THE POLICE MANAGEMENT COMPENSATION PLAN

Ordinance No. 0676-2006

Passed 05/22/06

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Passed 4/1/13

POLICE MANAGEMENT COMPENSATION PLAN
(ORDINANCE NO. 0676-2006, as amended)

SECTION 1. SHORT TITLE.

This Ordinance shall be known as "The Police Management Compensation Plan" and the provisions herein shall be effective upon City Council's passage, unless otherwise specified. This Council does hereby direct that each of the following sections and subsections shall be considered separate and distinct sections for the purpose of this Ordinance.

SECTION 2. DEFINITIONS.

Active Service means being present and able to perform the duties to which an ~~employee~~ has been assigned.

Calendar Week means seven (7) consecutive calendar days starting at 12:01 a.m. Sunday and ending at midnight on Saturday.

Classification means a group of positions with the same descriptive title having similar duties and responsibilities and requiring similar qualifications and which can be distinguished from other groups of positions.

Continuous Service means City service uninterrupted by resignation, retirement, or discharge for cause. However, time off duty due to suspension, leave of absence without pay (except military leave or leave due to injury in line of duty), or layoff due to lack of work or funds shall be deducted in computing longevity pay.

Day means calendar day unless otherwise specified.

Demotion means a change of an employee from a position of one class to a position of a different class having a lower maximum rate of pay.

Employee/Employees means only those employees in the classified service of the classifications of Police Deputy Chief and Police Chief in the Division of Police. The words employee/employees and officer/officers are synonymous for the purposes of this Ordinance.

Full-Time Status means employment which requires active service to be performed in accordance with an established scheduled working time, such schedule to be based upon not less than eighty (80) hours per fourteen (14) consecutive calendar days for twenty-six (26) consecutive fourteen (14) calendar day pay periods per year.

Gender means every pronoun and corresponding pronouns of different genders or numbers or both, to the extent the context permits.

Paid Status means employment by the City in active service or authorized leave with pay.

Pay Period means a period of two (2) consecutive calendar weeks.

Pay Plan means a schedule of compensation rates established for the classifications of Police Deputy Chief and Police Chief in the Division of Police.

Position means any office, employment or job calling for the performance of certain duties and the exercise of certain responsibilities by one employee. A position may be vacant or occupied full-time.

Promotion means a change from a position in one class to a position in a different class having a higher maximum rate of pay.

Resignation means the voluntary termination of employment of an executive level employee.

Workday means an eight (8) hour shift during which an officer is assigned for active duty.

SECTION 3. EXECUTIVE POLICE PAY PLAN.

(A) Effective **March 31, 2013,** ~~at the beginning of the pay period following passage of this Ordinance,~~ the following compensation structure is hereby established as the "Executive Police Pay Plan" and is to be applied to the positions set forth below.

Class Title	Payperiod	Pay Range	Minimum	Mid-Point	Maximum
Police Deputy Chief	Hourly (40)	5P	**$52.88**	**$66.09**	**$79.30**
	Annually		**$109,984.16**	**$137,463.04**	**$164,941.92**
Police Chief	Hourly (40)	6P	**$60.08**	**$75.11**	**$90.12**
	Annually		**$124,970.56**	**$156,224.64**	**$187,455.84**

(1) The hourly rates set forth above are based on a forty (40) hour workweek and shall be used to calculate salaries for hours actually worked or in paid status.

(2) The City Auditor is authorized and directed to make retroactive payment of wages for the positions of Police Chief and Police Deputy Chief as determined by the Director of Public Safety. The pay rate and effective date must be certified by the Director of Public Safety to the City Auditor and Civil Service Commission Executive Director.

(B) Employee's Contribution to Pension Fund.

(1) That portion of the employee's contribution to the Fund, equal to six and one-half percent (6.5%) of the employee's earned compensation shall be picked up (assumed and paid) on behalf of the employee and, in lieu of payment by the employee, by the City of Columbus. Any remaining portion of the employee's contribution shall continue to be paid by the employee, using the determined method of pension contribution. The six and one-half percent (6.5%) rate stated herein will decrease to five and one-half percent (5.5%) effective the pay period that includes April 1, 2011 (March 20, 2011). The remaining portion of the employee contribution shall be paid by the employee.

(2) The provisions of this Section shall apply uniformly to all employees, and no employee shall have the option to elect a wage increase or other benefit in lieu of the payment provided for herein. The City shall, in reporting and making remittances to the Fund, report that each employee's contribution has been made as provided by statute.

(3) The sum paid hereunder by the City on behalf of the employee, (i.e., 6.5%, 5.5%), is not to be considered additional salary or wages and shall not be treated as increased compensation. For purposes of computing the employee's earnings, or basis of his contribution to the Fund, the amount paid by the City on behalf of the employee as a portion of his statutory obligation, is intended to be and shall be considered as having been paid by the employee in fulfillment of his statutory obligation.

(4) For purposes of this Section 3(B), the term "earned compensation" shall mean any and all monies paid to an employee by the City of Columbus, for which there is a pension contribution, under or pursuant to any provision of this Ordinance. However, it shall not

include monies paid as and for maintenance allowance as provided in Section 5(D) of this Ordinance.

SECTION 4. TITLES USED AND PAY RANGES APPLIED TO CLASSES.

The meanings of the position titles used herein shall be defined by specifications contained in the Position Classification Plan, of which an official copy shall be maintained in the offices of the Civil Service Commission. The following is a list of executive Police uniformed classifications:

ORDINANCE SECTION	JOB CODE	CLASS TITLE	RANGE NUMBER
P265	3062	Police Deputy Chief	5P
P248	3061	Police Chief	6P

SECTION 5. ADDITIONAL ALLOWANCES.

In addition to the compensation provided in Section 3 of this Ordinance, additional allowances are provided as follows:

(A) The City shall furnish uniforms and equipment to all employees, at no cost to the employee. The uniforms and equipment to be provided shall consist of:

Winter Trousers
Summer Trousers
Winter Coat
Summer Jacket
Winter Shirt
Summer Shirt
Body Armor and Carrier
Caps
Winter Hat
Raincoat
Uniform Shoes
Flight/Combat Boots
Bullet Case
Handcuff Case
Holster
Ties
Rank Insignia
Gun belt
Ammunition case

(B) The City will continue to furnish all other clothing and equipment traditionally furnished or as required by the Division for an employee's assignment.

