

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Administrative Secretary
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee provides administrative office support to the Chief, Deputy Chief, and Administrative staff. Employee provides a variety of clerical, administrative, and technical services in support of the Franklin City Police Department.

ESSENTIAL JOB FUNCTIONS

The incumbent is responsible for providing effective community relations between the police department and the citizens by answering questions and handling non-emergency calls.

The incumbent is responsible for assisting in the coordination of community events involving both the police department and City of Franklin.

The incumbent is responsible for maintaining and scheduling meetings for the Chief of Police, Deputy Chief, and administrative staff.

The incumbent is responsible for providing administrative assistance in meeting management by assembling background materials, preparing agendas, and recording minutes of meetings.

The incumbent is responsible for assisting in clerical support of transcriptionist.

The incumbent is responsible for keeping accurate records/copies on such office items as accident reports, permits, the department's Rules and Regulations, Standard Operating Procedures, incident reports, etc.

The incumbent is responsible for processing incoming and outgoing mail/packages, setting appointments, and typing documents/letters/certificates.

The incumbent is responsible for and familiarizing them with the Police Department. Scheduling new hires tests and appointments

The incumbent is responsible for research, draft, and prepare grants.

The incumbent is responsible for maintaining, updating, and the organization of personnel, disciplinary and medical files.

The incumbent is responsible for assisting the Investigation Division and properties room in clerical support and transcribing sensitive case information.

The incumbent is responsible for doing background checks on gun permit applicants, forwarding the applications to the Chief for approval, typing the fingerprint cards and calling the applicant to inform them the process is ready to be completed.

The incumbent is responsible for preparing correspondence, making reservations and travel arrangements for meetings, seminars, and conventions (work related only).

The incumbent is responsible for performing other related job functions as required.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

The incumbent reports directly to the Chief of Police.

EQUIPMENT KNOWLEDGE

The incumbent must have the ability to operate equipment such as a computer/printer, typewriter, calculator, copier, multi-line telephone system, fax, and transcriber.

CRITICAL SKILLS/EXPERTISE

The incumbent must have a basic knowledge of the Indiana Criminal Justice System to be effective in the support of the police department.

The incumbent must have thorough knowledge of filing techniques to effectively maintain records and files.

The incumbent must have the ability to communicate effectively both in writing and verbally in order to complete a variety of administrative responsibilities.

The incumbent must have the ability to operate independent of direct supervision to complete work.

The incumbent must have the ability to transcribe efficiently and effectively.

The incumbent must be able to manage multiple tasks while maintaining a professional environment.

EDUCATIONAL REQUIREMENTS

The individual must possess a minimum of a high school education with specialized training in grant writing and research, record keeping, correspondence, communication, organization and public relations, or two years of work related experience.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non-felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Administrative Secretary for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Administrative Assistant/Uniform Commander
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as assistant to the Chief and Deputy Chief of Police and performs the command function for road patrol activities and administrative duties as assigned. Incumbent also provides self-initiated activities for law enforcement. Incumbent reports to the Deputy Chief.

ESSENTIAL JOB FUNCTIONS

Provides assistance to the Chief and Deputy Chief in administering the department functions.

Works in conjunction with the Operations Officer as assigned.

Handles special details and manages projects.

Provides supervision for all shift commanders, and all activities on assigned shifts.

Displays knowledge of and enforces traffic laws, criminal laws, and Franklin City Ordinances.

Complies with department rules, regulations, policies, and standard operating procedures.

Completing the necessary administrative responsibilities such as required paperwork and similar work designed to provide administrative support to the department.

Ability to work any shift.

Attending department training programs

Ensuring subordinate compliance with departmental rules, regulations, SOP's, directives, and approved Shift Guidelines.

Supervising subordinate Officers and leading by example.

Appearing in court as required.

Making suggestions for department improvements.

Perform related essential functions as required.

Able to perform functions of a Patrol Officer.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

Work as assigned by Deputy Chief or Chief of Police and provide Road Commanders/Division with set policies to be followed as needed.

CRITICAL SKILLS/EXPERTISE

Specialized knowledge of department procedures, rules, regulations, and the ability to correctly interpret, explain, direct in the compliance of, and support them.

Specialized knowledge of Federal, State, and Local laws related to the law enforcement profession and the ability to apply them, interpret, explain, or direct others in compliance.

Specialized knowledge of city policies, procedures and ordinances, as related to the department, and the ability to explain, support, and comply with them.

Ability to communicate effectively, both in writing and verbally to complete work responsibilities, assist department personnel, and the public in a professional and courteous manner.

Specialized knowledge and ability to supervise others in a professional manner.

JOB STANDARDS

Must be a citizen of the United States.

Must be a High School graduate or equivalent.

Must possess a valid Indiana driver's license.

Must be at least twenty-one (21) years of age.

Must have the legal ability to possess a firearm.

Must be certified by the Indiana Law Enforcement Training Board.

Must satisfy any and all other requirements imposed by State and Federal law.

Must be Command Grade merit rank.

Work consists of complex, varied, non-standardized tasks, processes, and operations following established laws and procedures. Incumbent must be able to direct the operations of the road personnel and assist with Administrative duties as assigned by the Deputy Chief.

PERSONAL WORK RELATIONSHIPS

Incumbent interacts with city administration, co-workers, other city departments and employees, public/private sector personnel, and the general public. The purpose of these contacts is to complete assignments, exchange information, gather information, and supervise and assist subordinate officers.

