

RESOLUTION 2025-36

A RESOLUTION ESTABLISHING VILLAGE COUNCIL OVERSIGHT REQUIREMENTS FOR POLICE DEPARTMENT HIRING AND PERSONNEL DECISIONS IN THE VILLAGE OF MINERVA PARK

WHEREAS, the Village Council of Minerva Park recognizes the importance of transparency, accountability, and public trust in the hiring and oversight of all Police Department personnel; and

WHEREAS, it is the intent of Council to ensure that all elected officials are fully informed of any material information, including prior incidents, disciplinary history, pending litigation, or other matters relevant to the employment suitability of any Police Department applicant; and

WHEREAS, Council deems it necessary to establish clear disclosure and approval procedures to promote integrity, professionalism, and public confidence in the Minerva Park Police Department.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF MINERVA PARK, FRANKLIN COUNTY, OHIO, THAT:

Section 1. Disclosure Requirements:

The Chief of Police shall disclose to the Village Solicitor, in writing, prior to any vote or appointment, all relevant and lawfully obtainable information concerning any applicant for employment within the Minerva Park Police Department.

This disclosure shall include, but is not limited to, to the extent permitted by law:

- A. Prior disciplinary actions, terminations, or resignations from any law enforcement agency;
- B. Any pending criminal charges, civil lawsuits, or administrative proceedings;
- C. Any sustained findings of misconduct or internal affairs investigations; and
- D. Verification of all required certifications, licenses, and training credentials.

To the extent permitted by law, all such disclosures shall be confidential personnel information, provided to the Village Solicitor solely for official review, and retained by the Fiscal Officer as part of the applicant's personnel record. Village Council will discuss these documents in executive session as permitted by Ohio law to discuss the potential hiring of a public employee.

Section 2. Council Oversight and Appointment Approval:

- A. In accordance with Ohio Revised Code Sections 737.15, 737.16, and 737.161, no conditional, final appointment, or any other appointment to the Minerva Park Police Department shall be deemed effective unless and until such appointment has been confirmed by a majority vote of the Village Council.
- B. The Chief of Police shall not extend a conditional or final offer of employment, nor permit any applicant to begin active duty, until Village Council has reviewed the applicant's background information and granted approval.

Section 3. Probationary and Ongoing Employment Oversight:

- A. The Mayor and Council retain the authority to review and act upon the continuation of employment for any police officer during or after the probationary period, when such action is determined to be in the best interests of the Village and consistent with applicable law and Village personnel and Police Department policies.

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(Continued)

- B. The Chief of Police shall fully cooperate with Council in providing all records, reports, and documentation necessary to support such determinations.
- C. Nothing in this Resolution shall be construed to limit the power of the Mayor to terminate probationary employees.

Section 4. Accountability of the Chief of Police:

Failure by the Chief of Police to comply with the disclosure, reporting, or procedural requirements of this Ordinance shall constitute cause for disciplinary action by the Mayor, subject to Council oversight and concurrence as required by law, up to and including removal from office as permitted by law.

Section 5. If any section, subsection, or provision of this Ordinance is held invalid by a court of competent jurisdiction, such finding shall not affect the validity of the remaining portions, which shall remain in full force and effect.

Section 6. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Tiffany Southard, Mayor

First Reading: November 20, 2025
Second Reading: December 11, 2025
Third Reading: February 12, 2026
Passed: February 12, 2026

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor