



Cincinnati Police Department  
**STAFF NOTES**

March 25, 2008

*Colonel Thomas H. Streicher, Jr., Police Chief*

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**1. POLICE RECRUIT TESTING**

The Human Resources Department will conduct written police recruit testing for applicants on Saturday, May 10, 2008 and Saturday, May 24, 2008.

A tight labor market and competition from other law enforcement agencies has made the recruitment of qualified applicants an increasingly difficult challenge. The best source of highly qualified candidates is a referral from Police Department staff members. If you know someone whom you believe would be an excellent candidate, encourage that person to sign up for the test. If each member of the Department recruits only one person, our eligible pool could increase by over 1,300 candidates.

Applications are currently being accepted Monday through Friday, from 0800 to 1600 hours at the following locations:

- Human Resources, Two Centennial Plaza, Suite 200, 805 Central Ave.
- Police Recruiting Office (Police Academy), 800 Evans Street.
- Additionally, online applications for applicants that have e-mail capability, <http://www.cincinnati-oh.gov/cityhr/pages/-8069/>

Applicants may only sign up to take one test. The deadline for applying for the May 10, 2008 exam is 1630 hours, Friday, May 02, 2008. The deadline for applying for the May 24, 2008 exam is 1200 hours, Wednesday, May 21, 2008. Additional information is available through the Recruiting Unit at 352-2971, or City Human Resources at 352-2400.

**2. WINTER UNIFORM SHIRTS**

Winter uniform shirts must be ordered in the near future. Each district/section/unit must complete a check-off list with the following information:

- Officers ordering male shirts must specify neck size, sleeve length, and right or left-handed designation. Minimum neck size for male shirts is 14 inches.
- Officers ordering female shirts must include neck size, sleeve length, chest size, and right or left-handed designation.

“Long Body” shirts are to be ordered for very tall officers only. Please specify “Long Body” next to the officer’s name.

Shirts should be ordered on an “as needed” basis only. The order will be limited to two shirts per officer.

This information must be received by Supply Unit no later than Friday, April 11, 2008. Questions may be directed to Supply Unit at 352-2520.

**3. OHIO CRIME PREVENTION ASSOCIATION (OCPA) CRIME PREVENTION SPECIALIST COURSE**

The Police Academy will host a three-day *Introduction to Crime Prevention Course* for law enforcement professionals interested in starting crime prevention initiatives or building their knowledge of the field. The course will provide the knowledge, tools and resources for both community policing and crime prevention practitioners to perform their jobs successfully. This comprehensive course includes instruction covering the following topics: history and theory of the practice of crime prevention; professional resources and development; homeland security; personal safety and security. The *Introduction to Crime Prevention Course* is a prerequisite to becoming a certified Crime Prevention Specialist (CPS) through the OCPA.

The training will be held at the Police Academy on May 27-29, 2008, from 0800 to 1600 hours. Personnel interested in attending the training must submit a Form 17 through the chain of command to the Police Academy and send a copy to Lt. Larry Powell, COP Coordinator no later than March 31, 2008. Any questions should be directed to Lt. Larry Powell at 352-2972.

**4. STREET CRIMES SEMINAR**

The Police Academy will host a three-day "Street Crimes Seminar" presented by John E. Reid & Associates. The training will be held at the Police Academy June 9-11, 2008, from 0800 to 1600 hours each day.

The training will cover the following areas of street crime investigation techniques:

- Intelligence gathering
- Interview and interrogation tactics
- Safety issues
- Deadly force encounters
- Covert surveillance techniques
- Cultivating informants
- Search procedures for vehicles and structures

Additional "Street Crime Seminar" information may be found online by visiting John E. Reid & Associates' website at [www.streetcrimes.net](http://www.streetcrimes.net).

District/Section Commanders will submit a prioritized list of candidates to their Bureau Commanders. Bureau Commanders will approve and forward the final list to the Police Academy by April 04, 2008.

**5. RIVER TREK**

The Cincinnati Recreation Commission (CRC), in partnership with Morgan's Canoe Livery, is sponsoring the annual **River Trek**. This program is a five day and four night camping and canoeing experience on the Little Miami River for youths, ages 13 – 17. The event begins on Monday, July 21, and ends on Friday, July 25, 2008.