PHYSICAL EFFORT AND WORK ENVIRONMENTS

Maintain physical ability and stamina to meet police and safety standards including: See well enough to drive vehicles under emergency conditions, make valid identification, use firearms, detect hazardous situations, write legible reports; hears and speaks well enough to converse on the radio, telephone and in person over incident noise, to be alert to situations of danger; bodily mobility to make rapid transitions from rest to near maximum exertion without warm-up periods, stamina and endurance necessary in the apprehension of combative suspects, use of hands and fingers to write, to utilize safety gear, and drive vehicles under emergency conditions; ability to distinguish hazardous odors; must be able to lift equipment as necessary.

EQUIPMENT

The employee is required to use/operate such items as a computer, printer, copier, fax, radio, telephone, radar unit, camera, CD burner, vehicle, firearms (handgun, shotgun, and rifle), taser, chemical spray, baton, handcuffs, body armor, flashlight, flares, gloves, pocket mask, barrier equipment, other personal protection items, and any other issued equipment.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code. The incumbent is subject to a background check prior to employment and maintain a non felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Administrative Assistant/Uniform Commander for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Bookkeeper
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent is responsible for documenting and recording the department accounts payable and receivable records. Incumbent performs general duties as required to maintain an effective office environment.

ESSENTIAL JOB FUNCTIONS

The incumbent is responsible for maintaining department accounting records to include such areas as overseeing expenditures and transferring line items, collecting cash payments and issuing receipts.

The incumbent is responsible for conducting a monthly audit with the administrators.

The incumbent is responsible for keeping a ledger on all cash and checks issued.

The incumbent is responsible for processing such items as claims, purchase orders, invoices, reports, receipts, maintenance agreements, and permits.

The incumbent is responsible for keeping accurate records/copies on such office items as insurance policies, worker's compensation claims and purchase order claims.

The incumbent is responsible for submitting records, documents, payments to City, and private organizations as required.

The incumbent is responsible for taking the daily financial records/deposits to office of the clerk treasurer.

The incumbent is responsible for providing office support to the Chief and his/her department. This may include processing incoming and outgoing mail/packages, ordering supplies, typing documents/letters/certificates.

The incumbent is responsible for assisting in the development of the annual budget.

The incumbent is responsible for making records available for annual State Board of Accounts audit.
The incumbent performs other related functions as required.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

Incumbent reports directly to the Supervisor assigned by the Chief of Police.

EQUIPMENT KNOWLEDGE

The incumbent must have the ability to operate office machines such as computer/printer, spreadsheets, calculator, copier, and telephone system.

CRITICAL SKILLS/EXPERTISE

The incumbent must have a thorough knowledge of office support activities required to complete such responsibilities as properly balancing cash ledgers, maintaining spending within budget constraints, authorizing payment for goods and services, and maintaining supplies.

The incumbent must have a basic knowledge of department policies, procedures, and standards.

The incumbent must have a specialized knowledge of city policies, procedures, and requirements.

The incumbent must have the ability to perform basic mathematics to maintain accurate budget/financial records.

The incumbent must have the ability to organize work to assure that schedules are met and work is submitted correctly and within deadlines.

The incumbent must have the ability to communicate effectively, both in writing, and verbally.

The incumbent must maintain a good working relationship with the office of the Clerk Treasurer.

EDUCATION REQUIREMENTS

The incumbent must have a High School diploma or equivalent, with 2yrs of related work experience.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non-felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Bookkeeper Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Chief
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent is responsible for the planning, organizing, and the directing of all functional areas within the department. The incumbent assures maximum utilization of personnel and resources to meet city needs providing staff with administrative and technical advice.

ESSENTIAL JOB FUNCTIONS

The incumbent is responsible for directing and supervising all activities within the department.

The incumbent is responsible for developing and implementing policies, procedures, and work standards that will affect the efficient operation of the department.

The incumbent is responsible for establishing and approving priorities, goals, and guidelines for effective completion of work assigned to department.

The incumbent is responsible for developing short and long-range plans for the department based on current and future goals as established by the Mayor, City Council, or Merit Board.

The incumbent is responsible for interacting with all levels of city management to keep them advised of major plans and activities.

The incumbent is responsible for making decision regarding the needs of subordinate supervisors over major functional sections as they relate to work force, resources, equipment, and supplies.

The incumbent is responsible for approving training programs for all personnel, assuring that training is consistent with recent developments in law enforcement.

The incumbent is responsible for ensuring subordinates compliance with departmental rules, regulation, and SOP's.

The incumbent is responsible for staying current in the area of law enforcement technology.

The incumbent is responsible for overseeing the citywide communication system.

The incumbent is responsible for attending department training programs as required.

The incumbent is responsible for performing a variety of public relations duties.

The incumbent provides directions to subordinate supervisors.

The incumbent establishes, revises, and ensures adherence to standards.

The incumbent will evaluate subordinate personnel as directed department procedures.

The incumbent performs other related job functions as required.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

The incumbent is appointed by and reports directly to the Mayor of the City of Franklin. The incumbent may also be required to report to the Board of Works or other boards required by law, the Police Merit Board, or the Mayor.

CRITICAL SKILLS/EXPERTISE

The incumbent must have a broad knowledge of management principles and practices.

The incumbent must have a thorough knowledge of law enforcement related equipment and technology.

The incumbent must have a thorough knowledge of department policies, procedures, and standards and the ability to explain and support them.

