability to pass an entry level physical fitness test if non-certified; and must make every effort to stay in good physical condition.
- Ability to work shift work to include midnights and weekends and be willing to be called out on scheduled days off.
- Ability to live within Jackson County or be willing to take permanent residence in Jackson County within six (6) months of employment.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

High School Diploma/GED

Two years of college level course work in criminal justice, business, management, or a related field.

Experience:

Four years of increasingly responsible law enforcement experience including lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license and a Certification as a Law Enforcement Officer through the West Virginia Governor's Committee on Crime, Delinquency, and Correction/Law Enforcement Professional Standards Sub-Committee.

Criminal Record:

Must not have been convicted of any felony or Domestic Battery charge or any other charge that would prevent him/her from carrying a firearm.

PROBATIONARY PERIOD UPON HIRE

The Captain shall serve a 90 days probationary period starting from the date they are promoted. Employees who are absent from work for any reason during the designated probationary period shall have the probationary period extended for a period equal to the absence. The City may extend an employee's probationary period in order to better evaluate the employee's suitability for employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, being fired upon by assailants, being physically assaulted by assailants using hands-on or miscellaneous weapons, and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to run, walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb heights; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to fight hand to hand with arrestees, to chase arrestees, to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Fitness for Duty: Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards set forth in the City's hiring policy in relation to the essential tasks associated with this position. Applicants must pass the State of West Virginia's physical fitness standards for law enforcement officers unless already certified by the State of West Virginia as a police officer.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Police Captain position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

*Management has the right to add or change these duties of the position at any time.



CITY OF RAVENSWOOD POLICE LIEUTENANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB CLASSIFICATION: Supervisory/Administrative this is a hourly non-exempt, full-time, classified position with full benefits.

SUMMARY JOB DESCRIPTION:

Under direct supervision of the Chief of Police, serves as a law enforcement officer for the City of Ravenswood, answers calls for police services, investigates crimes; deals with the public, and performs related duties as assigned. In the absence of the Chief of Police, is responsible for overseeing but is not limited to the following; city wide enforcement of criminal and traffic laws with emphasis on providing basic enforcement and citizen protection from criminal depredation throughout the city while maintaining the safety of the city's public streets, roads and highway. The Lieutenant shall be familiar with Federal law, WV State law, City Ordinance and policies governing the Police Department. The Lieutenant shall be involved in the community and provide any assistance requested of them by the Chief. The Lieutenant shall assist the Chief in developing and/or have current knowledge of any and all new programs and policies required by the Police Department. The Lieutenant shall be a community leader and be involved in community events. The Lieutenant shall foster a good working environment within the Police Department by not creating turmoil or gossip and shall also strive to maintain a high level of morale within the Department. Finally, the Lieutenant shall be guided by and shall adhere to the mission statement of the department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The Lieutenant should be able to perform the following essential functions:

1. Arrest and Detain Persons. -- In arrest and detention, an officer may:
 - *Advise persons of constitutional rights (Miranda Warning);
 - *Arrest persons with a warrant;
 - *Arrest persons without a warrant (non-traffic);
 - *Conduct temporary detention ("stop and frisk") of suspicious persons;
 - * Execute felony motor vehicle stop;
 - *Investigate a suspicious vehicle;
 - * Plan how to make and execute arrests;

- * Prepare information and complaint for the filing of charges following an arrest (criminal investigation);
- * Review warrants for completeness and accuracy;
- * Obtain arrest warrants and making proper returns;
- * Check for warrants on persons through NCIC.

2. Protect Crime Scene and Collect Evidence and Information. -- In protecting the crime scene and collecting evidence and information, an officer may:

- * Collect evidence and personal property from a crime scene;
- * Diagram crime scenes;
- * Document the chain of custody for evidence;
- * Dust and lift latent fingerprints;
- * Examine evidence and personal property from crime scenes to determine their importance;
- * Package evidence or personal property;
- * Use a camera (35mm/video camera, etc.);
- * Protect a crime scene until specialized or back-up assistance arrives;
- * Record location of physical evidence and fingerprints at the scene;
- * Secure the crime scene;
- * Initial, mark, and label evidence;
- * Determine the area of the crime scene;
- * Search crime scenes for physical evidence;
- * Search dead bodies for personal property and evidence;
- * Recover and inventory stolen property; and
- * Tag evidence and confiscated property.

3. Enforce Driving Under the Influence (DUI)/Traffic Laws. – In enforcement of DUI/Traffic laws, an officer may:

- * Observe persons to recognize signs of drug or alcohol intoxication;
- * Make custodial traffic arrests (e.g., DUI);
- * Administer roadside sobriety tests;

- * Fill out a warrant application to obtain DUI related blood or urine sample;
- * Arrange for obtaining a blood or urine sample for blood alcohol content (BAC);
- * Arrest DUI suspects;
- * Determine probable cause to execute a DUI stop;
- * Operate a secondary chemical test instrument to test blood alcohol content;
- * Investigate hit and run violations;
- * Investigate a traffic crash scene to identify points of impact;
- * Record statements of witnesses to traffic crashes;
- * Assist trapped persons;
- * Direct a moving vehicle out of a line of traffic to execute a vehicle stop; and
- * Stop vehicles to arrest, cite or warn occupants.
- * Operate Patrol Vehicle. -- In operating a patrol vehicle, an officer may:
- * Engage in emergency driving in a congested area;
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- * Respond to crime in progress calls; and
- * Operate portable and car radio equipment.

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- * Plan, organize, and conduct raids;
- * Observe a person's body language to assess intentions and attitudes;
- * Conduct a field search of arrested persons;
- * Conduct a frisk or pat down;
- * Search a movable automobile under independent probable cause;
- * Search persons in accordance with a court order (e.g., blood sample, hair sample);
- * Search premises or property incident to an arrest;
- * Search premises or property in hot pursuit or emergency situations;

- * Search premises or property with consent;
- * Search premises or property with a warrant;
- * Seize contraband; and
- * Search for a person in a darkened building or environment.

6. Use Physical Force to Control Persons. -- In using force to control persons, an officer may:

- * Confront, in a riot formation, groups of agitated people;
- * Control hostile groups (e.g., demonstrators, rioters);
- * Use holds or devices to control or take a suspect down;
- * Tackle a fleeing suspect;
- * Physically subdue an attacking person;
- * Use weaponless defense tactics;
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- * Conduct complete criminal investigations;
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The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, being fired upon by assailants, being physically assaulted by assailants using hands-on or miscellaneous weapons, and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to run, walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb heights; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to fight hand to hand with arrestees, to chase arrestees, to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Fitness for Duty: Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards set forth in the City's hiring policy in relation to the essential tasks associated with this position. Applicants must pass the State of West Virginia's physical fitness standards for law enforcement officers unless already certified by the State of West Virginia as a police officer.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Police Lieutenant position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

*Management has the right to add or change these duties of the position at any time.



CITY OF RAVENSWOOD POLICE LIEUTENANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB CLASSIFICATION: Supervisory/Administrative this is a hourly non-exempt, full-time, classified position with full benefits.

SUMMARY JOB DESCRIPTION:

Under direct supervision of the Chief of Police, serves as a law enforcement officer for the City of Ravenswood, answers calls for police services, investigates crimes; deals with the public, and performs related duties as assigned. In the absence of the Chief of Police, is responsible for overseeing but is not limited to the following; city wide enforcement of criminal and traffic laws with emphasis on providing basic enforcement and citizen protection from criminal depredation throughout the city while maintaining the safety of the city's public streets, roads and highway. The Lieutenant shall be familiar with Federal law, WV State law, City Ordinance and policies governing the Police Department. The Lieutenant shall be involved in the community and provide any assistance requested of them by the Chief. The Lieutenant shall assist the Chief in developing and/or have current knowledge of any and all new programs and policies required by the Police Department. The Lieutenant shall be a community leader and be involved in community events. The Lieutenant shall foster a good working environment within the Police Department by not creating turmoil or gossip and shall also strive to maintain a high level of morale within the Department. Finally, the Lieutenant shall be guided by and shall adhere to the mission statement of the department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The Lieutenant should be able to perform the following essential functions:

1. Arrest and Detain Persons. -- In arrest and detention, an officer may:

- *Advise persons of constitutional rights (Miranda Warning);
- *Arrest persons with a warrant;
- *Arrest persons without a warrant (non-traffic);
- *Conduct temporary detention ("stop and frisk") of suspicious persons;
- * Execute felony motor vehicle stop;
- *Investigate a suspicious vehicle;
- * Plan how to make and execute arrests;
- *Prepare information and complaint for the filing of charges following an arrest (criminal investigation);
- * Review warrants for completeness and accuracy;
- * Obtain arrest warrants and making proper returns;
- * Check for warrants on persons through NCIC.

2. Protect Crime Scene and Collect Evidence and Information. -- In protecting the crime scene and collecting evidence and information, an officer may:

- * Collect evidence and personal property from a crime scene;
- * Diagram crime scenes;
- * Document the chain of custody for evidence;
- * Dust and lift latent fingerprints;
- * Examine evidence and personal property from crime scenes to determine their importance;
- * Package evidence or personal property;
- * Use a camera (35mm/video camera, etc.);
- * Protect a crime scene until specialized or back-up assistance arrives;
- * Record location of physical evidence and fingerprints at the scene;
- * Secure the crime scene;
- * Initial, mark, and label evidence;
- * Determine the area of the crime scene;
- * Search crime scenes for physical evidence;
- * Search dead bodies for personal property and evidence;
- * Recover and inventory stolen property; and
- * Tag evidence and confiscated property.

3. Enforce Driving Under the Influence (DUI)/Traffic Laws. – In enforcement of DUI/Traffic laws, an officer may:

- * Observe persons to recognize signs of drug or alcohol intoxication;
- * Make custodial traffic arrests (e.g., DUI);
- * Administer roadside sobriety tests;
- * Fill out a warrant application to obtain DUI related blood or urine sample;
- * Arrange for obtaining a blood or urine sample for blood alcohol content (BAC);
- * Arrest DUI suspects;
- * Determine probable cause to execute a DUI stop;
- * Operate a secondary chemical test instrument to test blood alcohol content;
- * Investigate hit and run violations;

- * Investigate a traffic crash scene to identify points of impact;
- * Record statements of witnesses to traffic crashes;
- * Assist trapped persons;
- * Direct a moving vehicle out of a line of traffic to execute a vehicle stop; and
- * Stop vehicles to arrest, cite or warn occupants.
- * Operate Patrol Vehicle. -- In operating a patrol vehicle, an officer may:
- * Engage in emergency driving in a congested area;
- * Engage in high-speed pursuit or response driving off road;
- * Engage in high-speed pursuit or response driving on an open road;
- * Respond to crime in progress calls; and
- * Operate portable and car radio equipment.

5. Conduct Search and Seizure. -- In conducting search and seizure, an officer may:

- * Obtain warrants and make proper returns;
- * Plan, organize, and conduct raids;
- * Observe a person's body language to assess intentions and attitudes;
- * Conduct a field search of arrested persons;
- * Conduct a frisk or pat down;
- * Search a movable automobile under independent probable cause;
- * Search persons in accordance with a court order (e.g., blood sample, hair sample);
- * Search premises or property incident to an arrest;
- * Search premises or property in hot pursuit or emergency situations;
- * Search premises or property with consent;
- * Search premises or property with a warrant;
- * Seize contraband; and
- * Search for a person in a darkened building or environment.

