

Kentucky Retirement Systems
 Perimeter Park West
 1260 Louisville Rd
 Frankfort KY 40601-6124
 Phone: (502) 696-8800
 Fax: (502) 696-8822
 www.kyret.com

FORM 7008

Revised 08/08

#08-02

Resolution of Agency Transferring From Non-Hazardous to Hazardous Coverage

As Defined by KRS 61.592 (1) (b)

At a meeting of the Madison County Fiscal Court held on the 7th day of October, presentand presiding were Judge Clark, Magistrate Tudor, Magistrate Barger
Magistrate Botner, Magistrate Combs

Members absent: _____

A Motion was made by Magistrate Botner and seconded by
Magistrate Combs that the following resolution be adopted in
 accordance with KRS 61.592 (1) (b):

WHEREAS, Madison County Fiscal Court is requesting that the KRS Board of Trustees
 approve hazardous duty coverage for positions in the Sheriff's department(s) for
 employees who begin participating in the County Employees Retirement System on or after
 September 1, 2008.

NOW THEREFORE, BE IT RESOLVED, by the Madison County Fiscal Court
 as follows:

(A) That effective September 1st 2008 all employees working under hazardous duty
 positions of the Sheriff's department(s) will transfer from the
 existing nonhazardous coverage in the County Employees Retirement System to
 hazardous duty coverage within the same County Employees Retirement System.

(B) Contributions to be paid are as follows:

- 1) 29.5% (current rate) of employee's gross wages to be paid by
 the employer (may be changed by the Board of Trustees of the
 Kentucky Retirement Systems).
- 2) 9% (current rate) of employee's gross wages to be paid by the
 employee who has a participation date on or after September 1,
 2008 (may be changed by the Kentucky General Assembly).

FURTHER BE IT RESOLVED, that the Madison County Fiscal Court
 will comply with all the statutory requirements to make the County Employees Retirement
 System hazardous duty coverage available for all eligible employees who are working
 under approved positions within the Sheriff's department(s).

The above resolution was adopted on roll call, the voting resulting as follows:

Yeas: Magistrate Tudor, Magistrate Barger, Magistrate Botner,
Magistrate Combs, Judge Clark

Nays: _____

I do hereby certify that the above is a true and correct copy of an Order of the governing
 body of the above named agency.

Signed _____

Title Madison County Judge Executive

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FORM 7011 CERS

Revised 08/08

Hazardous Participation Certification**Form H.P.-1**

As Defined by KRS 61.592

WHEREAS, the Governing Body of Madison County Fiscal Court is aware of the laws and provisions established under KRS 61.592 providing hazardous position coverage under the County Employees Retirement System.

NOW THEREFORE, the Head of the Agency requests the Board of Trustees of the Kentucky Retirement Systems to approve hazardous position coverage for the positions listed on the attached report effective as of Sept 1st, 2008. The attached report indicates the name, social security number and position title of each individual presently occupying the positions for which hazardous coverage is requested.

The Agency Head certifies that the Agency will be fully responsible for determining that employees who presently occupy a position for which hazardous coverage is requested or future employees occupying such positions are now and in the future will be properly classified in accordance with the duties and responsibilities of the position. Each employee listed is now working in a regular full-time hazardous position as defined in KRS 61.592.

The Agency understands that once a position is approved for hazardous duty coverage, the position shall thereafter continue to be covered, and each employee appointed to that position must be reported to Kentucky Retirement Systems as a hazardous duty employee.

The Agency is cognizant of the fact that if there is any change in the work assignment or classification of any individual, presently assigned to a hazardous position, which change would result in duties that no longer could be classified as hazardous, the individual is to be transferred from hazardous coverage to nonhazardous coverage.

The Agency is aware that employer contribution rates are determined based on an actuarial valuation and acknowledges that the Agency will be responsible for any increased financial obligation associated with an increase in employer contribution rates.

Agency Head or
Authorized Agent:

Nehemiah D. Smith

Budget Officer:

Dani Begley

Date:

10-7-08

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FORM 7026

Revised 08/08

Position Questionnaire

For Employees With a CERS Participation Date
 On or After September 1, 2008

1. List the exact position title as it appears on your personnel forms.
2. List the position's duties and indicate the percentage of time spent performing each duty. Percentages must equal 100%.
3. Be as detailed as possible. The Board of Trustees will use this document in determining if the position meets the definition of hazardous per KRS 61.592 (1) (b).

Agency: MADISON County Sheriff Position Title: Sheriff

Please select the appropriate classification and answer all that are applicable.

☒ Police Officer

☐ Firefighter Does this position require active fire suppression? ☐ Yes ☐ No

☐ Paramedic

☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No

☐ Emergency Medical Technician

☐ Other Specify: _____

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☒ No

If no, is this position required to carry a firearm? ☒ Yes ☐ No

Does this position require frequent exposure to a high degree of danger or peril
 and a high degree of physical conditioning? ☒ Yes ☐ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☒ No

Required:

Position Duty: Clerical or Administrative

Percentage of Time Spent: 30%

Comment:

Oversees all operations of Sheriff's Dept.
 Attends meetings to discuss departmental or other activities.
 Maintains an active alliance with professional Sheriff
 authorities and organization and participates in programs
 for mutual improvement of proficiency in controlling crime
 and traffic problems.