(C) Replacement Parts. The City will be responsible for providing replacement parts to replace those parts which have become worn; damaged; otherwise unserviceable; lost or stolen, if not due to the employee's negligence.

(D) Maintenance Allowance. During the first payperiod of each year, any employee who customarily wears a uniform while working shall receive a maintenance allowance of $850.00; and any employee who customarily wears plainclothes while working shall receive a maintenance allowance of $1,200.00.

(E) Longevity Pay.

(1) Employees shall receive, in addition to other pay called for herein, an annual service credit payment based on completed years of service according to the following tables:

Police Deputy Chief

6 through 12 years	$1,900
13 through 18 years	$2,000
19 through 24 years	$2,100
25 or more years	$2,300

Police Chief

6 through 12 years	$2,100
13 through 18 years	$2,200
19 through 24 years	$2,300
25 or more years	$2,500

(2) The longevity payment shall be made, in accordance with the above schedule, in a separate lump sum payment during the first pay period of June of each year but no later than June 15 of each year. Payment shall be based upon total years of service as an officer in the Columbus Division of Police as of the first day of the first pay period in June.

(3) Upon separation for any reason, employees who are eligible for longevity pay under this Subsection (E) (or in the event of death, the surviving spouse or, secondarily, to the estate in the event there is no surviving spouse) will be paid as part of their terminal pay, the

final partial year of longevity credit pay, pro-rated to the number of pay periods completed in paid status during said partial year since the employee's last payment date.

(4) For the purposes of this Subsection (E), total years of service shall include approved military leave.

(F) Purchase of Service Revolvers. An employee who honorably retires from active duty may purchase his service handgun from the Division of Police and shall be entitled to receive a badge signifying the employee's retired status. The cost of the service handgun shall be $1.00. An employee who retires, is reinstated, and retires a second time shall not be eligible to purchase his second service handgun nor be entitled to receive a second badge.

If an employee is marked-off for a stress-related or psychological condition at the time of his retirement, he will not receive his service handgun and/or badge, unless the employee provides the Division of Police with a statement within ninety (90) days of the employee's retirement from a psychiatrist or licensed psychologist that the employee is competent to receive his service handgun and/or badge. If such a statement is provided to the Division within ninety (90) days of the employee's retirement, the employee shall be given the opportunity to purchase his service handgun and/or shall receive his badge.

In the event that an employee retires in a dishonorable status due to a pending administrative investigation, the employee's badge and gun will not be released. However, at the conclusion of said investigation, the Police Chief, with the concurrence of the Director of Public Safety, will make a final determination as to whether the badge and gun will be permanently withheld.

(G) Professional Time.

(1) Each January, each employee shall receive fifty (50) hours of professional time. In the event an individual is promoted to the classification of Police Deputy Chief after January 1 of a given year, said Police Deputy Chief shall be entitled to professional time on the prorated basis of 1.923 hours based on completed pay periods remaining in the year of appointment.

(2) Professional time may be taken in increments of one (1) hour or more and must be approved by the Director of Public Safety.

(3) Any unused professional time to an employee's credit at the close of business on the last day of the last pay period that ends in the

month of December shall be paid to the employee at the employee's hourly rate in effect at that time. Such payment will be made within a reasonable period following said pay period.

(4) Upon termination for any reason, an employee will be paid, as part of his terminal pay, for all unused professional time hours at the employee's hourly rate of pay in effect at time of termination. In the event of death, payment will be made to the surviving spouse or, secondarily, to the estate if there is no surviving spouse.

SECTION 6. SALARY ADMINISTRATION.

Employees covered by this Ordinance shall be paid at the rate established in Section 3(A) of this Ordinance.

(A) Salaries shall be set for the Police Chief and Police Deputy Chief within the discretion of the Director of Public Safety, considering the employee's performance, skills, experience and other qualifications as determined appropriate by the Director of Public Safety. The Director of Human Resources, in cooperation with the Director of Public Safety, will develop guidelines for administration of the Executive Police Pay Plan. Subject to City Council appropriation, the Finance and Management Director will determine and establish available monies for salary increases.

(B) Pay Progression within Ranges 6P and 5P shall be set within the discretion of the Director of Public Safety considering the employee's performance, skills, experience and other qualifications as determined in the guidelines developed by the Director of Human Resources in cooperation with the Director of Public Safety. Pay considerations will be made on an annual basis.

(C) The Director of Public Safety may authorize an annual lump sum payment, not to exceed two percent (2%) of annual salary, to employees for outstanding performance with the approval of the Director of Human Resources.

(D) The rate of pay for employees affected by the personnel actions listed below shall be as follows:

(1) Demotion. Whenever an employee is demoted for disciplinary reasons, he shall be paid at an hourly rate as determined by the Director of Public Safety.

(2) Reappointment. Whenever an employee is reappointed to a position in a class where he previously held permanent status, his

rate of pay shall be the rate at which he was paid at the time of his separation.

(3) Reemployment. Whenever an employee is reemployed, his rate of pay shall be the rate at which he was paid at the time of his layoff.

(4) Return from Military Leave. Whenever an employee returns from military leave, he shall be restored in his former position at the step which corresponds to the step he received at the time of his departure and in addition, shall be granted any increases to which he would have been entitled had he not entered military service.

(E) Salary as provided by this Ordinance is fixed on the basis of full-time service in full-time positions.

(F) The Civil Service Commission is prohibited from certifying any payroll or paying any pay rate based on the assignment of any class to a pay range not specifically authorized by City Council. The City Auditor is hereby prohibited from paying any salary or compensation to any person holding a position in the classified service unless the payroll or account for any salary or compensation shall bear the certificate of the Civil Service Commission and/or paying any pay rate based on the assignment of any class to a pay range not specifically authorized by City Council.

(G) If a Police Deputy Chief is required to perform the duties of the Police Chief for eight (8) or more consecutive hours, he shall be paid at the wage rate of the Police Chief for all hours during which he performs such duties.

SECTION 7. INSURANCES.

(A) Hospitalization, Surgical, Major Medical, and Prescription Drug. The City shall provide hospitalization, surgical, major medical, physician's services coverage and prescription drug coverage for eligible members. The City shall continue to pay all premiums for single and family coverage, except as provided in Subsection (K) of this Section 7. All current benefit levels shall be maintained with the following changes:

The following fixed payment benefits are as follows:

(1) Well baby coverage (birth to one year) $750.00 not including immunizations;

(2) Well dependant coverage (after age one (1) and up) $200 not including immunizations;

(3) Mammogram coverage $125.00.