6. Use Physical Force to Control Persons. -- In using force to control persons, an officer may:

- * Confront, in a riot formation, groups of agitated people;
- * Control hostile groups (e.g., demonstrators, rioters);
- * Use holds or devices to control or take a suspect down;
- * Tackle a fleeing suspect;
- * Physically subdue an attacking person;
- * Use weaponless defense tactics;
- * Subdue a person resisting arrest;
- * Use body pressure points to control a person;
- * Disarm a violent armed suspect;
- * Remove a person out of vehicle who is resisting arrest;
- * Strike a person with side-handled baton;
- * Strike a person with straight baton;
- * Use submission holds to control a person;
- * Locate and observe crowd agitators;
- * Patrol riot stricken or civil disturbance areas;
- * Physically restrain a crowd;
- * Catch a falling person to prevent injury;
- * Use body language to project control and influence a situation;
- * Use voice commands to project control and direct actions; and
- * Hold a flashlight in one hand while performing various police duties.

7. Use Deadly Weapons. -- In using deadly weapons, an officer may:

- * Clean and inspect weapons;
- * Discharge a firearm at a vehicle;
- * Discharge a firearm in low light conditions;
- * Discharge a firearm at a person;
- * Draw a weapon to protect himself or herself or a third party;
- * Participate in firearms training;

- * Secure a firearm when off duty (e.g., home);
- * Fire a weapon in a dark environment with a flashlight in one hand;
- * Fire a weapon in low light combat (not including training);
- * Fire a weapon in daytime combat (not including training);
- * Carry a firearm when off duty; and
- * Discharge a weapon at an animal.

8. Provide Emergency Assistance. -- In providing emergency assistance, an officer may:

- * Determine existence of hazardous materials at the scene of a wreck (e.g., train, vehicle, etc.);
- * Evacuate persons from dangerous areas (e.g., fire, chemical accident, etc.);
- * Secure accident and disaster scenes;
- * Administer cardio-pulmonary resuscitation (CPR);
- * Administer mouth-to-mouth resuscitation;
- * Apply basic first aid to control bleeding;
- * Apply basic first aid to treat for amputations;
- * Apply basic first aid to treat for choking (e.g., Heimlich Method);
- * Talk with a person attempting suicide to get him or her to stop or delay the attempt.
- * Use protective gear to prevent contact with infectious diseases;
- * Take a mentally ill person into custody for his or her own protection;
- * Mediate family disputes;
- * Fire a weapon in a dark environment with flashlight in one hand;
- * Pull person out of a vehicle to perform a rescue; and
- * Place children in protective custody (e.g., child abuse).

9. Conduct Initial and Follow-Up Investigation of Various Crimes and Events. -- In conducting such investigation, an officer may:

- * Conduct complete criminal investigations;

- * Respond to and conduct preliminary investigation of events including but not limited to criminal activity, traffic crashes and disasters.

- * Conduct on-the-scene suspect identifications (e.g., show-up or one-on-one suspect identification);

- * Conduct stationary surveillance of individuals or locations;

- * Determine whether incidents are criminal or civil matters;

- * Determine whether recovered property is linked with a previous crime; and

- * Exchange necessary information with other law enforcement officials (including intelligence information).

10. Write and Read Reports and Other Documents. -- In writing and reading reports and other documents, an officer may:

- * Complete an initial offense report;

- * Complete arrest reports;

- * Complete a criminal investigation report of felonies; and

- * Record confessions in writing.

- * Present Testimony. -- In presenting testimony, an officer may:

- * Present evidence in legal proceedings;

- * Review reports and notes prior to court testimony;

- * Testify at evidence suppression hearings;

- * Testify at probable cause preliminary hearings;

- * Testify before grand juries;

- * Testify in criminal trials; and

- * Testify in administrative hearings (e.g., Division of Motor Vehicles' (DMV) driver's license revocation, breath test refusal)

11. Transport Persons in Custody. -- In transporting persons in custody, an officer may:

- * Operate a vehicle to transport prisoners; and

- * Search a vehicle for weapons and contraband (e.g., before and after prisoner

- * Conduct Interviews and Interrogations. -- In conducting interviews and interrogations, an officer may:

- * Interrogate adult suspects;

- * Interview complainants, witnesses, etc.;
- * Interview victims of sex crimes.
- * Interrogate a suspect or witness with use of polygraph results;
- * Interview informants;
- * Take statements of witnesses; and
- * Interrogate juvenile suspects.

12. Conduct Traffic Crash Investigations. -- In conducting traffic crash investigations, an officer may:

- * Collect physical evidence from a crash scene;
- * Complete the standard Division of Highways traffic crash report form;
- * Determine contributing factors to a crash;
- * Diagram crash scenes;
- * Protect traffic crash physical evidence for collection; and
- * Take precautions to prevent additional crashes at a crash scene.

13. Equipment Used by Law Enforcement Officers. In performing the essential functions of the job, an officer may use the following:

- * A roadside preliminary breath test;
- * An automobile;
- * A baton;
- * Body armor;
- * A fire extinguisher;
- * A first aid kit;
- * Road flares;
- * A flashlight;
- * Flexi-cuffs;
- * Handcuffs;
- * A handheld police radio;

- * A police car radio;
- * A public address system;
- * A speed measuring device;
- * A handgun;
- * A shotgun;
- * Lights and sirens;
- * Rubber gloves;
- * Ammunition and ammunition magazines; and
- * Weapon cleaning equipment.

14. Plan, prioritize, assign, supervise, review the work of staff responsible for City law enforcement services.

15. Establish schedules and methods for providing City law enforcement services; identify resource needs; review needs with the Chief and at their direction with the Mayor and City Council; allocate resources accordingly.

16. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedure; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.

17. Participate in the preparation and administration of the Police Department budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment, manpower, and training; monitor budget expenditures.

18. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.

19. Train or coordinate training in law enforcement methods, procedures, and techniques as well as develop and operate a risk management program for the Police Department.

20. Develop and organize preventative maintenance and safety inspection programs for all Police Department infrastructure, facilities, and equipment.

21. Assist in the preparation of various contracts, requests for proposals, and reports.

22. Choose the most qualified employee for the more technical and complex tasks of the Police Department.

23. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of law enforcement; incorporate new developments as appropriate into programs.

24. Coordinate with contractors in providing contract services as needed.

25. Answer questions and provide information to the public; attend City Council and other City Committee meetings in the evenings at the direction of the Chief; investigate complaints and recommend corrective action as necessary to resolve complaints.

26. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Knowledge of proper English, grammar, and spelling.

Knowledge of proper telephone techniques.

Knowledge of the functions performed by the police department.

Knowledge of the provisions of Federal, State and Municipal law.

Knowledge of the principles and practices of debt collections with respect to municipal fines.

Knowledge of basic municipal court functions, forms, and procedures.

Ability to:

- Skill in providing effective customer services to the general public.
- Skill in creating and maintaining manual and automated files.
- Skill in dealing with the public in a professional and courteous manner.
- Skill in maintaining a professional image.
- Skill in using applications software - Microsoft Office (i.e., Excel, Word, Power Point, etc.)
- Skill in data entry.
- Skill in typing and 10 key a must
- Skill in operating office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to perform simple mathematical calculations.
- Ability to obtain a performance bond.
- Ability to read and comprehend instructions, correspondence, memos, and work place policies.
- Ability to analyze and interpret Federal Law, WV State Law, and Ordinances of the City of Ravenswood.
- Ability to write routine reports, speak effectively with other employees and crime victims, and give testimony in a court of law.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to carry out detailed written and/or verbal instructions.
- Ability to solve problems involving concrete variables in standardized situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability be flexible and able to cope with change.
- Ability to perform under tight deadlines, tight supervision, and free from supervision.
- Ability to operate under stressful conditions and be able to deal with stress in a professional manner.
- Ability to not have anger control or attitude issues.
- Ability to be willing to take orders without complaint

- Ability to pass an entry level physical fitness test if non-certified; and must make every effort to stay in good physical condition.
- Ability to work shift work to include midnights and weekends and be willing to be called out on scheduled days off.
- Ability to live within Jackson County or be willing to take permanent residence in Jackson County within six (6) months of employment.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

High School Diploma/GED

Two years of college level course work in criminal justice, business, management, or a related field.

Experience:

Four years of increasingly responsible law enforcement experience including lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license and a Certification as a Law Enforcement Officer through the West Virginia Governor's Committee on Crime, Delinquency, and Correction/Law Enforcement Professional Standards Sub-Committee.

Criminal Record:

Must not have been convicted of any felony or Domestic Battery charge or any other charge that would prevent him/her from carrying a firearm.

PROBATIONARY PERIOD UPON HIRE

The Lieutenant shall serve a 90 days probationary period starting from the date they are promoted. Employees who are absent from work for any reason during the designated probationary period shall have the probationary period extended for a period equal to the absence. The City may extend an employee's probationary period in order to better evaluate the employee's suitability for employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor field environment; travel from site to

site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, being fired upon by assailants, being physically assaulted by assailants using hands-on or miscellaneous weapons, and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to run, walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb heights; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to fight hand to hand with arrestees, to chase arrestees, to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Fitness for Duty: Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards set forth in the City's hiring policy in relation to the essential tasks associated with this position. Applicants must pass the State of West Virginia's physical fitness standards for law enforcement officers unless already certified by the State of West Virginia as a police officer.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Police Lieutenant position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

*Management has the right to add or change these duties of the position at any time.



CITY OF RAVENSWOOD POLICE SERGEANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB CLASSIFICATION: Supervisory/Administrative - This is a hourly non-exempt, full-time, classified position with full benefits.

SUMMARY JOB DESCRIPTION:

Under direct supervision of the Chief of Police, serves as a law enforcement officer for the City of Ravenswood, answers calls for police services, investigates crimes; deals with the public, and performs related duties as assigned. In the absence of the Chief of Police, is responsible for overseeing but is not limited to the following; city wide enforcement of criminal and traffic laws with emphasis on providing basic enforcement and citizen protection from criminal depredation throughout the city while maintaining the safety of the city's public streets, roads and highway. The Sergeant shall be familiar with Federal law, WV State law, City Ordinance and policies governing the Police Department. The Sergeant shall be involved in the community and provide any assistance requested of them by the Chief. The Sergeant shall assist the Chief in developing and/or have current knowledge of any and all new programs and policies required by the Police Department. The Sergeant shall be a community leader and be involved in community events. The Sergeant shall foster a good working environment within the Police Department by not creating turmoil or gossip and shall also strive to maintain a high level of morale within the Department. Finally, the Sergeant shall be guided by and shall adhere to the mission statement of the department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The Sergeant should be able to perform the following essential functions:

1. Arrest and Detain Persons. -- In arrest and detention, an officer may:

- *Advise persons of constitutional rights (Miranda Warning);
- *Arrest persons with a warrant;
- *Arrest persons without a warrant (non-traffic);
- *Conduct temporary detention ("stop and frisk") of suspicious persons;
- *Execute felony motor vehicle stop;
- *Investigate a suspicious vehicle;

- * Plan how to make and execute arrests;
- * Prepare information and complaint for the filing of charges following an arrest (criminal investigation);
- * Review warrants for completeness and accuracy;
- * Obtain arrest warrants and making proper returns;
- * Check for warrants on persons through NCIC.

2. Protect Crime Scene and Collect Evidence and Information. -- In protecting the crime scene and collecting evidence and information, an officer may:

- * Collect evidence and personal property from a crime scene;
- * Diagram crime scenes;
- * Document the chain of custody for evidence;
- * Dust and lift latent fingerprints;
- * Examine evidence and personal property from crime scenes to determine their importance;
- * Package evidence or personal property;
- * Use a camera (35mm/video camera, etc.);
- * Protect a crime scene until specialized or back-up assistance arrives;
- * Record location of physical evidence and fingerprints at the scene;
- * Secure the crime scene;
- * Initial, mark, and label evidence;
- * Determine the area of the crime scene;
- * Search crime scenes for physical evidence;
- * Search dead bodies for personal property and evidence;
- * Recover and inventory stolen property; and
- * Tag evidence and confiscated property.

