

**CITY OF STRUTHERS**  
**Ordinance**

**NO. 22-029**

**AN ORDINANCE CREATING THE POSITION OF PART-TIME CIVILIAN  
CLERK-DISPATCHERS IN THE POLICE DEPARTMENT, REPEALING  
ORDINANCE NO. 19-029, AND ANY ORDINANCE INCONSISTENT  
HEREWITH AND DECLARING AN EMERGENCY.**

**NOW, THEREFORE, BE IT ORDAINED**, by the Council of the City of Struthers, Ohio,  $\frac{3}{4}$ 's of all members elected thereto concurring:

**SECTION 1:** That the Council of the City of Struthers, Ohio, hereby creates the position of a part-time civilian clerk-dispatchers in the Police Department. Said duties of said clerk-dispatchers are as follows:

- 1. Provide assistance necessary to relieve sworn officers from station duty in accordance with policies, rules and regulations of the Struthers Police Department.**
- 2. Receive all incoming phone calls.**
- 3. Dispatch police units.**
- 4. Monitor all radio messages.**
- 5. Monitor all incoming alarms.**
- 6. Type out all complaint reports and dispositions.**
- 7. Forward all-important and/or questionable information to Turn-Captain.**
- 8. Maintain radio log.**
- 9. Assist sworn officers during booking process.**
- 10. Monitor all jail cell cameras.**
- 11. Monitor and operate L.E.A.D.S. Computer.**
- 12. Perform all other related duties as required.**

**SECTION 2:** Clerk-Dispatchers shall receive \$12.00 per hour, effective upon passage, and each clerk-dispatcher shall work a maximum of twenty-eight (28) hours per week for a period of a maximum of one (1) year. Said employee shall be paid time and half on holidays worked.

**SECTION 3:** Each Clerk-Dispatcher must have a high school diploma or an equivalency and be qualified to obtain bond in the amount specified by departmental regulations from an acceptable bonding company.

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**SECTION 4:** Each Clerk-Dispatcher shall be appointed by the Mayor on a yearly basis. He or she shall be directly responsible to the Turn-Captains and under the over-all supervision of the Chief of Police. Each Clerk-Dispatcher shall be in the unclassified services.

**SECTION 5:** It is understood that said person is eligible for no fringe benefits and shall work an average of twenty-eight (28) hours per week, not to exceed one thousand four hundred fifty-six (1,456) hours per calendar year.

**SECTION 6:** That Ordinance No. 19-029 and any ordinance inconsistent herewith are hereby repealed.

**SECTION 7:** This Ordinance is effective upon passage.

**SECTION 8:** This ordinance is hereby declared to be an emergency measure necessary for the preservation of public peace, health and safety of the inhabitants of the City of Struthers, Ohio. Said emergency exists by reason of the fact and part-time employees get paid, as such, this ordinance shall take effect upon its passage and approval by the Mayor.

PASSED IN COUNCIL THIS 27<sup>th</sup> DAY OF April, 2022.

Megan R. Shorthouse  
CLERK OF COUNCIL

Robert D. Burnside  
PRESIDENT OF COUNCIL PRO TEM

FILED WITH THE MAYOR THIS 27<sup>th</sup> DAY OF April, 2022.

Megan R. Shorthouse  
CLERK OF COUNCIL

APPROVED BY THE MAYOR THIS 27<sup>th</sup> DAY OF April, 2022.

Catherine Cercone Miller  
MAYOR

PUBLISHED IN THE HOMETOWN JOURNAL

DATE: 5/05/2022-5/12/2022

Megan R. Shorthouse  
CLERK OF COUNCIL