The incumbent must have a thorough knowledge of city policies, procedures, philosophy, and goals, as related to the department, and the ability to explain and support them.

The incumbent must have a thorough knowledge of federal, state, and local laws related to the law enforcement profession and the ability to apply them to maintain order.

The incumbent must have a thorough knowledge of and the ability to use such procedures/techniques as restraint/search procedures, field sobriety tests, patrol techniques, vehicle stop procedures, alarm response procedures and emergency driving/pursuit procedures required and used by the department.

The incumbent must have an ability to direct the work of others in the performance of law enforcement responsibilities.

The incumbent is responsible for resolving personnel issues, effective training.

The incumbent must have effective public relations skills and be able to communicate effectively with the media as directed by the Mayor.

The incumbent must have the ability to communicate effectively, both in writing and verbally.

The incumbent must have the ability to interpret and apply directives as needed.

EQUIPMENT

The employee is required to use/operate such items as a computer, printer, copier, fax, radio, telephone, radar unit, camera, CD burner, vehicle, firearms (handgun, shotgun, and rifle), taser, chemical spray, baton, handcuffs, body armor, flashlight, flares, gloves, pocket mask, barrier equipment, other personal protection items, and any other issued equipment.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non-felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Chief for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Deputy Chief
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent provides administrative assistance to the Chief of Police. The incumbent shall directly supervise all areas of department operations, equipment, and functions as directed by the chief. The incumbent shall act with the authority of the chief in his absence in accordance with local and state laws, regulations, and ordinances.

ESSENTIAL JOB FUNCTIONS

The incumbent is responsible for consulting with the chief concerning the department's overall operations, offering recommendations as appropriate.

The incumbent is responsible for overseeing the communications specialist personnel.

The incumbent is responsible for performing such administrative responsibilities as writing/reviewing standard operating procedures, answering inquiries from public, investigating complaints against officers, communicating with other agencies.

The incumbent is responsible for ensuring subordinate compliance with departmental rules, regulations, and SOP's.

The incumbent is responsible for managing overtime expenditures for all sworn officers.

The incumbent is responsible for budgeting for equipment, repairs, supplies, and part-time communications personnel.

The incumbent must set standards to assist the telecommunications specialist.

The incumbent is responsible for coordinating special events with other agencies.

The incumbent is responsible for attending department training programs as required.

The incumbent is responsible for performing a variety of public relations duties.

The incumbent is responsible for civilian personnel in the absence of the area supervisor.
The incumbent is responsible for providing investigation and patrol function support.

The incumbent provides directions to subordinate supervisors.

The incumbent establishes, revises, and ensures adherence to standards.

The incumbent will review work product for completeness, accuracy, and legality.

The incumbent will evaluate subordinate personnel as directed by the chief.

The incumbent performs other related job functions as required.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

The incumbent reports directly to the Chief of Police.

CRITICAL SKILLS/EXPERTISE

The incumbent must have a broad knowledge of management principles and practices.

The incumbent must have a thorough knowledge of law enforcement related equipment and technology.

The incumbent must have a thorough knowledge of department policies, procedures, and standards and the ability to explain and support them.

The incumbent must have a thorough knowledge of city policies, procedures, philosophy, and goals, as related to the department, and the ability to explain and support them.

The incumbent must have a thorough knowledge of Federal, State, and Local laws related to the law enforcement profession and the ability to apply them to maintain order.

The incumbent must have a thorough knowledge of and the ability to use such procedures/techniques as restraint/search procedures, field sobriety tests, patrol techniques, vehicle stop procedures, alarm response procedures and emergency driving/pursuit procedures required and used by the department.

The incumbent must have an ability to direct the work of others in the performance of law enforcement responsibilities.

The incumbent is responsible for resolving personnel issues, effective training.

The incumbent must have effective public relations skills and be able to communicate effectively with the media as directed by the Chief of Police.

The incumbent must have the ability to communicate effectively, both in writing and verbally.

EDUCATIONAL REQUIREMENTS

The incumbent must have a high school education or equivalent plus special training plus related work experience.

The incumbent must have a valid driver's license.

Appointment to the office of deputy chief shall conform to state law.

EQUIPMENT

The employee is required to use/operate such items as a computer, printer, copier, fax, radio, telephone, radar unit, camera, CD burner, vehicle, firearms (handgun, shotgun, and rifle), taser, chemical spray, baton, handcuffs, body armor, flashlight, flares, gloves, pocket mask, barrier equipment, other personal protection items, and any other issued equipment.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non-felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Deputy Chief for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Detective
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent provides to the public prompt and professional police services. Incumbent performs investigative activities as well as providing self-initiated activities for law enforcement. Incumbent reports to the Detective Commander and/or the Assistant Detective Commander.

ESSENTIAL JOB FUNCTIONS

Comprehensive criminal investigation work law enforcement and crime prevention work.

Supervises crime scene investigations.

Performing investigative activities to include, but not limited to, promptly responding to civil-criminal investigations per guidelines, handle assigned investigations, and follow-up on criminal activities. Includes the enforcement of traffic laws, criminal laws, and Franklin City ordinances.

Complying with department rules, regulations, policies, and standard operating procedures.

Providing such support services as monitoring/responding to calls as required, assisting the Road Division as needed, assisting other police agencies, and assisting other Franklin City departments.

Completing the necessary administrative responsibilities such as required paperwork and similar work designed to provide administrative support to the Department/Prosecutor.

Working within the community providing assistance as needed to provide a safe environment for the citizens of Franklin.