3. Enforce Driving Under the Influence (DUI)/Traffic Laws. – In enforcement of DUI/Traffic laws, an officer may:

- * Observe persons to recognize signs of drug or alcohol intoxication;
- * Make custodial traffic arrests (e.g., DUI);

- * Administer roadside sobriety tests;
- * Fill out a warrant application to obtain DUI related blood or urine sample;
- * Arrange for obtaining a blood or urine sample for blood alcohol content (BAC);
- * Arrest DUI suspects;
- * Determine probable cause to execute a DUI stop;
- * Operate a secondary chemical test instrument to test blood alcohol content;
- * Investigate hit and run violations;
- * Investigate a traffic crash scene to identify points of impact;
- * Record statements of witnesses to traffic crashes;
- * Assist trapped persons;
- * Direct a moving vehicle out of a line of traffic to execute a vehicle stop; and
- * Stop vehicles to arrest, cite or warn occupants.
- * Operate Patrol Vehicle. -- In operating a patrol vehicle, an officer may:
- * Engage in emergency driving in a congested area;
- * Engage in high-speed pursuit or response driving off road;
- * Engage in high-speed pursuit or response driving on an open road;
- * Respond to crime in progress calls; and
- * Operate portable and car radio equipment.

5. Conduct Search and Seizure. -- In conducting search and seizure, an officer may:

- * Obtain warrants and make proper returns;
- * Plan, organize, and conduct raids;
- * Observe a person's body language to assess intentions and attitudes;
- * Conduct a field search of arrested persons;
- * Conduct a frisk or pat down;
- * Search a movable automobile under independent probable cause;
- * Search persons in accordance with a court order (e.g., blood sample, hair sample);
- * Search premises or property incident to an arrest;

- * Search premises or property in hot pursuit or emergency situations;
- * Search premises or property with consent;
- * Search premises or property with a warrant;
- * Seize contraband; and
- * Search for a person in a darkened building or environment.

6. Use Physical Force to Control Persons. -- In using force to control persons, an officer may:

- * Confront, in a riot formation, groups of agitated people;
- * Control hostile groups (e.g., demonstrators, rioters);
- * Use holds or devices to control or take a suspect down;
- * Tackle a fleeing suspect;
- * Physically subdue an attacking person;
- * Use weaponless defense tactics;
- * Subdue a person resisting arrest;
- * Use body pressure points to control a person;
- * Disarm a violent armed suspect;
- * Remove a person out of vehicle who is resisting arrest;
- * Strike a person with side-handled baton;
- * Strike a person with straight baton;
- * Use submission holds to control a person;
- * Locate and observe crowd agitators;
- * Patrol riot stricken or civil disturbance areas;
- * Physically restrain a crowd;
- * Catch a falling person to prevent injury;
- * Use body language to project control and influence a situation;
- * Use voice commands to project control and direct actions; and
- * Hold a flashlight in one hand while performing various police duties.

7. Use Deadly Weapons. -- In using deadly weapons, an officer may:
 - * Clean and inspect weapons;
 - * Discharge a firearm at a vehicle;
 - * Discharge a firearm in low light conditions;
 - * Discharge a firearm at a person;
 - * Draw a weapon to protect himself or herself or a third party;
 - * Participate in firearms training;
 - * Secure a firearm when off duty (e.g., home);
 - * Fire a weapon in a dark environment with a flashlight in one hand;
 - * Fire a weapon in low light combat (not including training);
 - * Fire a weapon in daytime combat (not including training);
 - * Carry a firearm when off duty; and
 - * Discharge a weapon at an animal.
8. Provide Emergency Assistance. -- In providing emergency assistance, an officer may:
 - * Determine existence of hazardous materials at the scene of a wreck (e.g., train, vehicle, etc.);
 - * Evacuate persons from dangerous areas (e.g., fire, chemical accident, etc.);
 - * Secure accident and disaster scenes;
 - * Administer cardio-pulmonary resuscitation (CPR);
 - * Administer mouth-to-mouth resuscitation;
 - * Apply basic first aid to control bleeding;
 - * Apply basic first aid to treat for amputations;
 - * Apply basic first aid to treat for choking (e.g., Heimlich Method);
 - * Talk with a person attempting suicide to get him or her to stop or delay the attempt.
 - * Use protective gear to prevent contact with infectious diseases;
 - * Take a mentally ill person into custody for his or her own protection;
 - * Mediate family disputes;

- * Fire a weapon in a dark environment with flashlight in one hand;
- * Pull person out of a vehicle to perform a rescue; and
- * Place children in protective custody (e.g., child abuse).

9. Conduct Initial and Follow-Up Investigation of Various Crimes and Events. -- In conducting such investigation, an officer may:

- * Conduct complete criminal investigations;
- * Respond to and conduct preliminary investigation of events including but not limited to criminal activity, traffic crashes and disasters.
- * Conduct on-the-scene suspect identifications (e.g., show-up or one-on-one suspect identification);
- * Conduct stationary surveillance of individuals or locations;
- * Determine whether incidents are criminal or civil matters;
- * Determine whether recovered property is linked with a previous crime; and
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11. Transport Persons in Custody. -- In transporting persons in custody, an officer may:

- * Operate a vehicle to transport prisoners; and
- * Search a vehicle for weapons and contraband (e.g., before and after prisoner
- * Conduct Interviews and Interrogations. -- In conducting interviews and interrogations, an officer may:
 - * Interrogate adult suspects;
 - * Interview complainants, witnesses, etc.;
 - * Interview victims of sex crimes.
 - * Interrogate a suspect or witness with use of polygraph results;
 - * Interview informants;
 - * Take statements of witnesses; and
 - * Interrogate juvenile suspects.

12. Conduct Traffic Crash Investigations. -- In conducting traffic crash investigations, an officer may:

- * Collect physical evidence from a crash scene;
- * Complete the standard Division of Highways traffic crash report form;
- * Determine contributing factors to a crash;
- * Diagram crash scenes;
- * Protect traffic crash physical evidence for collection; and
- * Take precautions to prevent additional crashes at a crash scene.

13. Equipment Used by Law Enforcement Officers. In performing the essential functions of the job, an officer may use the following:

- * A roadside preliminary breath test;
- * An automobile;
- * A baton;
- * Body armor;
- * A fire extinguisher;

- * A first aid kit;
- * Road flares;
- * A flashlight;
- * Flexi-cuffs;
- * Handcuffs;
- * A handheld police radio;
- * A police car radio;
- * A public address system;
- * A speed measuring device;
- * A handgun;
- * A shotgun;
- * Lights and sirens;
- * Rubber gloves;
- * Ammunition and ammunition magazines; and
- * Weapon cleaning equipment.

14. Plan, prioritize, assign, supervise, review the work of staff responsible for City law enforcement services.

15. Establish schedules and methods for providing City law enforcement services; identify resource needs; review needs with the Chief and at their direction with the Mayor and City Council; allocate resources accordingly.

16. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedure; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.

17. Participate in the preparation and administration of the Police Department budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment, manpower, and training; monitor budget expenditures.

18. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.

19. Train or coordinate training in law enforcement methods, procedures, and techniques as well as develop and operate a risk management program for the Police Department.

20. Develop and organize preventative maintenance and safety inspection programs for all Police Department infrastructure, facilities, and equipment.
21. Assist in the preparation of various contracts, requests for proposals, and reports.
22. Choose the most qualified employee for the more technical and complex tasks of the Police Department.
23. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of law enforcement; incorporate new developments as appropriate into programs.
24. Coordinate with contractors in providing contract services as needed.
25. Answer questions and provide information to the public; attend City Council and other City Committee meetings in the evenings at the direction of the Chief; investigate complaints and recommend corrective action as necessary to resolve complaints.
26. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Knowledge of proper English, grammar, and spelling.

Knowledge of proper telephone techniques.

Knowledge of the functions performed by the police department.

Knowledge of the provisions of Federal, State and Municipal law.

Knowledge of the principles and practices of debt collections with respect to municipal fines.

Knowledge of basic municipal court functions, forms, and procedures.

Ability to:

- Skill in providing effective customer services to the general public.
- Skill in creating and maintaining manual and automated files.
- Skill in dealing with the public in a professional and courteous manner.
- Skill in maintaining a professional image.
- Skill in using applications software - Microsoft Office (i.e., Excel, Word, Power Point, etc.)
- Skill in data entry.
- Skill in typing and 10 key a must
- Skill in operating office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to perform simple mathematical calculations.
- Ability to obtain a performance bond.
- Ability to read and comprehend instructions, correspondence, memos, and work place policies.
- Ability to analyze and interpret Federal Law, WV State Law, and Ordinances of the City of Ravenswood.
- Ability to write routine reports, speak effectively with other employees and crime victims, and give testimony in a court of law.

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to carry out detailed written and/or verbal instructions.
- Ability to solve problems involving concrete variables in standardized situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability be flexible and able to cope with change.
- Ability to perform under tight deadlines, tight supervision, and free from supervision.
- Ability to operate under stressful conditions and be able to deal with stress in a professional manner.
- Ability to not have anger control or attitude issues.
- Ability to be willing to take orders without complaint
- Ability to pass an entry level physical fitness test if non-certified; and must make every effort to stay in good physical condition.
- Ability to work shift work to include midnights and weekends and be willing to be called out on scheduled days off.
- Ability to live within Jackson County or be willing to take permanent residence in Jackson County within six (6) months of employment.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

High School Diploma/GED

Two years of college level course work in criminal justice, business, management, or a related field.

Experience:

Four years of increasingly responsible law enforcement experience including lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license and a Certification as a Law Enforcement Officer through the West Virginia Governor's Committee on Crime, Delinquency, and Correction/Law Enforcement Professional Standards Sub-Committee.

Criminal Record:

Must not have been convicted of any felony or Domestic Battery charge or any other charge that would prevent him/her from carrying a firearm.

PROBATIONARY PERIOD UPON HIRE

The Sergeant shall serve a 90 days probationary period starting from the date they are promoted. Employees who are absent from work for any reason during the designated probationary period shall have the probationary period extended for a period equal to the absence. The City may extend an employee's probationary period in order to better evaluate the employee's suitability for employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, being fired upon by assailants, being physically assaulted by assailants using hands-on or miscellaneous weapons, and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to run, walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb heights; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to fight hand to hand with arrestees, to chase arrestees, to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Fitness for Duty: Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards set forth in the City's hiring policy in relation to the essential tasks associated with this position. Applicants must pass the State of West Virginia's physical fitness standards for law enforcement officers unless already certified by the State of West Virginia as a police officer.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Police Sergeant position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

*Management has the right to add or change these duties of the position at any time.



CITY OF RAVENSWOOD POLICE DETECTIVE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB CLASSIFICATION: This is a hourly non-exempt, full-time, classified position with full benefits.