Agency Head Signature /Title: Nelson O'Jenell; Sheriff

Date: 10-6-08

Please describe additional position duties on page 2.

Position Questionnaire

Position Title:

Sheriff

Position Duty:

Law Enforcement / Field

Percentage of Time Spent:

70%

Comment:

Enforces local, state, and federal laws, makes arrests, investigations, executes court processes, provides emergency assistance, attends all courts of the county.

Position Duty:

Percentage of Time Spent:

Comment:

Position Duty:

Percentage of Time Spent:

Comment:

Position Duty:

Percentage of Time Spent:

Comment:

Position Duty:

Percentage of Time Spent:

Comment:

Position Duty:

Percentage of Time Spent:

Comment:

Agency Head/Title:

Mel O'Donnell, Sheriff

Date:

10-6-08



MADISON COUNTY SHERIFF'S OFFICE

Nelson O' Donnell Sheriff
135 West Irvine Street
Suite B 01
Richmond, Kentucky 40475
Phone: (859) 623-1511
Fax: (859) 623-9520



FIELD OPERATIONS
Colonel Ed Robinson

ADMINISTRATIVE
OPERATIONS
Major Teri Begley

CENTRAL KY
AREA DRUG
TASK FORCE
Director
Capt. Richard Johnson

www.sheriff.madisoncountyky.us

nelson.odonnell@madisoncountyky.us

MADISON COUNTY SHERIFF POSITION DESCRIPTION

POSITION TITLE: SHERIFF

The sheriff is the chief constitutional law enforcement officer of his respective county, as established by the Kentucky Revised Statutes. His authority is derived from Chapter 70.010 thru 70.210 and provides that the Sheriff, in his county, shall in person or by Deputy:

1. Execute all processes of the courts of this state to be executed in his county.
2. Execute such other writs, processes, warrants, and other papers directed to him as may come into his hands to be executed in his county.
3. Attend all terms of the Circuit, District, Family and Fiscal Court held in his county.
4. Be a conservator of the peace in his county.
5. Suppress tumults, riots, and unlawful assemblies in his county.
6. Apprehend, without warrant, any person disturbing the peace in his county.
7. Have the authority to raise the power of the county and command any person to assist him, when necessary, in the execution of the duties of his office.
8. Perform such other related duties as may be imposed upon him by law.

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Position Questionnaire

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1. List the exact position title as it appears on your personnel forms.
2. List the position's duties and indicate the percentage of time spent performing each duty. Percentages must equal 100%.
3. Be as detailed as possible. The Board of Trustees will use this document in determining if the position meets the definition of hazardous per KRS 61.592 (1) (b).

Agency: MADISON County Sheriff Position Title: Deputy Sheriff

Please select the appropriate classification and answer all that are applicable.

- ☒ Police Officer
- ☐ Firefighter Does this position require active fire suppression? ☐ Yes ☐ No
- ☐ Paramedic
- ☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No
- ☐ Emergency Medical Technician
- ☐ Other Specify: _____

Is this position required to have Peace Officer Professional Standards and Certification? ☒ Yes ☐ No

If no, is this position required to carry a firearm? ☒ Yes ☐ No

Does this position require frequent exposure to a high degree of danger or peril and a high degree of physical conditioning? ☒ Yes ☐ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☒ No

Required:

Position Duty: Clerical or Administrative

Percentage of Time Spent: 10%

Comment:

Prepares daily activity reports
 Return of service on warrants, criminal &
 civil process.

Agency Head Signature / Title: Melvin D. Daniel, Sheriff

Date: 10-6-08

Please describe additional position duties on page 2.

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MADISON COUNTY SHERIFF POSITION DESCRIPTION

POSITION TITLE: DEPUTY SHERIFF

Characteristics of the position: The position of Deputy Sheriff is an appointed position that only the Sheriff has the authority to appoint.

1. A Deputy Sheriff is a direct extension of the Sheriff, sworn to uphold and enforce the law of the Commonwealth of Kentucky, to abide by these laws, as well as set an honorable example for others to follow.
2. Performs the duties and responsibilities of his/her assigned position in a prudent and responsible manner.
3. Performs other related duties as directed by his/her supervisors.

EXAMPLES OF DUTIES:

Patrols assigned area in patrol car or on foot. Follows up complaints and investigates felonies and other crimes. Makes arrests, issues citations, obtains evidence and testifies in court. Locates missing persons and lost or stolen property. Investigates traffic accidents and cares for the injured, summons medical aid, clears wreckage and obtains information incidental to crime and accidents. Interviews witnesses. Directs traffic at specified places and time. Controls crowds at scenes of accidents and public exhibitions. Prepares records of arrests and submits detailed reports of investigations made. Takes fingerprints. Writes or prints case reports. Does photography work. May administer on-the-job training to new deputies. Transports prisoners and provides security services in the courtroom. Renders assistance to citizens and the public as needed. Perform any other duties as required by a supervisor.