Attending department training programs.

Ensuring compliance with departmental rules, regulations, SOP's, etc.

Collect and preserve evidence or directing the collecting and preserving of evidence.

Performing such activities as interviewing suspects, attending polygraphs, finger printing, and other such actions to solve crimes.

Assists in supervising detectives and incidents, and leading by example.

Completing special details, and leading by example.

Train and mentor newly assigned Detectives.

Appearing in court as required.

Providing security/traffic control for special events, as well as a wide variety of courtesy services.

Making suggestions for department and Investigations improvements.

Providing criminal intelligence information to Road Division as necessary

Reporting violation of orders to Detective Commander.

Serving on professionally related committees, i.e. gang task force, etc.

Detectives are subject to on-call, overtime, standby and callback.

Perform related essential functions as required.

Able to perform functions of a Patrol Officer.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

Work as assigned by supervisor and follow established practices and clear-cut policies to complete investigations for prosecution or acceptable conclusion as timely as possible for the welfare of the citizens of Franklin. Choices/decisions are made without clearing them with higher supervision in most situations. Supervisor's input usually occurs as needed for the work is in process. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information, loss of prosecution, and liability.

CRITICAL SKILLS/EXPERTISE

Specialized knowledge of department procedures, rules, regulations, and the ability to explain and support them.

Specialized knowledge of Federal, State, and Local laws related to the law enforcement profession and the ability to apply them.

Specialized knowledge of City policies, procedures and ordinances, as related to the department, and the ability to explain, support, and comply with them.

Ability to communicate effectively, both in writing and verbally to complete work responsibilities, assist department personnel, and the public.

Specialized knowledge and ability to direct criminal investigations in a professional manner.

Ability to gather, assemble, analyze, and evaluate facts and evidence.

Ability to draw logical conclusions from information and make proper recommendations.

Ability to interpret and apply laws and regulations.

Ability to train and mentor rotational Detectives in full range of investigative procedures.

Ability to analyze situations quickly and accurately, and take effective courses of action.

Ability to demonstrate keen powers of observation and memory.

Ability to meet established standards of physical endurance, agility, and vision.

Ability to establish and maintain cooperative relationships with those contacted during the course of work.

Ability to practically apply the philosophy of Community Policing, toward achieving the organizational mission statement.

JOB STANDARDS

Must be a citizen of the United States.

Must be a High School graduate or equivalent.

Must possess a valid Indiana driver's license.

Must be at least twenty-one (21) years of age.

Must have the legal ability to possess a firearm.

Must be certified by the Indiana Law Enforcement Training Board.

Must satisfy any and all other requirements imposed by State or Federal law.

Must successfully complete all specialized training required by the department.

Work consists of complex, varied, non-standardized tasks, processes, and operations following established laws and procedures. The incumbent must deal with such complex and unsure circumstances as responding to complaints and be able to conduct an investigation without direct supervision.

PERSONAL WORK RELATIONSHIPS

Incumbent interacts with co-workers, other department employees, public/private sector personnel, and the general public. The purpose of these contacts is to complete assignments, exchange information, compile reports, gather information, and supervise and assist subordinate Officers.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Maintain physical ability and stamina to meet police and safety standards including: See well enough to drive vehicles under emergency conditions, make valid identification, use firearms, detect hazardous situations, write legible reports; hears and speaks well enough to converse on the radio, telephone and in person over incident noise, to be alert to situations of danger; bodily mobility to make rapid transitions from rest to near maximum exertion without warm-up periods, stamina and endurance necessary in the apprehension of combative suspects, use of hands and fingers to write, to utilize safety gear, and drive vehicles under emergency conditions; ability to distinguish hazardous odors; must be able to lift equipment as necessary.

EQUIPMENT

The employee is required to use/operate such items as a computer, printer, copier, fax, radio, telephone, radar unit, camera, CD burner, vehicle, firearms (handgun, shotgun, and rifle), taser, chemical spray, baton, handcuffs, body armor, flashlight, flares, gloves, pocket mask, barrier equipment, other personal protection items, and any other issued equipment.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non-felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Detective for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Detective Commander
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent provides to the public prompt and professional police services. Incumbent performs the command function of Investigation Division activities as well as providing self-initiated activities for law enforcement. Incumbent reports to the Operations Commander.

ESSENTIAL JOB FUNCTIONS

Provides supervision of all aspects to the Investigation Division to include, but not be limited to, requiring prompt responding to civil-criminal investigations, assigning cases, reviewing of case (proper case management), working cases as necessary, dissemination of criminal information to the department, follow-up on criminal activities, and directing the Property Room and Evidence Technician. Includes the enforcement of traffic laws, criminal laws, and Franklin City Ordinances.

Complying with department rules, regulations, policies, and standard operating procedures.

Providing such support services as monitoring/responding to calls as required, assisting the Road Division, assisting other police agencies, and assisting other Franklin City departments.

Completing the necessary administrative responsibilities such as required paperwork and similar work designed to provide administrative support to the department.

Working within the community providing assistance as needed to provide a safe environment for the citizens of Franklin.

Attending department training programs.

Ensuring compliance with departmental rules, regulations, SOP's, Guidelines, etc.

Collect and preserve evidence or directing the collecting and preserving of evidence.

Performing or overseeing such activities as interviewing suspects, attending polygraphs, finger printing, and other such actions to solve crimes.

Performs the function of a Command Grade Officer, and leads by example.

Completing special details.