SUMMARY JOB DESCRIPTION:

Under direct supervision of the Chief of Police, serves as a law enforcement officer, answers calls for police services, investigates crimes; deals with the public, and performs related duties as assigned. The Detective shall answer directly to his/her supervisor and ultimately to the Chief of Police. The duties of the Detective include but are not limited to the following; city wide enforcement of criminal and traffic laws with emphasis on conducting criminal investigations. He/she shall be familiar with Federal law, WV State law, City Ordinance and policies governing the Police Department. The Detective shall be involved in the community and provide any assistance requested of him/her by his/her supervisors. The Detective shall have current knowledge of any and all new programs and policies required by the Police Department. The Detective shall work shifts as required and be willing to be called out at any time and in the absence of a supervisor be ready to take full responsibility at a crime scene. The Detective shall work holidays, unless on leave, days off, or other approved circumstance, and shall be subject to working weekends. The Detective shall be a community leader and be involved in community events. The Detective shall strive to maintain a good working environment within the Police Department by not creating turmoil or gossip and shall also strive to maintain a high level of morale within the department. It is the duty of the Detective to do every task to the best of his/her ability without complaint, to take pride in his/her department, lead the department in a positive direction, be involved in and assist with investigations of his/her coworkers, and to always display the highest degree of integrity, loyalty, and honesty. Finally, the Detective shall adhere to the mission statement of the department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Under regular supervision, an Detective performs basic police as well as investigative services in accordance with the mission, goals and objectives of the City of Ravenswood and in compliance with governing federal, state, and municipal laws. The Detective should be able to perform the following essential functions:

1. Arrest and Detain Persons. -- In arrest and detention, an officer may:
 - *Advise persons of constitutional rights (Miranda Warning);
 - *Arrest persons with a warrant;
 - *Arrest persons without a warrant (non-traffic);
 - *Conduct temporary detention ("stop and frisk") of suspicious persons;

- * Execute felony motor vehicle stop;
- * Investigate a suspicious vehicle;
- * Plan how to make and execute arrests;
- * Prepare information and complaint for the filing of charges following an arrest (criminal investigation);
- * Review warrants for completeness and accuracy;
- * Obtain arrest warrants and making proper returns;
- * Check for warrants on persons through NCIC.

2. Protect Crime Scene and Collect Evidence and Information. -- In protecting the crime scene and collecting evidence and information, an officer may:

- * Collect evidence and personal property from a crime scene;
- * Diagram crime scenes;
- * Document the chain of custody for evidence;
- * Dust and lift latent fingerprints;
- * Examine evidence and personal property from crime scenes to determine their importance;
- * Package evidence or personal property;
- * Use a camera (35mm/video camera, etc.);
- * Protect a crime scene until specialized or back-up assistance arrives;
- * Record location of physical evidence and fingerprints at the scene;
- * Secure the crime scene;
- * Initial, mark, and label evidence;
- * Determine the area of the crime scene;
- * Search crime scenes for physical evidence;
- * Search dead bodies for personal property and evidence;
- * Recover and inventory stolen property; and
- * Tag evidence and confiscated property.

3. Enforce Driving Under the Influence (DUI)/Traffic Laws. – In enforcement of DUI/Traffic laws, an officer may:

- * Observe persons to recognize signs of drug or alcohol intoxication;
- * Make custodial traffic arrests (e.g., DUI);
- * Administer roadside sobriety tests;
- * Fill out a warrant application to obtain DUI related blood or urine sample;
- * Arrange for obtaining a blood or urine sample for blood alcohol content (BAC);
- * Arrest DUI suspects;
- * Determine probable cause to execute a DUI stop;
- * Operate a secondary chemical test instrument to test blood alcohol content;
- * Investigate hit and run violations;
- * Investigate a traffic crash scene to identify points of impact;
- * Record statements of witnesses to traffic crashes;
- * Assist trapped persons;
- * Direct a moving vehicle out of a line of traffic to execute a vehicle stop; and
- * Stop vehicles to arrest, cite or warn occupants.
- * Operate Patrol Vehicle. -- In operating a patrol vehicle, an officer may:
- * Engage in emergency driving in a congested area;
- * Engage in high-speed pursuit or response driving off road;
- * Engage in high-speed pursuit or response driving on an open road;
- * Respond to crime in progress calls; and
- * Operate portable and car radio equipment.

5. Conduct Search and Seizure. -- In conducting search and seizure, an officer may:

- * Obtain warrants and make proper returns;
- * Plan, organize, and conduct raids;
- * Observe a person's body language to assess intentions and attitudes;
- * Conduct a field search of arrested persons;
- * Conduct a frisk or pat down;
- * Search a movable automobile under independent probable cause;

- * Search persons in accordance with a court order (e.g., blood sample, hair sample);
- * Search premises or property incident to an arrest;
- * Search premises or property in hot pursuit or emergency situations;
- * Search premises or property with consent;
- * Search premises or property with a warrant;
- * Seize contraband; and
- * Search for a person in a darkened building or environment.

6. Use Physical Force to Control Persons. -- In using force to control persons, an officer may:

- * Confront, in a riot formation, groups of agitated people;
- * Control hostile groups (e.g., demonstrators, rioters);
- * Use holds or devices to control or take a suspect down;
- * Tackle a fleeing suspect;
- * Physically subdue an attacking person;
- * Use weaponless defense tactics;
- * Subdue a person resisting arrest;
- * Use body pressure points to control a person;
- * Disarm a violent armed suspect;
- * Remove a person out of vehicle who is resisting arrest;
- * Strike a person with side-handled baton;
- * Strike a person with straight baton;
- * Use submission holds to control a person;
- * Locate and observe crowd agitators;
- * Patrol riot stricken or civil disturbance areas;
- * Physically restrain a crowd;
- * Catch a falling person to prevent injury;
- * Use body language to project control and influence a situation;

- * Use voice commands to project control and direct actions; and
- * Hold a flashlight in one hand while performing various police duties.

7. Use Deadly Weapons. -- In using deadly weapons, an officer may:

- * Clean and inspect weapons;
- * Discharge a firearm at a vehicle;
- * Discharge a firearm in low light conditions;
- * Discharge a firearm at a person;
- * Draw a weapon to protect himself or herself or a third party;
- * Participate in firearms training;
- * Secure a firearm when off duty (e.g., home);
- * Fire a weapon in a dark environment with a flashlight in one hand;
- * Fire a weapon in low light combat (not including training);
- * Fire a weapon in daytime combat (not including training);
- * Carry a firearm when off duty; and
- * Discharge a weapon at an animal.

8. Provide Emergency Assistance. -- In providing emergency assistance, an officer may:

- * Determine existence of hazardous materials at the scene of a wreck (e.g., train, vehicle, etc.);
- * Evacuate persons from dangerous areas (e.g., fire, chemical accident, etc.);
- * Secure accident and disaster scenes;
- * Administer cardio-pulmonary resuscitation (CPR);
- * Administer mouth-to-mouth resuscitation;
- * Apply basic first aid to control bleeding;
- * Apply basic first aid to treat for amputations;
- * Apply basic first aid to treat for choking (e.g., Heimlich Method);
- * Talk with a person attempting suicide to get him or her to stop or delay the attempt.
- * Use protective gear to prevent contact with infectious diseases;

- * Take a mentally ill person into custody for his or her own protection;
- * Mediate family disputes;
- * Fire a weapon in a dark environment with flashlight in one hand;
- * Pull person out of a vehicle to perform a rescue; and
- * Place children in protective custody (e.g., child abuse).

9. Conduct Initial and Follow-Up Investigation of Various Crimes and Events. -- In conducting such investigation, an officer may:

- * Conduct complete criminal investigations;
- * Respond to and conduct preliminary investigation of events including but not limited to criminal activity, traffic crashes and disasters.
- * Conduct on-the-scene suspect identifications (e.g., show-up or one-on-one suspect identification);
- * Conduct stationary surveillance of individuals or locations;
- * Determine whether incidents are criminal or civil matters;
- * Determine whether recovered property is linked with a previous crime; and
- * Exchange necessary information with other law enforcement officials (including intelligence information).

10. Write and Read Reports and Other Documents. -- In writing and reading reports and other documents, an officer may:

- * Complete an initial offense report;
- * Complete arrest reports;
- * Complete a criminal investigation report of felonies; and
- * Record confessions in writing.
- * Present Testimony. -- In presenting testimony, an officer may:
- * Present evidence in legal proceedings;
- * Review reports and notes prior to court testimony;
- * Testify at evidence suppression hearings;
- * Testify at probable cause preliminary hearings;

- * Testify before grand juries;

- * Testify in criminal trials; and

- * Testify in administrative hearings (e.g., Division of Motor Vehicles' (DMV) driver's license revocation, breath test refusal)

11. Transport Persons in Custody. -- In transporting persons in custody, an officer may:

- * Operate a vehicle to transport prisoners; and

- * Search a vehicle for weapons and contraband (e.g., before and after prisoner

- * Conduct Interviews and Interrogations. -- In conducting interviews and interrogations, an officer may:

- * Interrogate adult suspects;

- * Interview complainants, witnesses, etc.;

- * Interview victims of sex crimes.

- * Interrogate a suspect or witness with use of polygraph results;

- * Interview informants;

- * Take statements of witnesses; and

- * Interrogate juvenile suspects.

12. Conduct Traffic Crash Investigations. -- In conducting traffic crash investigations, an officer may:

- * Collect physical evidence from a crash scene;

- * Complete the standard Division of Highways traffic crash report form;

- * Determine contributing factors to a crash;

- * Diagram crash scenes;

- * Protect traffic crash physical evidence for collection; and

- * Take precautions to prevent additional crashes at a crash scene.

13. Equipment Used by Law Enforcement Officers. In performing the essential functions of the job, an officer may use the following:

- * A roadside preliminary breath test;

- * An automobile;

- * A baton;

- * Body armor;
- * A fire extinguisher;
- * A first aid kit;
- * Road flares;
- * A flashlight;
- * Flexi-cuffs;
- * Handcuffs;
- * A handheld police radio;
- * A police car radio;
- * A public address system;
- * A speed measuring device;
- * A handgun;
- * A shotgun;
- * Lights and sirens;
- * Rubber gloves;
- * Ammunition and ammunition magazines; and
- * Weapon cleaning equipment.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Knowledge of proper English, grammar, and spelling.

Knowledge of proper telephone techniques.

Knowledge of the functions performed by the police department.

Knowledge of the provisions of Federal, State and Municipal law.

Knowledge of the principles and practices of debt collections with respect to municipal fines.

Knowledge of basic municipal court functions, forms, and procedures.

Ability to:

- Skill in providing effective services to the general public.
- Skill in creating and maintaining manual and automated files.
- Skill in dealing with the public in a professional and courteous manner.
- Skill in maintaining a professional image.

- Skill in using applications software - Microsoft Office (i.e., Excel, Word, Power Point, etc.)
- Skill in data entry.
- Skill in typing and 10 key a must
- Skill in operating office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to perform simple mathematical calculations.
- Ability to obtain a performance bond.
- Ability to read and comprehend instructions, correspondence, memos, and work place policies.
- Ability to analyze and interpret Federal Law, WV State Law, and Ordinances of the City of Ravenswood.
- Ability to write routine reports, speak effectively with other employees and crime victims, and give testimony in a court of law.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to carry out detailed written and/or verbal instructions.
- Ability to solve problems involving concrete variables in standardized situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability be flexible and able to cope with change.
- Ability to perform under tight deadlines, tight supervision, and free from supervision.
- Ability to operate under stressful conditions and be able to deal with stress in a professional manner.
- Ability to not have anger control or attitude issues.
- Ability to be willing to take orders without complaint
- Ability to pass an entry level physical fitness test if non-certified; and must make every effort to stay in good physical condition.
- Ability to work shift work to include midnights and weekends and be willing to be called out on scheduled days off.
- Ability to live within Jackson County or be willing to take permanent residence in Jackson County within six (6) months of employment.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training:

High School Diploma/GED

Experience:

None.

License or Certificate:

Possession of an appropriate, valid driver's license and a Certification as a Law Enforcement Officer through the West Virginia Governor's Committee on Crime, Delinquency, and Correction/Law Enforcement Professional Standards Sub-Committee.

Criminal Record:

Must not have been convicted of any felony or Domestic Battery charge or any other charge that would prevent him/her from carrying a firearm.