(B) Prescription Drug.

(1) Under the prescription drug ID card program, a $5.00 deductible will apply to generic prescription drugs or $10.00 for brand name drugs if no generic substitution is available. Brand name drugs, if a generic substitute is available, will be an additional deductible of $25.00, unless deemed medically necessary.

(2) The dispensing amount will be limited to a thirty-four (34) day supply or one hundred (100) doses whichever is greater.

(3) Mail order prescription drugs will be limited to a thirty (30) day minimum and a ninety (90) day maximum. Under the mail order program, a $10.00 deductible will apply to generic drugs or $20.00 for brand name drugs if no generic substitution is available. If the prescription is for a brand-name drug, or the prescription is written “dispense as written” and a generic equivalent exists, the co-pay is $50.00.

(4) A prescription drug preferred provider organization (PPO) arrangement will be offered which allows payment of generic prescription drugs or brand name if no generic substitution is available, under the program benefit levels for participating pharmacies.

The employee shall be responsible for a five dollar ($5.00) co-pay for a generic drug. If there is no generic drug equivalent for the prescribed drug, the co-pay is ten dollars ($10.00). If the prescription is for a brand name drug, or the prescription is written "dispense as written" and a generic equivalent exists, the co-pay is twenty-five ($25.00) for participating pharmacies. If participating pharmacies are not used, an additional ten dollar ($10.00) co-pay shall be imposed.

(5) Maintenance drugs must be obtained through the mail order program. The original prescription with no refills may be purchased locally but subsequent refills must use the mail order program.

(6) Misuse of Prescription Drug Program. Misuse or abuse of the prescription drug program may result in the suspension of the employee's prescription drug card privileges for the abusing employee or dependent for a period of twelve (12) months.

As used herein, misuse or abuse of the prescription drug program occurs when the employee or dependent pleads guilty or is found guilty in a court of competent jurisdiction of a criminal charge relating to the misuse or abuse of prescription drugs or that the employee or dependents are referred to or diverted to a drug treatment rehabilitation program in lieu of a criminal conviction.

It shall be mutually understood that when an employee's or dependent's privileges are suspended for the misuse or abuse of the prescription card drug program, the benefits of the program shall continue for any other family members determined not to be involved in the misuse or the abuse of the program, through the direct reimbursement program.

(7) Prescription drug deductible/co-payment charges are not payable under the medical contract.

(C) Cost Containment.

Medical Utilization Review:

(1) Pre-admission Certification.

If an employee or a dependent is informed that a non-emergency inpatient admission is necessary, the admission must be pre-certified by the City's Medical Utilization Review Administrator. If no precertification was made or the hospitalization was determined not to be medically necessary, a ten percent (10%) coinsurance will be applied, in addition to the deductible and coinsurance provisions. This ten percent (10%) coinsurance does not apply to the out-of-pocket maximum. In the event the care is determined to be medically unnecessary, the employee will be responsible for all charges of medically unnecessary care.

(2) Assigned Length of Stay.

Once an elective admission has been pre-certified, a length of stay is assigned. If the hospital stay extends beyond the assigned length of stay, all charges for the additional days of stay will be subject to a ten percent (10%) coinsurance, in addition to the deductible and coinsurance provisions. This ten percent (10%) coinsurance does not apply to the out-of-pocket maximum. Medically necessary care will constitute justification for certification of a length of stay extension by the Medical Utilization Review Administrator.

(3) Continued Treatment and Technological Review.

Certain outpatient non-emergency therapy, outpatient continued treatment, and advanced technological treatments recommended by an employee's attending physician will require the City's Medical Utilization Review Administrator's approval. These treatments will include:

I. Therapy

A. Physical Therapy
B. Occupational Therapy

II. Advanced Technological Procedures

A. Magnetic Resonance Imaging (MRI)
B. Lithotripsy
C. Ultrasound Imaging during pregnancy
D. Angioplasty

III. Treatment

A. Chiropractic
B. Podiatric

Once a physician informs the employee that it is medically necessary to receive physical therapy, occupational therapy, chiropractic treatment or podiatric treatment on an ongoing basis, the employee must contact the City's Medical Utilization Review Administrator to obtain continued treatment authorization. Also, if the physician instructs the employee to receive any of the listed advanced technological procedures, it is necessary for the member to contact the City's Medical Utilization Review Administrator to obtain pre-treatment authorization.

In the event the employee does not obtain authorization for continued therapy, treatment, or technological review, the employee will be responsible for ten percent (10%) of the total charges, in addition to the employee's deductible, co-payment and out-of-pocket maximum provisions. In the event the care received is determined to be medically unnecessary, the employee will be responsible for all medically unnecessary care.

(4) Planned Discharge Program.

In the event a member or dependent is hospitalized and it is determined that hospitalization is no longer needed, this program allows the patient to receive care in the most medically appropriate setting.

(5) Mandatory Second Surgical Opinion.

For all inpatient and outpatient non-emergency surgeries, a second surgical opinion may be required as directed by the Medical Utilization Review Administrator. The second opinion shall be covered at one hundred percent (100%) of the reasonable charges. If the first two opinions conflict, a third opinion shall also be covered at one hundred percent (100%) of reasonable charges. If a second opinion is not obtained for the surgeries, a ten percent (10%) coinsurance shall be applied, in addition to the deductible and coinsurance provisions. This ten percent (10%) coinsurance does not apply to the out-of-pocket maximum.

Based on medical information obtained prior to the surgery, the City's Medical Utilization Review Administrator may waive the mandatory second surgical opinion requirement in specific cases.

(6) Medical Case Management.

This program allows a consultant to review a patient's medical treatment plan to determine whether the covered person qualifies for alternate medical care. The determination of eligibility for patient's medical case management will be primarily based upon medical necessity and appropriate medical care. Recommendations will be made to the family and health care providers. The Medical Utilization Review Administrator will recommend alternate medical treatment on a case-by-case basis. Alternate medical treatment benefits refer to expenses that are payable as covered expenses under the medical plan.