Appearing in court as required.

Providing security/traffic control for special events, as well as a wide variety of courtesy services.

Making suggestions for department and Investigations improvements.

Providing criminal intelligence information to Road Division as necessary

Reporting violation of orders to Operations Commander.

Serving on professionally related committees, i.e. gang task force, etc.

Perform related essential functions as required.

Able to perform functions of a Patrol Officer.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

Work as assigned by supervisor and provide Detective Sergeant and the Detectives with general directions in following established practices and clear-cut policies to complete investigations for prosecution or acceptable conclusion as timely as possible for the welfare of the citizens of Franklin. Choices/decisions are made without clearing them with higher supervision in most situations. Supervisor's input usually occurs as needed for the work is in process. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information, loss of prosecution, injury or liability.

CRITICAL SKILLS/EXPERTISE

Specialized knowledge of department procedures, rules, regulations, and the ability to explain and support them.

Specialized knowledge of Federal, State, and Local laws related to the law enforcement profession and the ability to apply them.

Specialized knowledge of city policies, procedures and ordinances, as related to the department, and the ability to explain, support, and comply with them.

Ability to communicate effectively, both in writing and verbally to complete work responsibilities, assist department personnel, and the public.

Specialized knowledge and ability to direct criminal investigations in a professional manner.

Specialized knowledge in civil and criminal investigations/techniques and evidence.

Ability to gather, assemble, analyze, and evaluate facts and evidence.

Ability to draw logical conclusions from information and make proper recommendations.

Ability to interpret and apply laws and regulations.

Ability to train and mentor rotational Detectives in full range of investigative procedures.

Ability to analyze situations quickly and accurately, and take effective courses of action.

Ability to demonstrate keen powers of observation and memory.

Ability to meet established standards of physical endurance, agility, and vision.

Ability to establish and maintain cooperative relationships with those contacted during the course of work.

Ability to practically apply the philosophy of Community Policing, toward achieving the organizational mission statement.

JOB STANDARDS

Must be a citizen of the United States.

Must be a High School graduate or equivalent.

Must possess a valid Indiana driver's license.

Must be at least twenty-one (21) years of age.

Must have the legal ability to possess a firearm.

Must be certified by the Indiana Law Enforcement Training Board.

Must satisfy any and all other requirements imposed by State or Federal law.

Must successfully complete all specialized training required by the Department.

Work consists of complex, varied, non-standardized tasks, processes, and operations following established laws and procedures. The Detective Commander must be able to direct the operations of an incident with no supervision assuring the safety of department personnel and the citizens of Franklin. The Detective Commander must possess the knowledge and ability required of a Patrol Officer, Patrol Sergeant, Detective, and must be Command Grade merit rank.

PERSONAL WORK RELATIONSHIPS

Incumbent interacts with co-workers, other department employees, public/private sector personnel, and the general public. The purpose of these contacts is to complete assignments, exchange information, compile reports, gather information, and supervise and assist subordinate Officers.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Maintain physical ability and stamina to meet police and safety standards including: See well enough to drive vehicles under emergency conditions, make valid identification, use firearms, detect hazardous situations, write legible reports; hears and speaks well enough to converse on the radio, telephone and in person over incident noise, to be alert to situations of danger; bodily mobility to make rapid transitions from rest to near maximum exertion without warm-up periods, stamina and endurance necessary in the apprehension of combative suspects, use of hands and fingers to write, to utilize safety gear, and drive vehicles under emergency conditions; ability to distinguish hazardous odors; must be able to lift equipment as necessary.

EQUIPMENT

The employee is required to use/operate such items as a computer, printer, copier, fax, radio, telephone, radar unit, camera, CD burner, vehicle, firearms (handgun, shotgun, and rifle), taser, chemical spray, baton, handcuffs, body armor, flashlight, flares, gloves, pocket mask, barrier equipment, other personal protection items, and any other issued equipment.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Detective Commander for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____ No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Detective Sergeant/Assistant Detective Commander
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent provides to the public prompt and professional police services. Incumbent assists the Detective Commander in supervising the Investigation Division. Incumbent performs investigative activities as well as providing self-initiated activities for law enforcement. Incumbent reports to the Detective Commander.

ESSENTIAL JOB FUNCTIONS

Performing investigative activities to include, but not limited to, promptly responding to civil-criminal investigations per guidelines, handle assigned investigations, and follow-up on criminal activities. Includes the enforcement of traffic laws, criminal laws, and Franklin City Ordinances.

Complying with department rules, regulations, policies, and standard operating procedures.

Providing such support services as monitoring/responding to calls as required, assisting the Road Division as needed, assisting other police agencies, and assisting other Franklin City departments.

Completing the necessary administrative responsibilities such as required paperwork and similar work designed to provide administrative support to the department.

Working within the community providing assistance as needed to provide a safe environment for the citizens of Franklin.

Attending department training programs.

Ensuring compliance with departmental rules, regulations, SOP's, Guidelines, etc.

Collect and preserve evidence or directing the collecting and preserving of evidence.

Performing such activities as interviewing suspects, attending polygraphs, finger printing, and other such actions to solve crimes.

Assists in supervising detectives and incidents, and leading by example.

Completing special details.

Appearing in court as required.

Providing security/traffic control for special events, as well as a wide variety of courtesy services.

Making suggestions for department and Investigations improvements.

Providing criminal intelligence information to Road Division as necessary

Reporting violation of orders to Detective Commander.