PROBATIONARY PERIOD UPON ASSIGNMENT

New Detective assignees shall be subject to an 90 days probationary period. This probationary period shall be used to ascertain whether the Detective will be able to handle the duties and challenges associated with their new job. Such periods are intended to provide supervisor's time to evaluate employees before making the job permanent. The length of the probationary period may be extended or decreased at any time by the Chief of Police depending on the work of the Detective. At the end of the probationary period the Detective's supervisor will issue a letter to the Chief of Police recommending the release of the Detective from probation. At that time the Chief will review the recommendation and make a final decision as to the release of the Detective from probation and shall provide a letter to the Detective notifying him/her of the final decision.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, being fired upon by assailants, being physically assaulted by assailants using hands-on or miscellaneous weapons, and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to run, walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb heights; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to fight hand to hand with arrestees, to chase arrestees, to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Fitness for Duty: Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards set forth in the City's hiring policy in relation to the essential tasks associated with this position. Applicants must pass the State of West Virginia's physical fitness standards for law enforcement officers.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Detective position and I certify that I can perform these functions.

Applicant Signature _____ Date _____

Witness _____ Date _____

*Management has the right to add or change these duties of the position at any time.



CITY OF RAVENSWOOD PATROLMAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB CLASSIFICATION: This is a hourly non-exempt, full-time, classified position with full benefits.

SUMMARY JOB DESCRIPTION:

Under direct supervision of the Chief of Police, serves as a law enforcement officer, answers calls for police services, investigates crimes; deals with the public, and performs related duties as assigned. The Patrolman shall answer directly to his/her supervisor and ultimately to the Chief of Police. The duties of the Patrolman includes but are not limited to the following; city wide enforcement of criminal and traffic laws with emphasis on providing basic enforcement and citizen protection from criminal depredation throughout the city while maintaining the safety of the city's public streets, roads and highway. He/she shall be familiar with Federal law, WV State law, City Ordinance and policies governing the Police Department. The Patrolman shall be involved in the community and provide any assistance requested of him/her by his/her supervisors. The Patrolman shall have current knowledge of any and all new programs and policies required by the Police Department. The Patrolman shall work shifts as required and be willing to be called out at any time and in the absence of a supervisor be ready to take full responsibility at a crime scene. The Patrolman shall work holidays, unless on leave, days off, or other approved circumstance, and shall be subject to working weekends. The Patrolman shall be a community leader and be involved in community events. The Patrolman shall strive to maintain a good working environment within the Police Department by not creating turmoil or gossip and shall also strive to maintain a high level of morale within the department. It is the duty of the Patrolman to do every task to the best of his/her ability without complaint, to take pride in his/her department, lead the department in a positive direction, be involved in and assist with investigations of his/her coworkers, and to always display the highest degree of integrity, loyalty, and honesty. Finally, the Patrolman shall adhere to the mission statement of the department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Under regular supervision, an entry-level officer performs basic police services in accordance with the mission, goals and objectives of the City of Ravenswood and in compliance with governing federal, state, and municipal laws. At the completion of an entry level training program, an officer should be able to perform the following essential functions:

1. Arrest and Detain Persons. -- In arrest and detention, an officer may:

*Advise persons of constitutional rights (Miranda Warning);

*Arrest persons with a warrant;

- * Arrest persons without a warrant (non-traffic);
- * Conduct temporary detention (“stop and frisk”) of suspicious persons;
- * Execute felony motor vehicle stop;
- * Investigate a suspicious vehicle;
- * Plan how to make and execute arrests;
- * Prepare information and complaint for the filing of charges following an arrest (criminal investigation);
- * Review warrants for completeness and accuracy;
- * Obtain arrest warrants and making proper returns;
- * Check for warrants on persons through NCIC.

2. Protect Crime Scene and Collect Evidence and Information. -- In protecting the crime scene and collecting evidence and information, an officer may:

- * Collect evidence and personal property from a crime scene;
- * Diagram crime scenes;
- * Document the chain of custody for evidence;
- * Dust and lift latent fingerprints;
- * Examine evidence and personal property from crime scenes to determine their importance;
- * Package evidence or personal property;
- * Use a camera (35mm/video camera, etc.);
- * Protect a crime scene until specialized or back-up assistance arrives;
- * Record location of physical evidence and fingerprints at the scene;
- * Secure the crime scene;
- * Initial, mark, and label evidence;
- * Determine the area of the crime scene;
- * Search crime scenes for physical evidence;
- * Search dead bodies for personal property and evidence;
- * Recover and inventory stolen property; and
- * Tag evidence and confiscated property.

3. Enforce Driving Under the Influence (DUI)/Traffic Laws. – In enforcement of DUI/Traffic laws, an officer may:

- * Observe persons to recognize signs of drug or alcohol intoxication;
- * Make custodial traffic arrests (e.g., DUI);
- * Administer roadside sobriety tests;
- * Fill out a warrant application to obtain DUI related blood or urine sample;
- * Arrange for obtaining a blood or urine sample for blood alcohol content (BAC);
- * Arrest DUI suspects;
- * Determine probable cause to execute a DUI stop;
- * Operate a secondary chemical test instrument to test blood alcohol content;
- * Investigate hit and run violations;
- * Investigate a traffic crash scene to identify points of impact;
- * Record statements of witnesses to traffic crashes;
- * Assist trapped persons;
- * Direct a moving vehicle out of a line of traffic to execute a vehicle stop; and
- * Stop vehicles to arrest, cite or warn occupants.
- * Operate Patrol Vehicle. -- In operating a patrol vehicle, an officer may:
 - * Engage in emergency driving in a congested area;
 - * Engage in high-speed pursuit or response driving off road;
 - * Engage in high-speed pursuit or response driving on an open road;
 - * Respond to crime in progress calls; and
 - * Operate portable and car radio equipment.

5. Conduct Search and Seizure. -- In conducting search and seizure, an officer may:

- * Obtain warrants and make proper returns;
- * Plan, organize, and conduct raids;
- * Observe a person's body language to assess intentions and attitudes;
- * Conduct a field search of arrested persons;

- * Conduct a frisk or pat down;
- * Search a movable automobile under independent probable cause;
- * Search persons in accordance with a court order (e.g., blood sample, hair sample);
- * Search premises or property incident to an arrest;
- * Search premises or property in hot pursuit or emergency situations;
- * Search premises or property with consent;
- * Search premises or property with a warrant;
- * Seize contraband; and
- * Search for a person in a darkened building or environment.

6. Use Physical Force to Control Persons. -- In using force to control persons, an officer may:

- * Confront, in a riot formation, groups of agitated people;
- * Control hostile groups (e.g., demonstrators, rioters);
- * Use holds or devices to control or take a suspect down;
- * Tackle a fleeing suspect;
- * Physically subdue an attacking person;
- * Use weaponless defense tactics;
- * Subdue a person resisting arrest;
- * Use body pressure points to control a person;
- * Disarm a violent armed suspect;
- * Remove a person out of vehicle who is resisting arrest;
- * Strike a person with side-handled baton;
- * Strike a person with straight baton;
- * Use submission holds to control a person;
- * Locate and observe crowd agitators;
- * Patrol riot stricken or civil disturbance areas;
- * Physically restrain a crowd;
- * Catch a falling person to prevent injury;

- * Use body language to project control and influence a situation;
- * Use voice commands to project control and direct actions; and
- * Hold a flashlight in one hand while performing various police duties.

7. Use Deadly Weapons. -- In using deadly weapons, an officer may:

- * Clean and inspect weapons;
- * Discharge a firearm at a vehicle;
- * Discharge a firearm in low light conditions;
- * Discharge a firearm at a person;
- * Draw a weapon to protect himself or herself or a third party;
- * Participate in firearms training;
- * Secure a firearm when off duty (e.g., home);
- * Fire a weapon in a dark environment with a flashlight in one hand;
- * Fire a weapon in low light combat (not including training);
- * Fire a weapon in daytime combat (not including training);
- * Carry a firearm when off duty; and
- * Discharge a weapon at an animal.

8. Provide Emergency Assistance. -- In providing emergency assistance, an officer may:

- * Determine existence of hazardous materials at the scene of a wreck (e.g., train, vehicle, etc.);
- * Evacuate persons from dangerous areas (e.g., fire, chemical accident, etc.);
- * Secure accident and disaster scenes;
- * Administer cardio-pulmonary resuscitation (CPR);
- * Administer mouth-to-mouth resuscitation;
- * Apply basic first aid to control bleeding;
- * Apply basic first aid to treat for amputations;
- * Apply basic first aid to treat for choking (e.g., Heimlich Method);

- * Talk with a person attempting suicide to get him or her to stop or delay the attempt.
- * Use protective gear to prevent contact with infectious diseases;
- * Take a mentally ill person into custody for his or her own protection;
- * Mediate family disputes;
- * Fire a weapon in a dark environment with flashlight in one hand;
- * Pull person out of a vehicle to perform a rescue; and
- * Place children in protective custody (e.g., child abuse).

9. Conduct Initial and Follow-Up Investigation of Various Crimes and Events. -- In conducting such investigation, an officer may:

- * Conduct complete criminal investigations;
- * Respond to and conduct preliminary investigation of events including but not limited to criminal activity, traffic crashes and disasters.
- * Conduct on-the-scene suspect identifications (e.g., show-up or one-on-one suspect identification);
- * Conduct stationary surveillance of individuals or locations;
- * Determine whether incidents are criminal or civil matters;
- * Determine whether recovered property is linked with a previous crime; and
- * Exchange necessary information with other law enforcement officials (including intelligence information).

10. Write and Read Reports and Other Documents. -- In writing and reading reports and other documents, an officer may:

- * Complete an initial offense report;
- * Complete arrest reports;
- * Complete a criminal investigation report of felonies; and
- * Record confessions in writing.
- * Present Testimony. -- In presenting testimony, an officer may:
- * Present evidence in legal proceedings;
- * Review reports and notes prior to court testimony;
- * Testify at evidence suppression hearings;

- * Testify at probable cause preliminary hearings;

- * Testify before grand juries;

- * Testify in criminal trials; and

- * Testify in administrative hearings (e.g., Division of Motor Vehicles' (DMV) driver's license revocation, breath test refusal)

11. Transport Persons in Custody. -- In transporting persons in custody, an officer may:

- * Operate a vehicle to transport prisoners; and

- * Search a vehicle for weapons and contraband (e.g., before and after prisoner

- * Conduct Interviews and Interrogations. -- In conducting interviews and interrogations, an officer may:

- * Interrogate adult suspects;

- * Interview complainants, witnesses, etc.;

- * Interview victims of sex crimes.

- * Interrogate a suspect or witness with use of polygraph results;

- * Interview informants;

- * Take statements of witnesses; and

- * Interrogate juvenile suspects.

12. Conduct Traffic Crash Investigations. -- In conducting traffic crash investigations, an officer may:

- * Collect physical evidence from a crash scene;

- * Complete the standard Division of Highways traffic crash report form;

- * Determine contributing factors to a crash;

- * Diagram crash scenes;

- * Protect traffic crash physical evidence for collection; and

- * Take precautions to prevent additional crashes at a crash scene.

13. Equipment Used by Law Enforcement Officers. In performing the essential functions of the job, an officer may use the following:

- * A roadside preliminary breath test;

- * An automobile;

- * A baton;
- * Body armor;
- * A fire extinguisher;
- * A first aid kit;
- * Road flares;
- * A flashlight;
- * Flexi-cuffs;
- * Handcuffs;
- * A handheld police radio;
- * A police car radio;
- * A public address system;
- * A speed measuring device;
- * A handgun;
- * A shotgun;
- * Lights and sirens;
- * Rubber gloves;
- * Ammunition and ammunition magazines; and
- * Weapon cleaning equipment.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Knowledge of proper English, grammar, and spelling.

Knowledge of proper telephone techniques.

Knowledge of the functions performed by the police department.