(D) Vision Care Plan. The City shall maintain the current no-deductible vision care plan for all eligible employees:

(1) Non-Panel Reimbursement Schedule:

Professional Fees	
Examination up to	$ 35.00
Materials	
Single Vision Lenses, up to	$ 35.00
Bifocal Lenses, up to	$ 50.00
Trifocal Lenses, up to	$ 60.00
Lenticular Lenses, up to	$ 90.00
Frames, up to	$ 35.00
Contact Lenses necessary	$170.00
cosmetic (for spouse and dependents only)	$ 90.00
cosmetic (for employees only)	$150.00

(2) Panel Retail Frame Allowance is $130.00.

(E) Dental Care Plan. The City shall maintain the current dental coverage for all eligible employees, including maximum dental care of one thousand five hundred dollars ($1,500.00) per person, per year; and orthodontics of one thousand eight hundred fifty dollars ($1,850.00) coverage. In addition, a voluntary dental PPO shall be available to employees that allows voluntary selection of a participating provider that will result in no balance billing over reasonable charges. All existing co-insurances levels and exclusions continue to apply.

(F) Life Insurance. The City shall provide a life insurance benefit of one times annual salary to all employees who die while employed with the City.

(G) Personal Liability Insurance. The City agrees to furnish, at no cost to employees, liability insurance for the purpose of insuring employees from liability for errors or omissions committed in the performance of their duties as City employees. In the alternative, the City shall self-insure this benefit.

(H) New Employee Eligibility. Employees shall be eligible for hospitalization, surgical, major medical and physician's services benefits, prescription drugs, and life insurance on the first of the month following their date of hire. Such employees shall be eligible for vision care, dental care, and physical examination benefits on the first of the month following completion of one (1) year of continuous City service.

(I) Physical Examinations. The City shall maintain the current physical examination coverage except that a stress test will not be payable under

the physical examination benefit unless deemed medically necessary. The sole exception to this limitation on the stress test will be the first clearing examination for authorization to participate in the physical fitness program as outlined in the Public Safety Department policy, where the employee's physician determines a stress test is necessary to provide medical authorization to participate. If a stress test is deemed medically necessary or provided pursuant to a physician's initial authorization to participate in the physical fitness program, the City will pay eighty percent (80%) of the stress test and stress test interpretation up to a maximum of $250.00 in charges.

If a mammogram and pap smear are done independent of the annual physical, they will not be counted against the annual physical benefit.

(J) Communicable Disease Testing. At no charge to the employee, the Division shall contract with a twenty-four (24) hour medical facility to test employees who may have been exposed to communicable diseases, chemicals, noxious fumes, and/or smoke while in the performance of their duties.

(K) Premium Contribution. Employees will be charged a monthly premium for participating in the City's insurance program that shall be paid through an automatic payroll deduction. The monthly insurance premium shall be an amount equal to **eleven** percent (**11**%) of the insurance base. Effective April 1, 201**3** the monthly insurance premium shall be an amount equal to **eleven and one-half** percent (**11.5**%) of the insurance base. The insurance base shall be the total actual cost to the City of the claims and administrative fees for medical, dental, vision, and prescription drugs for the preceding benefit year of February 1 through January 31. The premium will be established as single and family rates. Half of the monthly premium will be deducted each payperiod not to exceed the total monthly premium.

(L) Pre-Tax Benefits. A voluntary pre-tax dependent care and pre-tax insurance premium program offered by the City of Columbus or its appointed administrator will continue to be offered. Subsequent enrollments will be offered to new employees at the time of hire; existing employees may enroll during open enrollment month each year.

Insurance premiums: Each participant who elects to pre-tax the monthly insurance premium must complete the necessary election form which authorizes the City payroll to pre-tax that premium.

Dependent care program: Each participating employee who elects to enroll in the dependent care program will determine an amount to be pre-taxed biweekly through payroll deduction. The annual pre-tax limit,

determined by each participant, shall not conflict with IRS limits identified in the Internal Revenue Code.

Amendments to the annual pre-tax maximum can only occur during open enrollment month, on the annual plan renewal date, or when a change in status occurs.

Participants will submit allowable claims to the City's plan administrator. Remittance from the participant's dependent care account will be sent directly to each plan participant. Amounts for which a participant does not have an eligible claim will be forfeited. These pre-tax plans will remain in effect so long as they continue to be authorized by the Internal Revenue Code.

SECTION 8. LEGAL HOLIDAYS.

(A) Holidays. The following are designated as paid holidays for employees:

New Year's Day, January 1
Martin Luther King Day, the third Monday in January
Washington's Birthday, the third Monday in February
Memorial Day, the last Monday in May
Independence Day, July 4
Labor Day, the first Monday in September
Columbus Day, the second Monday in October
Veteran's Day, November 11
Thanksgiving Day, the fourth Thursday in November
Christmas Day, December 25
Employee's Birthday
Any special holiday proclaimed by the Mayor

(B) Holiday Time Off. For each holiday observed on an employee's workday, said employee shall work that holiday unless he requests and is granted the day off by the Public Safety Director through the use of paid leave provided, however, that Executive Time cannot be used on holidays.

(C) Holiday Payment. An employee shall be compensated an additional eight (8) hours for each of the holidays specified in Subsection (A) of this Section 8 for which he was in paid status and holiday leave was not used. Payment shall be made in one (1) lump sum installment. Payment will be made after December 31 each year but before January 31 of the next year.

(D) Hourly Rate for Holiday Payment. The wage rate to be used to calculate the lump sum payment shall be the regular hourly rate earned by the employee during the pay period preceding the date of payment.

(E) Prorated Payment for Holidays. Upon termination for any reason, employees who are eligible for holiday payment will be paid as part of their terminal pay, the final partial year holiday pay on a prorated pay basis. Prorated payment shall be computed by multiplying the holiday hours accrued by the appropriate wage rate in effect at the time of the holiday.

(F) Celebration Day for Holidays. For purposes of holidays, holiday time shall apply to the tour of duty beginning on the day which is celebrated as a holiday.

(G) Birthday Holiday. If an employee's birthday falls on the day celebrated as another of the holidays mentioned in Subsection (A) of this Section 8, the employee shall be granted and compensated for one (1) additional holiday for his birthday.

(H) Use of Holiday Leave. An employee may use holiday leave on the day the holiday is celebrated or on any day thereafter until the end of the fiscal year.

SECTION 9. SEPARATION PAY FOR UNUSED COMPENSATORY TIME.