CRC is requesting the participation of one or two sworn Department members in this year's **River Trek**. Interested personnel should submit a Form 17 through channels to Youth Services Unit. Any questions may be directed to Lieutenant Denise Carpenter, Youth Services Unit, at 352-3027.

**6. AFSCME LABOR AGREEMENT**

The recently approved AFSCME Labor Agreement contains new language in **Article 20 – Filling of Vacancies/Promotions**, affecting Division I represented and non-represented personnel. The new language in Article 20 reads as follows:

“Vacancies in positions above the lowest rank or grade of any category in the classified service shall be filled insofar as practicable by the promotion of present employees on a City-wide basis. Eligibility and qualifications shall be defined by the Civil Service Commission. Employees who are promoted, laterally transfer and/or demoted to a bargaining unit classification under this Article will not voluntarily transfer from or otherwise leave their new position for at least a twelve (12) month period, including their probationary period, starting from their first day in the new position”.

[Attached](#) to these Staff Notes is a Form 17 clarifying the language in Article 20.

Questions regarding labor issues governed by Article 20 should be directed to Captain Paul Humphries, Personnel Section Commander, at 352-2948.

# City of Cincinnati



Interdepartmental  
Correspondence  
Sheet

February 29, 2008

To Colonel Thomas H. Streicher, Jr., Police Chief

From Captain Paul H. Humphries, Personnel Section Commander

Copies to

Subject Request for Staff Note

Respectfully request the following submission be posted in the Staff Notes:

The recently approved AFSCME Labor Agreement contained new language in **Article 20 - Filling of Vacancies/Promotions:**

Vacancies in positions above the lowest rank or grade of any category in the classified service shall be filled insofar as practicable by the promotion of present employees on a City-wide basis. Eligibility and qualifications shall be defined by the Civil Service Commission. Employees who are promoted, laterally transfer and / or demoted to a bargaining unit classification under this Article will not voluntarily transfer from or otherwise leave their new position for at least a twelve (12) month period, including their probationary period, starting from their first day in the new position.

Several issues related to this were analyzed and clarifications were submitted by City Human Resources. The information below should be helpful in the interpretation of Article 20.

1. Reassignments within a Department are not considered a transfer and are not always voluntary, so the contract language does not apply.
2. The 12-month rule applies to all Division 1 employees, including those not represented by AFSCME.
3. Under Civil Service rules, a reclassification upward is considered a promotion. An employee won't be prevented from being reclassified if they have been in their current position for less than twelve months; but once reclassified they will be required to stay in the position for 12 months.
4. Time spent temporarily promoted or temporarily transferred to an AFSCME or non-AFSCME position will count towards the 12 months in the permanent position. Example: Employee is transferred to a Clerk Typist 3 position on 2/26/08. He is temporarily promoted to an Admin Tech position on 8/26/08 (6 months later) and stays there for 6 months. Twelve months from the initial transfer date, he will still be eligible to leave the Clerk Typist 3 position.

5. An employee underfilling a higher level position will have to serve in the lower position (underfill) for 12 months before moving up to the position he/she is underfilling (assuming the employee meets the qualifications).
6. Only AFSCME employees who move into a position after November 28, 2007 (the date of ratification) will be bound by the rule. HR will begin adding language on its job announcements for AFSCME positions reminding employees of this provision. The rule prohibits employees from taking a voluntary transfer, voluntary demotion, or a promotion within 12 months of the first day in their new position. Regarding promotions, it applies whether the promotion would be to an AFSCME position or a non-AFSCME position. Employees can sit for promotional exams within the twelve month period, but their name will not be certified from a list until the twelve months has passed. If an employee's name is passed over for this reason, they will remain on the list until they become eligible to promote or until the list expires. The rule will not apply to employees who are eligible for promotions without exam that are automatic after time in grade (e.g. Clerk Typist 1 to 2).

Contact Captain Paul H. Humphries, Police Personnel Section Commander, with any questions at 513-352-2948.

PHH/phh