Knowledge of the provisions of Federal, State and Municipal law.

Knowledge of the principles and practices of debt collections with respect to municipal fines.

Knowledge of basic municipal court functions, forms, and procedures.

Ability to:

- Skill in providing effective customer services to the general public.

- Skill in creating and maintaining manual and automated files.
- Skill in dealing with the public in a professional and courteous manner.
- Skill in maintaining a professional image.
- Skill in receiving and receipting cash receipts. (i.e., cash, checks and credit cards)
- Skill in using applications software - Microsoft Office (i.e., Excel, Word, Power Point, etc.)
- Skill in data entry.
- Skill in typing and 10 key a must
- Skill in operating office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to perform simple mathematical calculations.
- Ability to obtain a performance bond.
- Ability to read and comprehend instructions, correspondence, memos, and work place policies.
- Ability to analyze and interpret Federal Law, WV State Law, and Ordinances of the City of Ravenswood.
- Ability to write routine reports, speak effectively with other employees and crime victims, and give testimony in a court of law.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to carry out detailed written and/or verbal instructions.
- Ability to solve problems involving concrete variables in standardized situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability be flexible and able to cope with change.
- Ability to perform under tight deadlines, tight supervision, and free from supervision.
- Ability to operate under stressful conditions and be able to deal with stress in a professional manner.
- Ability to not have anger control or attitude issues.
- Ability to be willing to take orders without complaint
- Ability to pass an entry level physical fitness test if non-certified; and must make every effort to stay in good physical condition.
- Ability to work shift work to include midnights and weekends and be willing to be called out on scheduled days off.
- Ability to live within Jackson County or be willing to take permanent residence in Jackson County within six (6) months of employment.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

High School Diploma/GED

Experience:

None.

License or Certificate:

Possession of an appropriate, valid driver's license and a Certification as a Law Enforcement Officer through the West Virginia Governor's Committee on Crime, Delinquency, and Correction/Law Enforcement Professional Standards Sub-Committee.

Criminal Record:

Must not have been convicted of any felony or Domestic Battery charge or any other charge that would prevent him/her from carrying a firearm.

PROBATIONARY PERIOD UPON HIRE

New hires shall be subject to an 90 days probationary period. This probationary period shall be used to ascertain whether the Patrolman will be able to handle the duties and challenges associated with their new job. Such periods are intended to provide supervisor's time to evaluate employees before making the job permanent. The length of the probationary period may be extended or decreased at any time by the Chief of Police depending on the work of the new officer. Probationary officers shall not be issued a take home car unless otherwise determined by the Chief of Police. At the end of the probationary period the Patrolman's supervisor will issue a letter to the Chief of Police recommending the release of the Patrolman from probation. At that time the Chief will review the recommendation and make a final decision as to the release of the Patrolman from probation and shall provide a letter to the Patrolman notifying him/her of the final decision.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, being fired upon by assailants, being physically assaulted by assailants using hands-on or miscellaneous weapons, and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to run, walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb heights; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to fight hand to hand with arrestees, to chase arrestees, to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Fitness for Duty: Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards set forth in the City's hiring policy in relation to the essential tasks associated with this position. Applicants must pass the State of West Virginia's physical fitness standards for law enforcement officers.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Patrolman position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

*Management has the right to add or change these duties of the position at any time.



CITY OF RAVENSWOOD POLICE DEPARTMENT OFFICE MANAGER/MUNICIPAL COURT CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB CLASSIFICATION: This is a salary non-exempt, full-time, classified position with full benefits.

SUMMARY JOB DESCRIPTION:

Under direct supervision of the Chief of Police, serves as the Municipal Court Clerk, collects payments for fines, provides information on accounts, collections, and bad debt accounts; greets the public, and performs related duties as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Computer data entry including law enforcement and court related information; to include daily payment processing.
2. Provides customer services by answering telephones and directing the caller to the appropriate party; answers and directs incoming calls; assists the public with calls and reminder letters, etc.
3. Greets the public; answers questions and provides information to the public.
4. Perform related duties as required.
5. Processes requests for information pursuant to the West Virginia Freedom of Information Act.
6. Accepts and processes either compliments or complaints from the public related to City law enforcement services.
7. Collect, count, and disburse money, do basic bookkeeping and complete banking transactions.
8. Compile, copy, sort, and file records of office activities, business transactions, and other activities.
9. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
10. Compute, record, and proofread data and other information, such as records or reports.
11. Review files, records, and other documents to obtain information to respond to requests.

12. Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
13. Deliver messages and run errands.
14. Troubleshoot problems involving office equipment, such as computer hardware and software.
15. Manage calendars related to the Municipal Court.
16. Dispatch officers via radio/cell phone on any incoming calls for service.
17. Process all paperwork for arrests, reports, daily activities, background checks, citations, grant reimbursements and any other documents presented by the chief and officers.
18. Serve as the Municipal Court Clerk on the scheduled monthly dates as well as process all citations and fees collected for the City of Ravenswood, the Teen Court, and the State of West Virginia; including the preparation a monthly report of fees to be dispersed to the State Treasury Department.
19. Prepare the municipal court docket for trials and dispense subpoenas for all trials scheduled for court , as well as prepare payment arrangements for all parties wishing to enter a guilty or no contest plea; also maintain a running court docket as required by state law.
20. Attend training with the West Virginia Municipal League for court clerks and judges on a yearly basis as set up by the League; as well as any other training requested by the Chief of Police.
21. Assist officers with requests such as reviewing reports for grammatical errors and spelling, make copies of audio and video files, and assist with investigations upon request.
22. Enters criminal investigation reports into a computer database to be sent to the State of West Virginia for required internet-based reporting.
23. Contacts officers upon receipt of subpoenas for magistrate and circuit court.
24. Maintains constant contact with the prosecutor's office and magistrate court as a buffer for the police department .
25. Responsible for the upkeep of equipment and supplies used by officers.
26. Serves as an administrative assistant to the Chief of Police.
27. Attends Municipal Court at least once per month in the evening.
28. Processes prescription drugs attendant to the police department's on-going drug take back program.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Knowledge of proper English, grammar, and spelling.

Knowledge of proper telephone techniques.

Knowledge of the functions performed by the police department.

Knowledge of general accounting principles.

Knowledge of the principles and practices of debt collections with respect to municipal fines.

Knowledge of basic municipal court functions, forms, and procedures.

Ability to:

- Skill in providing effective customer services to the general public.
- Skill in creating and maintaining manual and automated files.
- Skill in dealing with the public in a professional and courteous manner.
- Skill in maintaining a professional image.
- Skill in receiving and receipting cash receipts. (i.e., cash, checks and credit cards)
- Skill in using applications software - Microsoft Office (i.e., Excel, Word, Power Point, etc.)
- Skill in data entry.
- Skill in typing and 10 key a must
- Skill in operating office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to perform simple mathematical calculations.
- Ability to obtain a performance bond.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

High School Diploma/GED

Experience:

None.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: This classification is in an office environment requiring mostly sedentary activities for the majority of the workday.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive

hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate to heavy amounts of weight; and to verbally communicate to exchange information.

Fitness for Duty: Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards set forth in the City's hiring policy in relation to the essential tasks associated with this position.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Police Department Office Manager/Municipal Court Clerk position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

Date

*Management has the right to add or change these duties of the position at any time.

**City of Ravenswood
APPLICATION FOR EMPLOYMENT**

212 Walnut Street, Ravenswood West Virginia, 26164 304/273-2621

JOB CLASSES FOR WHICH YOU ARE APPLYING:		For Office Use Only (Do not write in the spaces below.)														
		Date Received:														
Soc. Sec. No: <table border="1" style="display: inline-table; width: 150px; height: 15px; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td><td> </td></tr> </table>								-				-				
				-				-								
Last Name (above line)		First Name	Middle Initial													
Mailing Address (above line)		City	State & Zip													
(Area Code) Home Phone		(AC) Business Phone	Email Address													
Type of Employment you will accept: A _____ Permanent Full-Time B _____ Permanent Part-Time C _____ Temporary Full-Time D _____ Temporary Part-Time E _____ Intermittent Date you are available to interview: Date: _____	YES	NO	Mark with "X". Have you...													
			applied to the City of Ravenswood in the last 12 months?													
			applied using a different name? Type Name: _____													
			previously held/currently hold a job covered by the City of Ravenswood?													
			Can you legally work in the United States? If temporarily, enter expiration date here: _____													
Check all shifts that apply: A _____ Day Shift Only B _____ Evening Shift Only C _____ Night Shift Only D _____ Rotating Shift Only		OFFICE USE ONLY														
Have you ever been convicted of a felony with the past 7 years? <u> </u> YES <u> </u> NO A "YES" answer will not cause the removal of your name from an employment register or bar you from all employment unless the conviction relates to the position for which you are applying.																
Employment History 																
Employer Name and Address		Employer Phone No.														
Type of Business	Name of Supervisor	Your Job Title	Last Salary													
Employment Dates <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"> <tr><td> </td></tr> </table> mo./yr. <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"> <tr><td> </td></tr> </table> mo./yr.				Employment Status: <u> </u> Paid Employment <u> </u> Volunteer Work <u> </u> Full-Time <u> </u> Part-Time Number of hours per week: _____ Did you supervise any employees? <u> </u> YES <u> </u> NO												
Date you began supervising: mo./yr.		List titles and number of Employees you officially supervised:														

Employment history continued.			
Detailed Description of Your Duties and Responsibilities:			
Employer Name and Address		Employer Phone No.	
Type of Business	Name of Supervisor	Your Job Title	Last Salary
Employment Dates		Employment	
		Status: <input type="checkbox"/> Paid Employment <input type="checkbox"/> Volunteer Work	
		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
mo./yr.	mo./yr.	Number of hours per week: _____	
		Did you supervise any employees?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Date you began supervising: mo./yr.		List titles and number of Employees you officially supervised:	
Detailed Description of Your Duties and Responsibilities:			

Employer Name and Address		Employer Phone No.	
Type of Business	Name of Supervisor	Your Job Title	Last Salary
Employment Dates		Employment	
		Status: <input type="checkbox"/> Paid Employment <input type="checkbox"/> Volunteer Work	
		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Number of hours per week: _____	
mo./yr.	mo./yr.	Did you supervise any employees?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Date you began supervising: mo./yr.		List titles and number of Employees you officially supervised:	
Detailed Description of Your Duties and Responsibilities:			

Employment History -

Employer Name and Address		Employer Phone No.	
Type of Business	Name of Supervisor	Your Job Title	Last Salary
Employment Dates		Employment	
		Status: <input type="checkbox"/> Paid Employment <input type="checkbox"/> Volunteer Work	
		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Number of hours per week: _____	
mo./yr.	mo./yr.	Did you supervise any employees?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Date you began supervising: mo./yr.		List titles and number of Employees you officially supervised:	
Detailed Description of Your Duties and Responsibilities:			

Education. (If you need more space, provide information on a plain sheet of paper.) Did you receive a high school diploma or high school equivalency diploma (GED)? ___Yes ___No				
Mark highest grade completed __1 __2 __3 __4 __5 __6 __7 __8 __9 __10 __11 __12				
Additional Education: All academic training, other than high school or GED, must be verified. Verification of academic training may be in the form of an official transcript, copy of diploma or certificate, or written statement from an authorized agency verifying possession of the necessary credentials.				
School Name and Address:	Field of Study	Credit Hours	Dates of Attendance	Type of Degree
College (Undergraduate)				
College (Graduate)				
Business, Voactional or Technical School				
Additional Training. Seminars, Military Trg., Workshops, etc.)				
Affirmation: I certify under penalty of law and disqualification that all statements are true and complete. I authorize the City of Ravenswood and any agent on its behalf to conduct an inquiry into any job-related information contained in this application. I release the City of Ravenswood and any agent on its behalf from any and all liability by reason of the request for such information. I further authorize and request each former employer, educational institution or organization (including law enforcement agencies) to provide all information that may be sought in connection with this application.				
Signature: _____ Date: _____				

References:

Personal

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

City of Ravenswood
EMPLOYEE PERFORMANCE APPRAISAL

COR Form #2. Revised 10/30/2014

(Use this form for initial planning session, coaching, or when responsibilities, standards, or expectation must change.)