Serving on professionally related committees, i.e. gang task force, etc.

Perform related essential functions as required.

Able to perform functions of a Patrol Officer.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

Work as assigned by supervisor and follow established practices and clear-cut policies to complete investigations for prosecution or acceptable conclusion as timely as possible for the welfare of the citizens of Franklin. Choices/decisions are made without clearing them with higher supervision in most situations. Supervisor's input usually occurs as needed for the work is in process. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information, loss of prosecution, and liability.

CRITICAL SKILLS/EXPERTISE

Specialized knowledge of department procedures, rules, regulations, and the ability to explain and support them.

Specialized knowledge of Federal, State, and Local laws related to the law enforcement profession and the ability to apply them.

Specialized knowledge of city policies, procedures and ordinances, as related to the department, and the ability to explain, support, and comply with them.

Ability to communicate effectively, both in writing and verbally to complete work responsibilities, assist department personnel, and the public.

Specialized knowledge and ability to direct criminal investigations in a professional manner.

Specialized knowledge in civil and criminal investigations/techniques and evidence.

Ability to gather, assemble, analyze, and evaluate facts and evidence.

Ability to draw logical conclusions from information and make proper recommendations.

Ability to interpret and apply laws and regulations.

Ability to train and mentor rotational Detectives in full range of investigative procedures.

Ability to analyze situations quickly and accurately, and take effective courses of action.

Ability to demonstrate keen powers of observation and memory.

Ability to meet established standards of physical endurance, agility, and vision.

Ability to establish and maintain cooperative relationships with those contacted during the course of work.

Ability to practically apply the philosophy of Community Policing, toward achieving the organizational mission statement.

JOB STANDARDS

Must be a citizen of the United States.
Must be a High School graduate or equivalent.
Must possess a valid Indiana driver's license.
Must be at least twenty-one (21) years of age.
Must have the legal ability to possess a firearm.
Must be certified by the Indiana Law Enforcement Training Board.
Must satisfy any and all other requirements imposed by State or Federal law.
Must successfully complete all specialized training required by the Department.

Work consists of complex, varied, non-standardized tasks, processes, and operations following established laws and procedures. The incumbent must deal with such complex and unsure circumstances as responding and conducting the investigation, or direct others in the investigation, preservation of evidence, or the collection of evidence without direct supervision.

PERSONAL WORK RELATIONSHIPS

Incumbent interacts with co-workers, other department employees, public/private sector personnel, and the general public. The purpose of these contacts is to complete assignments, exchange information, compile reports, gather information, and supervise and assist subordinate Officers.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Maintain physical ability and stamina to meet police and safety standards including: See well enough to drive vehicles under emergency conditions, make valid identification, use firearms, detect hazardous situations, write legible reports; hears and speaks well enough to converse on the radio, telephone and in person over incident noise, to be alert to situations of danger; bodily mobility to make rapid transitions from rest to near maximum exertion without warm-up periods, stamina and endurance necessary in the apprehension of combative suspects, use of hands and fingers to write, to utilize safety gear, and drive vehicles under emergency conditions; ability to distinguish hazardous odors; must be able to lift equipment as necessary.

EQUIPMENT

The employee is required to use/operate such items as a computer, printer, copier, fax, radio, telephone, radar unit, camera, CD burner, vehicle, firearms (handgun, shotgun, and rifle), taser, chemical spray, baton, handcuffs, body armor, flashlight, flares, gloves, pocket mask, barrier equipment, other personal protection items, and any other issued equipment.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non-felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Detective Sergeant/Assistant Detective Commander for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Evidence Technician/Property Control
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent is a support person for both uniform and investigative branches of the department. The incumbent is directly responsible for documentation, collection, preservation, Chain of Custody and transportation of evidence. In addition the incumbent will maintain the property room, coordinate lab operation, and examinations for evidence.

ESSENTIAL JOB FUNCTIONS

The incumbent is responsible for security, organization, and preservation of the property room.

The incumbent is responsible for providing uniform officers and investigators with the proper containers to collect, package, process, and field test evidence.

The incumbent is responsible for processing crime scene/evidence.

The incumbent is responsible for the inventory and ordering of evidence room supplies. He/she will need to maintain a supply of batteries, audio, and videotapes for the department.

The incumbent is responsible for performing a variety of office support functions, to include, but not limited to, answering questions from department personnel, public.

The incumbent is responsible for the documentation, collection, preservation, and Chain of Custody of evidence.

The incumbent will coordinate lab examinations and serve as a liaison to ISP, GDP lab.

The incumbent is responsible for the proper release of property being returned to the public.

The incumbent may be required to respond to the incident scene by the shift supervisor or investigator.

The incumbent may be required to prepare a written statement as to his/her involvement at the incident scene.

The incumbent may be required to transport evidence for comparison or laboratory testing.

The incumbent will supplement his/her written report, document any time he/she is required to transport evidence. Complete the Chain of Custody.

The incumbent is responsible for other related duties as assigned.

The incumbent is responsible for updating and inventorying property room at least annually.

The incumbent is responsible for the proper disposal of property and evidence per Indiana Codes.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

Incumbent reports to the Investigation Commander. The incumbent will be required to be on the 24 hour on call schedule.

EQUIPMENT KNOWLEDGE

The incumbent must have the ability to use office equipment such as the paper shredder.

The incumbent must have the ability use equipment of trade.

The incumbent must have the ability to use hand tools for minor repairs.

The incumbent must have the ability to operate the time clock, computer/printer.