(A) Separation Payment for Compensatory Time. An officer who is to be separated from service through discharge, resignation, retirement, or layoff, and who has unused compensatory time to his credit, shall be paid such accrued compensatory time.

(B) Compensatory Time Payment at Death. When an officer dies while in paid status, any unused compensatory time in addition to accrued vacation leave to his credit, shall be paid to the surviving spouse or, secondarily, to the estate of the deceased officer in the event there is no surviving spouse.

SECTION 10. SPECIAL LEAVE WITH PAY.

(A) Military Leave with Pay.

(1) Military Leave of Twenty-Two Days or Less. Employees who serve in the Ohio National Guard, Ohio Military Reserve, Ohio Naval Militia, U.S. Air Force Reserve, U.S. Army Reserve, U.S. Marine

Corps Reserve, U.S. Coast Guard Reserve, or the U.S. Naval Reserve (defined as "military duty"), shall be granted military leave of absence without loss of pay for a period or periods not to exceed twenty-two (22) eight (8) hour days or one hundred seventy-six (176) hours during each payroll year when an employee is ordered to active duty, when an employee is ordered to military training exercises conducted in the field, when an employee fulfills his unit training assembly requirements, and/or when the Governor of the State of Ohio or the President of the United States declares that a state of emergency exists, and the employee is ordered to active duty for purposes of that emergency.

An employee's regular wages shall be paid for the period or periods of time so served without deduction or offset for whatever amount such employee may receive as military base pay.

(2) Military Leave In Excess of Twenty-Two Days.

(a) Where it is to the advantage of the City and on the approval of the Chief of Police, military leave of up to fifteen (15) additional eight (8) hour days (or one hundred twenty (120) hours) may be granted annually, provided that the employee is to be paid his regular wages for the time so served, less one (1) day military base pay for each day he would otherwise have been scheduled to work for the City while on military duty.

(b) If paragraph (2)(a) above is not applicable, where an employee is called to military duty for a period or periods in excess of twenty-two (22) eight (8) hour workdays (or one hundred seventy-six (176) hours) in any one (1) calendar year, because of an executive order issued by the President of the United States or an act of Congress during the period designated in the order or act, the employee is entitled to a military leave of absence and is to be paid during each additional twenty-two (22) eight (8) hour workdays (or one hundred seventy-six (176) hours), the lesser of the following: (1) The difference between the employee's regular wages and the sum of the employee's gross uniformed pay and allowances received, or (2) five hundred dollars ($500). The payment of this military leave is limited to only the initial year of the order should the leave of absence for active duty continue for more than one (1) year.

(3) Use of Vacation Leave. Instead of or in addition to the paid military leave provided by paragraph (A)(2) above, an employee may, at his

option, use vacation leave when ordered to military duty where the provisions of paragraph (A)(1) above are not applicable.

(B) Military Leave Without Pay. An employee shall be granted a leave of absence without pay to serve in the Armed Forces of the United States of America or any branch thereof. Such leave of absence shall be governed by the following principles:

(1) An eligible employee shall retain the rank, pay step, and seniority applicable to the employee at the time of enlistment, induction, or call into the active service of the Armed Forces of the United States of America, or any branch thereof.

(2) Any employee who has entered the service as stated above, upon an honorable discharge or a discharge with honorable conditions from the service and establishment of the fact that the employee's physical and mental condition has not been impaired to the extent of rendering the employee incompetent to perform the duties of the position, shall be returned to the position the employee held immediately prior to the employee's enlistment or induction into the service or to a position of equal rank and grade. Such employee must request restoration to the position within ninety (90) days of receiving an honorable discharge from the Armed Forces or the position shall be declared vacant. Nothing contained in this subsection shall obligate the City to pay an employee who is on military leave of absence.

(3) The term "Armed Forces of the United States," as used in this Section, shall be deemed to include such services as designated by the Congress of the United States.

(4) Where service in the Armed Forces results from induction or call to active duty, leave shall be granted for the duration of such call.

(5) Where service in the Armed Forces results from enlistment, leave shall be granted for not more than one voluntary enlistment.

(C) Special Leave. In addition to other leaves authorized herein, the Public Safety Director may authorize special leave of absence with or without pay according to Civil Service Rules or City Council ordinance for purposes beneficial to the employee and the City.

(D) Jury Duty Leave. An employee, while serving upon a jury in any court of record in Franklin County or adjoining counties of Delaware, Licking, Fairfield, Pickaway, Madison, or Union shall be paid his regular salary for each of his workdays during the period of time so served. Upon receipt

of payment for jury service, the employee shall submit jury fees to the Administrative Deputy Chief who will then deposit such funds with the City Treasurer. Time so served shall be deemed active and continuous service for all purposes.

(E) Examination Leave. Time off with pay shall be allowed employees to participate in promotional tests or to take a required examination, pertinent to their City employment, before a State or Federal licensing board.

(F) Court Leave. Time off with pay shall be allowed employees who are required to attend any court of record as a witness for the City of Columbus in civil matters. Upon receipt of payment for witness service, the employee shall submit witness fees to the Administrative Deputy Chief who will then deposit such funds with the City Treasurer.

SECTION 11. VACATION LEAVE.

(A) Vacation Year. The vacation year for employees shall end at the close of business on the last day of the first pay period that begins in the month of January.

(B) Conditions for Accrual. Each employee shall accrue vacation leave by pay period based on years of total service which is established in the schedules contained in Subsection (C) of this Section 11. Years of total service is defined to be the total of all periods of employment for the City of Columbus. Any periods of interruption of service due to resignation, layoff, or discharge for cause will not be included in the computation of total service. Time in unpaid status shall also be excluded in computing total service. In computing years of service, the higher rate of accrual will begin on the first day of the first pay period in which a year of service is completed.

(C) Accrual Schedule for Vacation. The following vacation accrual schedule is established:

Years of Total Service	Vacation Hours Per Year	Vacation Hours Per Pay Period
3 yrs but less than 6 yrs	188 hrs	7.231 hrs
6 yrs but less than 14 yrs	244 hrs	9.385 hrs
14 yrs but less than 20 yrs	268 hrs	10.308 hrs
20 or more yrs	292 hrs	11.231 hrs.

(D) Maximum Accrual of Vacation. Any vacation balance in excess of the maximum number of hours established in this Subsection (D) shall become void as of the close of business on the last day of the first pay period that begins in the month of January.