Employee's Name (Last, First, Middle)		Social Security Number (last 4 digit only – to be completed by the XXX-XX-_____	
Position Title		Time in Present Position (in months)	
Departme Division: Section:		Type of Rating (Mark X below.)	
		Initial	Coaching
Rating Period	Supervisor's Name	Supervisor's Title	

RESPONSIBILITIES: Essential duties and responsibilities as identified in the functional job descriptions.

PERFORMANCE STANDARDS and EXPECTATIONS: Objectives to be accomplished during the rating period.

ACKNOWLEDGEMENT: A discussion of duties, responsibilities, performance standards, and expectations for the current period took place on the date below. We acknowledge our understanding of these duties, responsibilities, standards, and expectations and how they will be used to measure work-related performance during this period.

Supervisor's Signature

Date

Employee's Signature

Date

City of Ravenswood
EMPLOYEE PERFORMANCE APPRAISAL

COR Form, #3 Revised 10/30/2014

(Use this form for interim or mid-point review, probationary employee, or special situations)

Employee's Name (Last, First, Middle)		Social Security Number (last 4 digits only – to be completed by XXX-XX-__ __ __ __	
Position Title		Time in Present Position (months)	
Departme Division: Section:		Type of Rating (Mark X below.)	
		Interim	Probationar
Rating Period	Supervisor's Name	Supervisor's Title	

PROGRESS EVALUATION: Below is an assessment of your progress and degree of achievement toward meeting the established performance expectations that are stated in your Employee Performance Appraisal Form. These expectations were discussed with you at the beginning of this rating period. Clearly mark the area which most adequately describes the level of work performance achieved to this time.

	GOOD; MEETS EXPECTATIONS	Performance results show consistent achievement toward meeting established performance expectations.
	FAIR, BUT NEEDS IMPROVEMENT	Performance results show inconsistent achievement of job and position objectives; performance improvement needed.
	DOES NOT MEET EXPECTATIONS	Performance results show deficiencies which seriously interfere with the attainment of job and performance expectations.

PERFORMANCE DEVELOPMENT NEEDS: Describe specific areas that need improvement, keeping in mind established performance expectations, critical success factors, and performance elements.

GENERAL COMMENTS:

_____ Supervisor's Signature	_____ Date	_____ Employee's Signature	_____ Date
---------------------------------	---------------	-------------------------------	---------------

City of Ravenswood
EMPLOYEE PERFORMANCE APPRAISAL
RATING INSTRUCTIONS FOR COR Form #4
Before completing, print the blank form to verify format.

Preparation

- Schedule an interview with each employee.
- Provide each employee with a copy of this form for self-evaluation.
Note: Self evaluation should be encouraged but not required.
- Complete this form prior to interview, commenting briefly on all performance elements. Those elements checked "Needs Improvement" or "Exceeds Expectations" require comment.
Note: Comments, negative or positive, should come as no surprise to the employee.
- Review the completed form with your manager prior to the employee interview.

Interview

- Meet with employee privately and without interruption.
- Review employee's functional job description together with expectations and standards established and communicated at beginning of performance period.
- Discuss completed appraisal form(s), allowing for employee input.
- Encourage employee to make written comments on completed form.
- Sign the form in employee's presence and secure his/her signature.

Completing the Form

- If you use a word processor (PC) to complete this form, print a blank copy before you begin. This will ensure that your printer will print the form properly. Word processor font differences may affect the appearance of the form.
- With the Rating Category Key as your guide, clearly mark (X) the appropriate box for each element. Remember that these are behavioral elements and that your judgment in each case must be supported by fact.
- There are 23 performance elements for all employees and an additional 14 for supervisors and managers.
- All 37 performance elements are stated at the "success" level and are to be considered the standard for "Meets Expectations."
- Summarize the data on the **Rating Score Sheet**.

EMPLOYEE PERFORMANCE APPRAISAL

RATING CATEGORY KEY FOR COR FORM #4

Exceeds Expectations

- This overall evaluation demonstrates job performance at a level exceeding that of a satisfactory evaluation. The employee's performance regularly surpasses the standards expected.

Meets Expectations

- This overall evaluation demonstrates success and competency in the performance of the job. The employee has produced the desired or intended results and **completely** satisfies the established standards and expectations.

Needs Improvement

- This indicates an overall performance that is unacceptable due to the employee's own lack of effort or skills. The employee has not met the standards as expected and must take immediate corrective action.

NOTE: you will clearly mark (X) one of these three levels for each performance element (23 for all employees and an additional 14 for supervisors and managers). When you do so, you are comparing **the employee's actual performance to the standards and expectations established** at the beginning of the performance period.

This form is in a simplified MSWord format. Type in the boxes indicated. Since printers vary, we recommend you print a blank form to verify acceptable format.

City of Ravenswood
EMPLOYEE PERFORMANCE APPRAISAL

COR Form #4 Revised 10/30/2014

(Use this form for the final review of the performance period. See Instructions included with the form)

Name (Last, First, Middle)		Social Security Number (last 4 digits only – to be completed by the employee)			
				XXX-XX-__	
		Time in Present Position (in months)			
		Type of Rating (Mark "X" below.)			
		Annual	Probationary	Special	
	Supervisor's Name		Supervisor's Title:		

RESPONSIBILITIES: Essential duties and responsibilities as identified in the functional job descriptions.

--

PERFORMANCE STANDARDS and EXPECTATIONS: Objectives to be accomplished during the rating period.

--

ACKNOWLEDGEMENT: A discussion of duties, responsibilities, performance standards, and expectations for the current period took place **on:**

(Enter the **signature date** of the most recent **COR Form #2** above.)

We acknowledge our understanding of these duties, responsibilities, standards, and expectations and how they will be used to measure work-related performance during this period.

Supervisor=s Signature

Date

Employee=s Signature

Date

Performance Factors and Standards (Check or X)	Needs Improvement	Meets Expectations	Exceeds Expectations
MAINTAINS FLEXIBILITY			
Willingly accepts a variety of responsibilities.			
Adapts to new situations in a positive manner.			
Displays openness to learning and applying new skills.			
Works well with others to achieve organization=s goals.			
Is resourceful and generally seeks work process improvements.			
Comments:			
DEMONSTRATES CREDIBILITY			
Shares information with others when appropriate.			
Acts independently while keeping supervisor informed.			
Performs work according to current guidelines and directives.			
Maintains personal appearance appropriate to job.			
Exhibits ability to secure and evaluate facts before taking action.			
Comments:			
CUSTOMER SERVICE			
Treats all customers with respect.			
Responds to customer needs within agreed time frames.			
Addresses conflicts and problem situations with patience and tact.			
Comments:			

Performance Factors and Standards	Needs Improvement	Meets Expectations	Exceeds Expectations
QUANTITY OF WORK			
Work output matches the expectations established.			
Employee completes all assignments.			
Employee consistently meets deadlines.			
Comments:			
QUALITY OF WORK			
Work results satisfy organization=s goals.			
Work is organized and presented professionally.			
Work product is thorough and complete.			
Work product is free of flaws and errors.			
Comments:			
AVAILABILITY FOR WORK			
Employee=s attendance supports the expected level of work.			
Employee=s presence can be relied upon for planning purposes.			
Employee is a dependable team member.			
Comments:			

In addition to the 23 performance elements for all employees, supervisors and managers shall be rated on the following critical success factors: (1) Leadership, (2) Management, and (3) Work Environment. Check the appropriate box for each of the 14 performance elements.

Performance Factors and Standards	Needs Improvement	Meets Expectations	Exceeds Expectations
LEADERSHIP			
Provides clear direction and purpose.			
Models ethical workplace behavior.			
Demonstrates influencing skills by setting goals.			
Empowers subordinates to achieve objectives.			
Acts to motivate, coach, and develop subordinates.			
Comments:			
MANAGEMENT			
Organizes and distributes work among subordinates.			
Secures resources and audits their effective use.			
Communicates behavioral expectations and performance standards.			
Monitors, documents, and evaluates employee conduct and performance.			
Provides appropriate and timely feedback.			
Comments:			
WORK ENVIRONMENT			
Maintains a safe and healthy workplace.			
Builds a team that reflects high morale, clear focus, and group identity.			
Encourages and provides opportunities for subordinates to obtain and apply new skills and knowledge.			
Promotes equal opportunity and protects the rights of all employees.			
Comments:			



State of West Virginia
EMPLOYEE PERFORMANCE APPRAISAL

RATING SCORE SHEET FOR DOP FORM EPA-3

Enter the total check marks in each rating category and then multiply by the assigned value.

Rating Categories	Count	Multiplier	Category Totals
Exceeds Expectations		X 3 =	
Meets Expectations		X 2 =	
Needs Improvement		X 1 =	
Total Elements Rated =		Total Value =	
(Total Value) Total Elements) Rating Score =			

Compute the Rating Score: Divide the total value by the total elements rated (23, 37) to find the overall rating score. (Example: $44 \div 23 = 1.91$).

Make certain that you have carried your figure out to two decimal places.

Using the key below, find the numeric score and enter it as the Overall Rating, then enter the Alpha Score:

<i>Numeric Score</i>		Key:	<i>Alpha Score</i>
Rating of 2.51 to 3.00	=		Exceeds Expectations
Rating of 1.51 to 2.50	=		Meets Expectations
Rating of 1.00 to 1.50	=		Needs Improvement

Summary:

Overall Rating Score _____

Alpha Score _____

State of West Virginia
EMPLOYEE PERFORMANCE APPRAISAL

____ Needs Improvement	____ Meets Expectations	____ Exceeds Expectations
------------------------	-------------------------	---------------------------

Summary Comments: Completed by supervisor or rater.
--

Improvement and/or Developmental Plan: Completed by supervisor or rater.

Reviewing Manager's Initials:	Date:
--	--------------

Employee's Response: Completed by employee

Employee=s Certification: I certify that I have reviewed this <i>Performance Appraisal Form</i> . My signature on this page implies neither my agreement nor my disagreement with the form=s contents.
--

Supervisor=s Signature	Date
Employee's Signature	Date
Reviewing Manager=s Signature	Date

City of Ravenswood Employee Complaint Form

We ask that you complete this form within five working days after the incident or problem first occurred. Human Resources will contact you as soon as possible.

Your name: _____

Date: _____

Title: _____

Address: _____

Phone Number where you can be reached: _____

Complaint/Concern Information

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Please describe the specific act(s):

[illegible]

Are there others who have witnessed this behavior or others who have experienced a similar concern or problem? If so, please provide their name(s) and phone

numbers. _____

Do you have any additional information or comments?

Please file form with HR Director within 5 days of event

CITY OF RAVENSWOOD EMPLOYEE WARNING RECORD

Employee's Name: _____ Dept.: _____

Date of
Warning: _____ Time: _____

Date of Violation:

Time of Violation:

Place Violation Occurred:

Nature of Violation/Supervisor Remarks:

Employee's Remarks Re: Violation (The absence of any statement on the part of the
EMPLOYEE indicates his/her agreement with the report as stated).

ACTION TO BE TAKEN

I have read this "warning" and understand it.

