



Clarifications of Police Department Procedures

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Recently, a few concerns have been raised regarding procedures in the Police Department, specifically regarding reimbursement for training hours through the Ohio Attorney General's Office (OAG) and payroll procedures for salaried employees. While there is no evidence of fraud, I recognize that some are unclear about state and local procedures and would like to take this opportunity to clarify them.

Police Officer Training and Certifications

Every officer in the Department is required to have specific Continuing Professional Training (CPT) hours to maintain his/her certifications, as prescribed by the OAG. Those specific hours are obtained through the OAG. Officers can attend trainings in person or, in many instances, obtain the hours through E-OPOTA, online webinars offered by the OAG. In order to obtain those hours, officers log onto the system with very specific personal identifiers and complete the training. Officers may or may not choose to print a certificate of completion for their files, but there is a record of all training that can be accessed via the OAG. The OAG then reimburses the Village a set amount for the officer's training, based on whether the officer is listed as full-time or part-time. We were reimbursed \$400 for each full-time officer and \$220 for each part-time officer in 2017 for the State-required CPT training. This amount changes annually. For the year 2018, there are no CPT hours required by the OAG.

Some of our police officers hold commissions with other police departments and may receive the training through those departments. This means that, while they have a commission with the Village Police Department, they may not have necessarily received the required training through our Department, but through the other police departments with which they hold a commission. Officers who hold positions with multiple departments must be listed with one department as a primary affiliation. If an officer completes training hours through the Village of Yellow Springs PD, the Village can submit for reimbursement from the OAG for that training. Officers are permitted to complete webinar training while on a regular duty shift, as long as that officer stays available to answer calls, as needed.

Officers who hold a commission with the Village are listed on the OAG roster, whether or not that officer receives the training through our department or another department. This ensures that the OAG can (1) document that every officer holding a commission as a peace officer has the required training and (2) confirm through the cross-check of their records what department is to be reimbursed for a particular officer's training.

Additionally, in line with our Guidelines for Village Policing that are safety-centered, resolution-oriented, demonstrably inclusive and locally-minded, every officer with the Yellow Springs Police Department receives 40 hours of Crisis Intervention Team (CIT) training. Currently, the only officers who do not have CIT training are Officers Neel and Raffoul, both of whom recently joined the Department. We are also completing Village-wide Implicit Bias Training in August, and Chief Carlson is working toward his stated goal of helping all officers to understand, through personal interaction, how to perform their daily duties to meet the expectations of community members embodied in the Guidelines for Village Policing. This entails helping each officer navigate the fine line between not being overly punitive in enforcement while at the same time ensuring the safety of our citizens.

Salaried Staff Payroll

Another question raised concerns the tracking of hours for salaried staff. All salaried staff with the Village are on a single, official time sheet. Each time payroll is due, salaried staff complete the appropriate section of that time sheet by their name. Once all other salaried staff have completed the appropriate sections, the time sheet is returned to the Village Manager for review and approval. Once approved, that sheet is the official sheet from which all salaried staff are paid. There was a specific question about Sgt. Watson signing off on Chief Carlson's timesheet. This was record that Chief Carlson kept for personal documentation, not for payroll purposes, and Sgt. Watson was attesting only that the hours were totaled correctly.

Other Payroll

There was also a question of whether particular officers have been underpaid or overpaid at various times throughout the year. While there has been no evidence provided of any attempt or theft, this matter is being addressed and, if needed, will be corrected by payroll.