Years of Total Service	**Maximum Accrual of Vacation Hours**
3 yrs but less than 6 yrs	564 hrs
6 yrs but less than 14 yrs	732 hrs
14 yrs but less than 20 yrs	804 hrs
20 or more yrs	876 hrs

(E) Additional Considerations.

(1) At the end of each vacation year, an employee shall be paid for any vacation balances in excess of the maximums fixed by this Section 11 upon certification by the Public Safety Director to the City Auditor and the Civil Service Commission**,** and the approval by the City Council that, due to emergency work requirements, it is not in the best interest of the City to permit an employee to take vacation leave which would otherwise be forfeited as provided in Subsection (D) of this Section 11.

(2) To be eligible for vacation accrual, an employee must be in paid status for a minimum of seventy-two (72) hours within that pay period, except for military leave.

(3) An employee who is to be separated through discharge, resignation, retirement, or layoff and who has unused vacation leave to his credit, shall be paid in a lump sum for such unused vacation leave in lieu of granting such employee a vacation leave after his last day of active service with the City. Such payment shall be paid at the employee's hourly rate of pay at time of separation. Such payment shall not exceed the maximum accrual set forth in Subsection (D) of this Section 11. Such payment for employees who retire shall be permitted to exceed the maximum accrual in Subsection (D) of this Section 11 only to the extent that the employee's vacation leave account at the time of retirement exceeds the maximum accrual as a result of vacation time earned in the employee's last "vacation year" as that term is defined in Subsection (A) of this Section 11. Vacation balances over the maximum accrual of less than one (1) full hour shall not be paid.

(4) When an employee dies while in paid status, any unused vacation leave to his credit shall be paid in a lump sum to the surviving spouse or, secondarily, to the estate of the deceased in the event there is no surviving spouse.

(5) All vacation leaves shall be taken at such time or times at the discretion of and as may be approved by the Public Safety Director. Vacations should be scheduled as a normal procedure each year for not less than the vacation earned in the previous year, preferably at one time and considering the maximum vacation time which may be accumulated.

(6) Vacation leaves may be taken in multiples of one (1) hour.

SECTION 12. INJURY LEAVE WITH PAY.

(A) Injury Leave with Pay. The injury leave program is a benefit intended to cover members injured on the job, which is separate and distinct from any Workers' Compensation benefits.

(1) All employees shall be granted injury leave with pay not to exceed one hundred eighty (180) calendar days for each service-connected injury provided such injury is reported to the employee's immediate supervisor not more than three (3) days from the date such injury occurs.

(2) Service-connected injuries are defined as injuries caused by the actual performance of the duties of the position. Injury leave shall be granted for all service-connected injuries. Cardiac disabilities shall be presumed to be service-connected injuries. Respiratory disabilities shall be considered on a case-by-case basis for determination of whether or not they are service-connected injuries. Injuries occurring off duty, except for cardiac and respiratory, shall be presumed to be non-service connected unless the employee can demonstrate that he was engaged in the actual performance of the duties of his position as an officer.

(3) Pursuant to rules established by the City, time off for the purpose of medical examinations, including examinations by the Bureau of Workers' Compensation, and/or treatments resulting from an on-the-job injury shall be charged to injury leave.

(4) If there is a recurrence of a previous service-connected injury, the employee may be granted injury leave with pay not to exceed the balance of one hundred eighty (180) calendar days provided such

recurrence is reported to the employee's immediate supervisor not more than three (3) days from the date such recurrence occurs.

(B) Injury Leave Administration and Reporting.

(1) A report of the cause of all injuries signed by the Chief of Police or Public Safety Director shall be submitted to the Director of Human Resources within two (2) days of the date the injury is reported by the employee on forms designated and furnished by the Director of Human Resources.

An employee shall submit copies of all additional medical documentation and supporting documentation which the member receives, related to the injury, as soon as practical to the Division of Police Employee Benefits Unit (EBU). Any delay in submitting documentation may result in delay of the decision to grant injury leave.

(2) The Director of Human Resources or designee has the responsibility to grant or deny (1) an employee's initial request for injury leave with pay; (2) an employee's request for injury leave upon a reoccurrence; and (3) an employee's request for additional injury leave as provided in Paragraph (E) of this Section. An employee on injury leave shall maintain contact with EBU during the period he is on injury leave. No injured employee on leave shall be returned to work without the written approval of an attending physician or the Chief of Police or Public Safety Director. If, in the judgment of the Director of Human Resources, the injury is such that the employee is capable of performing his regular duties or restricted duties during the period of convalescence, the Director of Human Resources shall so notify the employee and the Division of Police in writing and deny injury leave with pay. Whenever an employee is required to stop working because of an injury, he shall he paid for the remaining hours of that day, or shift, at his regular rate and such time shall not be charged to leave of any kind.

(3) Any injured employee may appeal the decision of the Director of Human Resources, by written notice, to the Industrial Relations Board within ten (10) days of the date of the employee's actual receipt of written notification from the Director of Human Resources that injury leave has been denied. Insofar as possible, the hearing before the Industrial Relations Board shall be a record hearing, with all testimony recorded by a court reporter provided by, and paid for by, the City, or tape recorded, with the tape retained by the City for two (2) years. In the event that the

employee appeals an adverse decision of the Industrial Relations Board, the City may transcribe any records of the hearing before the Board upon the request of the employee and provide a copy of such transcript to the employee. The Board of Industrial Relations, at the City's expense, may require an employee to be examined by a physician of the Board's choice.

(4) Pending a decision by the Director of Human Resources, an injured employee may be carried on personal sick leave, vacation leave, or other personal sick leave, vacation leave, or other designated leave which shall be restored to his credit upon certification by the Director of Human Resources that injury leave has been approved. The Division is to notify the Director of Human Resources when an employee has been injured in a major incident in the line of duty, in which case the Director of Human Resources is authorized to grant approval of injury leave immediately. If injury leave is not approved by the Director of Human Resources, the employee will be charged the designated leave initially used. In any instance of wage payment by both the City and the Ohio Bureau of Workers' Compensation for the same day or days, the employee shall promptly provide full reimbursement of the amount received from the City to the City.

(5) The provisions of this Section 12 shall be administered by the Director of Human Resources and the Board of Industrial Relations who shall make necessary rules, devise forms, keep records, investigate cases, and make decisions on allowance of pay for time off duty as provided by this Section 12, subject to the provisions herein.