CRITICAL SKILLS/EXPERTISE

The incumbent must have a basic knowledge of city policies.

The incumbent must have extensive knowledge of department rules, regulations, policies, and procedures.

The incumbent must have a thorough knowledge of evidence procedures.

The incumbent must have the ability to maintain confidentiality.

The incumbent must have the ability to provide office support to department personnel and operations.

The incumbent must have the ability to handle all situations in a calm and professional manner.

The incumbent must have the ability to effectively communicate, both in writing and verbally.

The incumbent must have knowledge of outside laboratory procedures and coordinate with them.

EDUCATIONAL REQUIREMENTS

The incumbent must have a High School diploma or equivalent plus related work experience.

The incumbent must have extensive education as an evidence technician and attend on- going training.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The incumbent is/may be required to work outside, where they could be exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour.

The incumbent may be exposed to hazards and atmospheric conditions in which one or more of the following can affect the respiratory system and skin: fumes, odors, dusts, mists, gases, or poor ventilation.

The incumbent's position may require traveling

SAFETY REQUIREMENTS

The incumbent is required to wear protective clothing for infectious diseases, barrier suits, breathing apparatus, gloves, and proper equipment for noise and vibration.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non-felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Evidence Technician/Property Control for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

POSITION DESCRIPTION

POSITION: Office Manager/Assistant Computer Administrator
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee serves as supervisor to the clerical employees of the Franklin Police Department, and is responsible for scheduling staff. The incumbent assists the Computer Administrator, and acts as computer administrator in his/her absence. The incumbent will also transcribe police reports daily, and occasionally transcribe or prepare documents for investigations.

ESSENTIAL JOB FUNCTIONS

The incumbent is responsible for supervising and scheduling Records staff.

The incumbent is responsible for the day to day duties of the Records Clerk/Transcriptionist.

The incumbent is responsible for coordinating and updating department lists of employee unit numbers, employee numbers, and telephone numbers, including cellular phone numbers, pager numbers, and voice mail numbers.

The incumbent is responsible for transcribing police reports from a digital transcription system.

The incumbent is responsible for transcribing taped statements for Investigations and recorded 911 calls.

The incumbent is responsible for ensuring arrest entries are correct and complete.

The incumbent is responsible for managing incident report files.

The incumbent is responsible for confirming protective order entries in the computer system.

The incumbent is responsible for overseeing the organizing and maintaining the protective order files.

The incumbent is responsible for assisting the public with Limited Criminal History requests, Handgun Permit applications, questions and answers.

The incumbent is responsible for assisting coworkers with computer questions and problems.

The incumbent is responsible for collaborating with the Computer Administrator on maintaining the law enforcement database, the City of Franklin WAN, the building security system, and the telephone system.

The incumbent is responsible for reviewing data being entered by Transcriptionist for errors and completeness.

The incumbent is responsible for the receipt procedures for fees collected.

The incumbent is responsible for training personnel on computer, pagers, telephones, and voice mail.

The incumbent is responsible for the entering of secondary information into the system such as traffic and parking tickets, accident reports, no trespass orders and license and permits information.

The incumbent is responsible for contacting vendor's reference maintenance of digital dictation system, telephone system, and building security system.

Incumbent will perform other related functions as required.

(Employee Evaluations) – Complete subordinate evaluations annually.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

The incumbent reports to the Supervisor assigned by the Chief of Police.

EQUIPMENT KNOWLEDGE

The incumbent must have the ability to learn and use such office equipment as the computer, the digital transcription station, the telephone system, tape transcriber, fax, calculator, typewriter, the alphanumeric paging system, copier and PBX.

CRITICAL SKILLS/EXPERTISE

The incumbent must have thorough knowledge of computer hardware/software utilized in law enforcement, and the ability to maintain such system.

The incumbent must have a thorough knowledge of Department policies, procedures, and Standards as they apply the department computer system, his/her employees.

The incumbent must have an understanding of basic supervisory skills, and the ability to delegate work as necessary as well as communicate effectively, both in writing and verbally with staff and members of the public, subordinates and Administration.

The incumbent must be organized and detailed.

The incumbent must have extensive knowledge of City policies, procedures and ordinances as they relate to the Department.

The incumbent must have the ability to communicate effectively, both in writing and verbally.

The incumbent must have a thorough knowledge of the city codebook, state statutes and be able to use it in the daily operations of his/her position.

EDUCATIONAL REQUIREMENTS

The incumbent must have a high school diploma or its equivalent with a minimum of two-years of office administration experience.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Office Manager/Assistant Computer Administrator for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes_____No_____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Operations Commander
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent supervises all sworn officers. The incumbent manages enforcement operations.

ESSENTIAL JOB FUNCTIONS

The incumbent is responsible for designing, developing, and maintaining the department's training program for all officers.

The incumbent is responsible for completing such personnel management responsibilities as answering questions from personnel, scheduling work force for special events.

The incumbent is responsible for the success of the ongoing Field Training Program.

The incumbent is responsible for managing the department's Fleet Maintenance Program, including maintaining fleet records.

The incumbent is responsible for arranging/coordinating repairs on radio equipment, as well as other equipment required.

The incumbent is responsible for purchasing new equipment (vehicles, police equipment).

The incumbent is responsible for handling the purchase/equipping of new vehicles.

The incumbent oversees training of Operations Section personnel.

The incumbent is responsible for assisting in the development of the yearly departmental budget.