Employee's Signature

Date

Supervisor's Signature

Date

Distribution of Copies:

_____ **Employee** _____ **Human Resources Department**

_____ **Supervisor**

INTERVIEW & MIRANDA RIGHTS FORM

LOCATION _____

DATE _____

INTERVIEWEE'S INFORMATION

INTERVIEWEE'S NAME

ADDRESS

TELEPHONE

DOB: _____ **Race:** _____ **Sex:** _____ **Height:** _____ **Weight:** _____ **Hair:** _____ **Eyes:** _____ **SOCIAL SECURITY** _____ - _____ - _____

Can you read English? _____ **Yes** _____ **No** _____ **Do you understand English?** _____ **Yes** _____ **No** _____

INITIALS

PRE-INTERVIEW

_____ You are under arrest for the crime of _____

INITIALS

_____ You are being questioned in the regard to the crime of _____

INITIALS

_____ You are not under arrest and are free to leave at any time.

INITIALS

YOUR RIGHTS

_____ Before we ask you any question you must understand your rights.

INITIALS

_____ You have the right to remain silent

INITIALS

_____ Anything you say can be used against you in court

INITIALS

_____ You have the right to talk to a lawyer for advice before we ask you any questions and to have him/her with you during questioning.

INITIALS

_____ If you are under arrest and cannot afford a lawyer, the court will appoint one for you before any questions at your request.

INITIALS

If you decide to answer questions now without a lawyer present, you will still have the right to stop **INITIALS** answering at any time. You also have the right to stop answering at any time until you talk to a lawyer.

WAIVER OF YOUR RIGHTS

I have had this statement of my rights read to me and I understand them. I do not want a lawyer at this time.

I understand and know what I am doing. No promises or threats have been made to me and no pressure or coercion of any kind has been used against me in connection with this interview. I agree to be interviewed, answer questions, and make a statement.

INTERVIEWEE'S SIGNATURE
TIME

DATE

WITNESS
WITNESS

Taped Interview ___ **Yes** ___ **No** **Counter #** ___ **to** ___ **Side "A"** **Counter #** ___ **to** ___ **Side "B"**

EMPLOYEE NONDISCLOSURE AGREEMENT

This agreement (the "Agreement") is entered into by the City of Ravenswood, West Virginia ("City") and _____ ("Employee").

In consideration of the commencement of Employee's employment with City and the compensation that will be paid, Employee and City agree as follows:

1. City's Trade Secrets

In the performance of Employee's job duties with City, Employee will be exposed to City's Confidential Information. "Confidential Information" means information or material that is commercially valuable to City and not generally known or readily ascertainable. This includes, but is not limited to:

1. Computer Process
2. Computer Programs and Codes
3. Customer Lists (and private information)
4. Customer Preferences
5. Financial Information that is not for public knowledge
6. Confidential Employee Information
7. Sensitive police related information such as employee information, disciplinary actions taken by the Department, and any and all case related information.

(a) technical information concerning City's products and services, including product know-how, formulas, designs, devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence;

(b) information concerning City's business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies;

(c) information concerning City's employees, including salaries, strengths, weaknesses and skills;

(d) information submitted by City's customers, suppliers, employees, consultants or co-venture partners with City for study, evaluation or use; and

(e) any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect City's business.

2. Nondisclosure of Trade Secrets

Employee shall keep City's Confidential Information, whether or not prepared or developed by Employee, in the strictest confidence. Employee will not disclose such information to anyone outside City without City's prior written consent. Nor will Employee make use of any Confidential Information for Employee's own purposes or the benefit of anyone other than City.

However, Employee shall have no obligation to treat as confidential any information which:

- (a) was in Employee's possession or known to Employee, without an obligation to keep it confidential, before such information was disclosed to Employee by City;
- (b) is or becomes public knowledge through a source other than Employee and through no fault of Employee; or
- (c) is or becomes lawfully available to Employee from a source other than City.

3. Confidential Information of Others

Employee will not disclose to City, use in City's business, or cause City to use, any trade secret of others.

4. Return of Materials

When Employee's employment with City ends, for whatever reason, Employee will promptly deliver to City all originals and copies of all documents, records, software programs, media and other materials containing any Confidential Information. Employee will also return to City all equipment, files, software programs and other personal property belonging to City.

5. Confidentiality Obligation Survives Employment

Employee's obligation to maintain the confidentiality and security of Confidential Information remains even after Employee's employment with City ends and continues for so long as such Confidential Information remains a trade secret.

6. General Provisions

- (a) **Relationships:** Nothing contained in this Agreement shall be deemed to make Employee a partner or joint venturer of City for any purpose.

(b) **Severability:** If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of City and Employee.

(c) **Integration:** This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. This Agreement may not be amended except in a writing signed by both City and Employee.

(d) **Waiver:** The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

(e) **Injunctive Relief:** Any misappropriation of any of the Confidential Information in violation of this Agreement may cause City irreparable harm, the amount of which may be difficult to ascertain, and therefore Employee agrees that City shall have the right to apply to a court of competent jurisdiction for an order enjoining any such further misappropriation and for such other relief as City deems appropriate. This right is to be in addition to the remedies otherwise available to City.

(f) **Indemnity:** Employee agrees to indemnify City against any and all losses, damages, claims or expenses incurred or suffered by City as a result of Employee's breach of this Agreement.

(g) **Attorney Fees and Expenses:** In a dispute arising out of or related to this Agreement, the prevailing party shall have the right to collect from the other party its reasonable attorney fees and costs and necessary expenditures.

(h) **Governing Law.** This Agreement shall be governed in accordance with the laws of the State of West Virginia.

(i) **Jurisdiction.** Employee consents to the exclusive jurisdiction and venue of the federal and state courts located in West Virginia in any action arising out of or relating to this Agreement. Employee waives any other venue to which Employee might be entitled by domicile or otherwise.

(j) **Successors & Assigns.** This Agreement shall bind each party's heirs, successors and assigns. City may assign this Agreement to any party at any time. Employee shall not assign any of his or her rights or obligations under this Agreement without City's prior written consent. Any assignment or transfer in violation of this section shall be void.

7. Signatures

Employee has carefully read all of this Agreement and agrees that all of the restrictions set forth are fair and reasonably required to protect City's interests. Employee has received a copy of this Agreement as signed by the parties.

Employee:

_____ (Signature)

_____ (Typed or Printed Name)

Date: _____

City:

_____ (Signature)

_____ (Typed or Printed Name)

Date: _____

STATE OF WEST VIRGINIA COUNTY OF JACKSON, TO WIT:

Taken, subscribed, and sworn before me under my official signature and seal this
the ____ day of _____, 20____.

Notary Public

My commission expires:_____.

Prepared by:

Stephen W. Cogar, Esq.

City Attorney

City of Ravenswood, WV

212 Walnut St.

Ravenswood, WV 26164

COR FORM # 10

CITY

OF

RAVENSWOOD



Revised 10-30-14

INCIDENT REPORT**EMPLOYEE INFORMATION:***Employee Completes This Section*

WORK LOCATION:		Employee's ID:			
Employee's Name (PRINT):		Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Home Address:		City, State:		Zip:	
Home Phone:		Work Phone:			
Department:		Title Code/Job Title:			
Work Hours:		Hours Worked per Week:			
Employment Type:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Career	<input type="checkbox"/> Limited appointment	<input type="checkbox"/> Volunteer
Do you have other employment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, where:		

INCIDENT INFORMATION

Date of Incident:		Time of Incident:		<input type="checkbox"/> a.m.	<input type="checkbox"/> p.m.
Location of Incident: (choose one)		If "other", please specify:		Zip code:	
State all parts of body and type of injuries involved(e.g. bruised right elbow):					
Describe how incident occurred:					

Was incident reported?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If “yes” to whom:	
Date reported:				
Were there witnesses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	
Name of Witness #1 (First and Last):				
Witnesses #1 Phone:				
Name of Witness #2 (First and Last):				
Witnesses #2 Phone:				
Is this a new injury?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If “no”, please indicate the date of original injury:	
I, the injured employee, herein certify the information above is true and to best of my knowledge.				
Date:		Signature of Employee:		

<u>SUPERVISOR COMPLETES THIS SECTION:</u>			
Supervisor Name :			
Work Phone:		Work e-mail address:	



City of Ravenswood Exit Interview

Employee Name _____

Termination Date _____

Employee ID # _____

Eligible for Rehire ☐ Yes ☐ No

Job Title _____

Job Code _____

Reason for Termination

Voluntary

- ☐ Another Position
- ☐ Personal Reasons
- ☐ Relocation
- ☐ Retirement
- ☐ Return to School
- ☐ Other _____

Involuntary

- ☐ Attendance
- ☐ Violation of Company Policy
- ☐ Lay Off
- ☐ Reorganization
- ☐ Position Eliminated
- ☐ Other _____

Employee Comments:

Interviewer Comments:

Employee's Signature _____

Date _____

Interviewer's Signature _____

Date _____

Questionnaire

1. What are your primary reasons for leaving?

2. What did you find most satisfying about your job?

3. What did you find most frustrating about your job?

4. Were there any company policies or procedures that made your work more difficult?

5. Would you consider returning to this company in the future?

6. Would you recommend this company to a friend as a good place to work?

7. Is there anything the company could have done to prevent you from leaving?

OFFER OF EMPLOYMENT CITY OF RAVENSWOOD

Date

Dear _____

Re: Offer of Employment

As a follow-up to our earlier conversation I am pleased to inform you that you have been selected for our current position of City of Ravenswood Maintenance Supervisor _Your salary for this appointment will be \$

It is my understanding from our conversation today that you would be willing to accept this position beginning DATE. When you report for work, you will be asked for valid documents to establish your identity and employment eligibility for the hire paperwork process.

This offer is conditional on the passing of pre-employment physical and drug/alcohol testing

I and members of my staff are looking forward to your joining the City of Ravenswood Maintenance Department

Sincerely,

HIRING AUTHORITY
City of Ravenswood

cc: Department Personnel File

AUTHORIZATION FOR MEDICAL RECORDS RELEASE

I, _____, do hereby authorize the physicians, their administrative staffs, and the administrative staffs of all hospitals, clinics, or other medical treatment centers where I have been a patient or from whom I have received medical care, and the City of Ravenswood, West Virginia, to release unto

_____, whose address is:

_____, all medical records of every nature pertinent in any way to any medical treatment rendered on my behalf since birth, including, but not limited to, copies of the following:

1. All progress reports and summaries;
2. All clinical reports;
3. Results of all laboratory tests;
4. Records of prescribed medication and treatments;
5. Psychological evaluations;
6. All correspondence between me or their administrative staffs, or the administrative staffs of all hospitals, clinics, or other medical care facilities, and me;
7. All correspondence between me, doctors or their administrative staffs, or the administrative staffs of all hospitals, clinics, or other medical treatment centers where I was a patient or from whom I received medical claims made by me or on my behalf for medical treatment or from benefits of any nature, including, but not limited to, disability benefits, Social Security benefits, and Veterans Administration benefits;
8. All correspondence of whatsoever nature concerning any Workers' Compensation claims filed by me;

9. All correspondence of whatsoever nature concerning any Social Security disability claims or other disability claims filed by me;

10. All statements rendered for medical services and supplies;

11. All notes, correspondence, or records of any nature made by any physicians, nurses, or any other persons concerning me, my condition, or my treatment;

12. All tissue blocks and/or tissue slides;

13. All pathology specimens of any nature;

14. All electron microscopy films and/or reports;

15. All original x-rays and reports.

Charges for all copies of all records furnished shall be billed to:

A photocopy of the signed original of this Authorization for Release of Medical Records shall be sufficient and acceptable to all persons and entities from whom my records are requested.

This Authorization shall not expire and shall remain valid absent express notification to the treating facility and/or physician.

Date: _____ /S/ _____

Security No.: _____ Date of Birth: _____

Witness: _____