(6) When an employee's injury is to be considered by the Industrial Relations Board, the Director of Public Safety, or his designee, shall be notified by the Board.

(C) Insurance Continuation. The City shall continue the insurance benefits for an employee who is on approved injury leave or is receiving payments in lieu of wages from the Ohio Bureau of Workers' Compensation or who has exhausted approved injury leave granted pursuant to this Section 12, until that employee can return to paid status, resigns, retires, or is terminated.

(D) Additional Injury Leave. If an employee is unable to return to regular duty after exhausting his available injury leave due to a serious medical condition or complication relating to the injury, the employee may apply for up to one hundred eighty (180) calendar days of additional injury leave and this application shall be considered on a case-by-case basis

by the City. This additional injury leave shall be granted if supported by appropriate medical documentation of the serious medical condition or complication and the employee, during the period of initial injury leave, has followed prescribed medical treatment.

SECTION 13. SICK LEAVE WITH PAY.

(A) Sick Leave Accrual.

(1) An employee shall accrue sick leave with pay of 4.616 hours for each completed pay period. No sick leave credit shall accrue for any such pay period in which such employee is off duty and not in paid status more than eight (8) hours of regularly scheduled work. Additionally, if an employee is separated from employment and owes the City sick leave, the employee shall be required to pay back to the City any sick leave taken that has not been earned. No unearned sick leave may be granted to any employee except as provided herein.

(2) Sick leave pay shall be cumulative. Sick leave may be approved in multiples of one-tenth (1/10) of an hour.

(3) No sick leave with pay shall accrue except for service as an employee of the City of Columbus, except that an employee who has been employed by the State of Ohio, or any political subdivision thereof, shall be credited with any certified, unused balance of accumulated sick leave earned in such service, provided employment with the City occurs within ten (10) years after leaving the employee's prior position. Such unused sick leave balance shall be subject to all provisions of this Section, with the exception that such unused sick leave shall not be eligible for payment as described in Subsection (C) herein, nor shall it be eligible for conversion as described in Subsection (D) herein.

(B) Use of Sick Leave.

(1) Sick leave with pay shall be granted only for the following reasons:

(a) Sickness of the employee.

(b) Injury to the employee which is not subject to the provisions of Section 12, Injury Leave.

(c) Medical, dental, or optical consultation or treatment of the employee.

(d) Sickness of a member of the immediately family. Employees shall be granted not more than five (5) workdays in any calendar year for sickness in the immediate family. The Public Safety Director shall require a certificate of the attending physician before paying any employee under this Paragraph. In special cases where the Public Safety Director deems that more than five (5) workdays are necessary, the Director shall grant such leave.

(e) Quarantine of an employee because of exposure to a contagious disease. The Public Safety Director shall require a certificate of the attending physician before paying any employee under this Paragraph.

(f) Any employee scheduled to work on a holiday as designated in Section 8 of this Ordinance who reports sick shall be charged sick leave with pay for the number of hours that comprise the holiday.

(g) In the event an employee uses all his injury leave time and is still unable to return to active duty, he may, with the approval of the Public Safety Director, use any paid leave to which he is entitled.

(h) In the event of death in the immediate family, each employee shall be entitled to up to five (5) workdays for a funeral service and/or interment.

(i) The immediate family shall include: spouse, domestic partner provided the terms of Ordinance No. 1077-2010, as amended, are met, son, daughter, brother, sister, parent, grandparent, grandchild, stepfather, stepmother, stepbrother, stepsister, stepson, stepdaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent-in-law, half brother, and half sister and persons who stand in loco parentis. [Note: This definition does not apply to the Family and Medical Leave Act.]

(2) Beginning with the seventh time and each time thereafter an employee is granted sick leave with pay in any calendar year, the first two (2) workdays of each such leave shall be without pay, except as follows:

(a) Such absence may, with the approval of the Public Safety Director, be charged to any other paid leave to which the employee is entitled.

(b) Intermittent periods of sick leave for the same illness or injury, certified to by the Public Safety Director as necessary, shall be counted as one absence if they occur during a period not to exceed thirty (30) days from the date the employee returns to work.

(c) Death in the immediate family.

(3) The Chief of Police or the Public Safety Director may require evidence as to the adequacy of the reason for any employee's absence during the time for which sick leave is requested.

(4) Sick leave with pay shall be charged at the rate of one-tenth (1/10) hour for each one-tenth (1/10) hour of regularly scheduled work from which an employee is absent, when sick leave is chargeable to such absence under the provisions of this Section 13.

(5) Pregnancy-related disabilities shall be treated as any other non-work-related disability.

(6) Any leave which is granted under this Section 13 for reasons permissible under an FMLA leave as provided in Section 14 shall be charged as an FMLA leave for recordkeeping purposes and shall count toward the twelve (12) week per year limitation for the length of an FMLA leave. The provisions of this Section permit the continuation of permitting an employee to take additional leave in appropriate circumstances to preserve his active employment status with the City.

(C) Payment Upon Separation or Death. An employee who is to be separated from the City service through discharge, resignation, retirement, or layoff, may, if he so desires, be paid in a lump sum (less applicable withholding and any amounts owed by the employee to the City) one (1) hour of pay for each six (6) hours of unused sick leave to his credit for total accruals up to and including 1,000 hours; one hour of pay for each three (3) hours of unused sick leave to his credit for all accruals in excess of 1,000 hours up to and including 2,000 hours; and one (1) hour of pay for each hour for all accruals in excess of 2,000 hours. Such payment shall be paid at the employee's hourly rate of pay at time of separation.

No reimbursement shall be made to any employee with less than one (1) year of service or one hundred ninety-two (192) hours accrued sick leave credit, except that, when an employee dies while in paid status, all unused sick leave to his credit shall be paid in a lump sum (less applicable withholding and any amounts owed by the employee to the City) to the surviving spouse or, secondarily, to the estate of the deceased, at the rates provided in this Subsection (C).

(D) Conversion of Sick Leave. Each employee may during the month of January convert sick time to vacation time subject to the following conditions.

(1) An employee must convert in eight (8) hour increments.

(2) Each January an employee may convert no more than fifty-six (56) hours of sick time.

(3) Sick time shall be converted at a rate of one (1) hour of sick time for one (1) hour of vacation time.

(4) Once the sick time has been converted to vacation time it shall not be converted back to sick time.

