



**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMINISTRATIVE ORDER 2.54</b>
<b>TO:</b> Director of Human Resources/Procurement and Chief of Police
<b>FROM:</b> Marsha I. Grigsby, Interim City Manager
<b>SUBJECT:</b> Advanced Step Placement for Entry Level Law Enforcement Personnel (Communications Technicians) Upon Appointment
<b>DATE:</b> April 18, 2002
<b>New Administrative Order</b>

**I. PURPOSE**

The purpose of this Administrative Order is to establish an administrative policy governing the authority granted to the City Manager under Section 22.2 (Appointment and Advanced Step Hiring) of the Collective Bargaining Agreement between the City of Dublin and the Fraternal Order of Police, Ohio Labor Council.

**II. AUTHORITY OF CITY MANAGER**

Section 22.2 of the Agreement authorizes the City Manager, when making appointments to the Communications Technician Classification, “to recognize the overall qualifications of candidates in determining their placement within the wage structure”.

**III. APPLICATION OF AUTHORITY**

It is clear, given the above-referenced contract language, that advanced step hiring should only be applied at the time of appointment. Therefore, no consideration shall be given to existing Communication Technicians for advanced step adjustments after their effective dates of appointment. It is also clear that the City Manager is authorized to recognize the candidate’s qualifications for advanced step purposes, but is not required to do so.

It is the City Manager's interpretation that the verbiage "overall qualifications" refers to the candidate’s education/training, experience, certifications/licenses, etc., not only in terms of quantity, but also the nature, scope, and relevancy of such qualifications.

It is also the interpretation of the City Manager, therefore, that he/she is also authorized to recognize said factors in reaching a determination regarding the eligibility of a candidate for advanced step placement upon appointment.

**IV. PROCESS & MINIMUM STANDARDS**

In an effort to provide guidance to management staff involved in making recommendations on advanced step placement, the following process and standards shall be employed when considering candidates for such advanced step placement.

- A. **Process.** When circumstances warrant the evaluation of a candidate's qualifications for advanced step purposes, the Director of Human Resources/Procurement shall conduct such evaluation and, in consultation with the Chief of Police, make a recommendation to the City Manager regarding advanced step placement. The recommendation, and ultimate decision of the City Manager to grant advanced step placement, shall be governed by application of the following minimum standards.
  
- B. **Minimum Standards.** In order to be eligible for advanced step placement upon appointment, the candidate must meet the following minimum standards:
  - 1. The candidate must possess a minimum of two years of experience in a Communications Technician capacity with a State, County, or Local Public Safety Agency (i.e. State Highway Patrol, State Police, County Sheriff's Department, City Police Department/ Division, City Fire Department/Division, Village Police Department/Division, Township Police Department/Division, Township Fire Department/Division, or other equivalent Public Safety Agency).
  
  - 2. The candidate's effective date of appointment with the City of Dublin must be within two (2) years of his/her last period of service in a Communications Technician capacity. (Cannot be longer than a two-year break in service.)