(E) All employees employed for at least one (1) year as of January 1 of each year, shall be entitled to the following sick leave incentive program: employees who use no more than eight (8) hours of sick leave (other than for death in the immediate family) during the 26 pay periods (27 pay periods in payroll years with 27 pay periods), ending with the last day of the final pay period of the payroll year, shall have sixteen (16) hours of additional vacation leave credited to their vacation leave account in the first pay period starting in the month of February of the following year, subject to the maximum vacation accrual balances set forth in Subsection (D) of Section 11 of this Ordinance.

SECTION 14. FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE.

Employees who have worked for the City for at least twelve (12) months, and who have worked for at least 1,250 hours over the twelve (12) month period proceeding the leave, shall be eligible for a total of up to twelve (12) weeks of unpaid FMLA leave during a twelve (12) month period, pursuant to FMLA Regulations 29 C.F.R. Part 825.

SECTION 15. TUITION REIMBURSEMENT.

(A) Reimbursement Program. Each employee who has one (1) year of continuous City service shall be eligible for a reimbursement of tuition in courses of instruction voluntarily undertaken by him. The tuition reimbursement program shall be subject to the following conditions:

(1) All courses must be taken during other than scheduled working hours. All scheduled hours for courses of instruction must be filed with the Chief of Police or his designee. All courses are subject to approval by the Human Resources Director or designee. There must be a correlation between the employee's duties and responsibilities and the courses taken. Approval for Internet courses will be reviewed on a case-by-case basis by the Human Resources Director or designee pursuant to this Section. All scheduled times of courses must be approved by the Public Safety Director. Any situation which, in the discretion of the Public Safety Director, would require an employee's presence on the job shall take complete and final precedence over any time scheduled for courses.

(2) Any financial assistance from any governmental or private agency available to an employee, whether or not applied for and regardless of when such assistance may have been received, shall be deducted in the entire amount from the full tuition reimbursement the employee is eligible for under this Paragraph. If an employee's tuition is fully covered by another governmental or private agency, then the employee is not entitled to payment from the City.

(3) Only those institutions approved by the Human Resources Director or designee shall establish eligibility of the employee to receive reimbursement for tuition. Additional institutions can be approved by forwarding an application for reimbursement to the Human Resources Director or designee. Applications for approval of institutions and courses must be made to the Human Resources Director or designee not more than thirty (30) days or less than ten (10) days prior to enrollment.

(4) Reimbursement for tuition will be made when the employee satisfactorily completes a course and presents an official certificate or its equivalent and a receipt of payment or copy of the unpaid bill from the institution confirming completion of the approved course to the Director of Human Resources or designee.

(5) No reimbursement will be granted for books, paper, supplies of whatever nature, transportation, meals, or any other expense connected with any course except the cost of tuition and fees required for the course as outlined in Paragraph (4).

(6) Any employee participating for the first time in the tuition reimbursement program on or after October 1, 1981, will be required to stay with the City for two (2) years following the completion of his course work. Any employee participating for the first time in the tuition reimbursement program or in the pursuit of a new degree program on or after December 13, 1987 will be required to stay with the City for the two (2) years following completion of his course work, unless the employee receives a Master's Degree or Doctor of Philosophy or Juris Doctor.

For a Master's Degree an employee must stay three (3) years, and for a Doctor of Philosophy or Juris Doctor an employee must stay four (4) years following completion of his course work.

If the employee resigns or retires or is discharged for cause prior to the completion of the years set out in this Paragraph (6), the employee must repay the tuition reimbursement paid by the City for courses taken within that period of time. If necessary, this amount will be deducted from the employee's final paycheck.

(7) The Human Resources Director or designee is responsible for establishing rules, devising forms, and keeping records for the program.

(B) No employee on an authorized unpaid leave of absence or injury leave shall be eligible to apply for tuition reimbursement under this Section 14 unless that employee will be able to return from leave no later than the date the course commences. However, employees on injury leave who had a course approved by the Human Resources Director or designee prior to being injured may apply for tuition reimbursement for that course.

SECTION 16. EMPLOYEE ALCOHOL AND DRUG TESTING.

Employees covered under this Ordinance will be required to comply with the standards set forth in the Employee Alcohol and Drug Testing Policy administered by the Department of Human Resources.

SECTION 17. PHYSICAL HEALTH AND FITNESS.

(A) Employees covered under this Ordinance will be given the opportunity to participate in a voluntary Physical Health and Fitness Program implemented by the Department of Public Safety.

(B) Any employee who participates in the Physical Health and Fitness Program for the first time, who is not rated at least Level I, Level II, or Level III in every phase of the Physical Fitness Test (PFT), will receive one (1) additional day of vacation (8 hours) during the year of initial participation.

(C) Employees who are rated at least Level I in all phases of the PFT will receive an incentive of one (1) additional day (8 hours) of vacation accrual for the current year.

(D) Employees who are rated at least Level II in all phases of the PFT will receive an incentive of two (2) additional days (16 hours) of vacation accrual for the current year.

(E) Employees who are rated at least Level III in all phases of the PFT will receive an incentive of three (3) additional days (24 hours) of vacation accrual for the current year.

(F) Any employee receiving vacation incentives in Paragraphs (C), (D) and (E) of this Section is not eligible for the participation incentive as provided in Paragraph (B) of this Section.

(G) Employees who obtain specified levels of physical health and fitness will be eligible to wear a physical fitness ribbon on the uniform to recognize superior fitness levels.

SECTION 18.

Existing Ordinance No. 0676-2006, as amended, is hereby replaced.

SECTION 19. SEPARABILITY.

Nothing contained in the preceding provisions of this Ordinance shall be construed to prevent compliance with any federal law requirements. Should any federal law require the payment of greater compensation or benefits to City employees than is required under the provisions of this Ordinance, then in such instance the federal law provisions will take precedence and the City employees shall be paid in accordance with those provisions.

If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance, for any reason, is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions or sections of this Ordinance. The City Council of the City of Columbus, Ohio, hereby declares that it would have passed this Ordinance, and each section, subsection, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses, or phrases may be declared unconstitutional or invalid.

SECTION 20.

That for reasons stated in the preamble hereto, which is hereby made a part hereof, this Ordinance shall be declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor, or ten days after its passage if the Mayor neither approves nor vetoes the same.

Police MCP 0676-2006 amended by 0707-2013 Final 4-10-13 pvs