The incumbent is responsible for organizing and supervising major projects assigned by the Chief of Police.

The incumbent is responsible for recommending changes to department policies and practices.

The incumbent will perform other related functions as required.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

The incumbent reports directly to the Chief of Police.

EQUIPMENT KNOWLEDGE

The incumbent must have the ability to use equipment such as computer/printer and a copier.

The incumbent must have the ability to operate all department vehicles.

The incumbent must have the ability to use radars, camera equipment, and hand held and vehicle-mounted radios.

CRITICAL SKILLS/EXPERTISE

The incumbent must have a broad knowledge of law enforcement fleet management principles and procedures and the ability to apply them.

The incumbent must have a thorough knowledge of Federal, State, and Local laws related to the law enforcement profession and the ability to apply them.

The incumbent must have a thorough knowledge of, and the ability to use, such procedures/techniques as restraint/search procedures, field sobriety tests, patrol techniques, vehicle stop procedures, alarm response procedures and emergency driving/pursuit procedures required and used by the department.

The incumbent must have basic knowledge of department policies, procedures and standards and the ability to explain and support them.

The incumbent must have a basic knowledge of city policies, procedures and ordinances, as related to the department, and the ability to explain, support and enforce them.

The incumbent must have the ability to direct the work of others in the performance of law enforcement responsibilities.

The incumbent must have the ability to communicate effectively, both in writing and verbally.

EDUCATIONAL REQUIREMENTS

The incumbent must have a High School diploma or equivalent plus special training with related work experience.

The incumbent must possess a valid driver's license.

The incumbent must be certified by the Indiana Law Enforcement Training Board.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The incumbent may be required to perform work that is considered physical in nature.

At time, the incumbent may be required to work outdoors in adverse weather conditions. Travel may be required from time to time.

SAFETY EQUIPMENT

The incumbent will be required to operate certain safety related items such as: firearms, body armor, flashlight, flares, handcuffs, barrier equipment, batons, shot gun, taser, and rifle.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Operations Commander for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Patrol Officer
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent provides to the public prompt and professional police services. Incumbent performs road patrol activities as well as providing self-initiated activities for law enforcement. Incumbent reports to the Shift Commander/Assistant Shift Commander.

ESSENTIAL JOB FUNCTIONS

Performing routine patrol activities to include, but not limited to, promptly responding to civil-criminal complaints, investigation accidents, and traffic enforcement. Includes the enforcement of traffic laws, criminal laws, and Franklin City Ordinances.

Complying with department rules, regulations, policies, and standard operating procedures.

Providing such support services as monitoring/responding to calls, assisting other police agencies, and assisting other Franklin City departments.

Completing the necessary administrative responsibilities such as required paperwork and similar work designed to provide administrative support to the department.

Working within the community providing assistance in such areas as school patrol, security checks, bank and funeral escorts, assisting fire, medical and utility operations, etc.

Attending department training programs.

Ensuring subordinate compliance with departmental rules, regulations, SOP's, etc.

Appearing in court as required.

Providing security/traffic control for special events, as well as a wide variety of courtesy services.

Making suggestions for department and Shift improvements.

Reporting criminal intelligence information to investigators.

Perform related essential functions as required.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

Work as assigned by supervisor/Shift Commander who provides incumbent with general direction in following established practices and clear-cut policies. Choices/decisions are made without clearing them with supervisor in most road patrol situations. Supervisor's input usually occurs while the work is in process. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.

CRITICAL SKILLS/EXPERTISE

Specialized knowledge of department procedures, rules, regulations, and the ability to explain and support them.

Specialized knowledge of Federal, State, and Local laws related to the law enforcement profession and the ability to apply them.

Specialized knowledge of and the ability to use such procedures/techniques as restraint/search procedures, field sobriety tests, patrol techniques, vehicle stop procedures, alarm response procedures and emergency driving/pursuit procedures required and used by the department.

Specialized knowledge of city policies, procedures and ordinances, as related to the department, and the ability to explain, support, and comply with them.

Ability to communicate effectively, both in writing and verbally to complete work responsibilities, assist department personnel, and the public.

Specialized knowledge and ability to supervise others in a professional manner.

JOB STANDARDS

Must be a citizen of the United States.

Must be a High School graduate or equivalent.

Must possess a valid Indiana driver's license.

Must be at least twenty-one (21) years of age.

Must have the legal ability to possess a firearm.

Must be certified by the Indiana Law Enforcement Training Board.

Must satisfy any and all other requirements imposed by State and Federal law.

Work consists of complex, varied, non-standardized tasks, processes, and operations following established laws and procedures. Incumbent must deal with such complex and unsure circumstances as responding to complaints.

PERSONAL WORK RELATIONSHIPS

Incumbent interacts with co-workers, other department employees, public/private sector personnel, and the general public. The purpose of these contacts is to complete assignments, exchange information, compile reports and gather information.

EDUCATION

Must meet all city and state requirements for Police Officer.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Maintain physical ability and stamina to meet police and safety standards including: See well enough to drive vehicles under emergency conditions, make valid identification, use firearms, detect hazardous situations, write legible reports; hears and speaks well enough to converse on the radio, telephone and in person over incident noise, to be alert to situations of danger; bodily mobility to make rapid transitions from rest to near maximum exertion without warm-up periods, stamina and endurance necessary in the apprehension of combative suspects, use of hands and fingers to write, to utilize safety gear, and drive vehicles under emergency conditions; ability to distinguish hazardous odors; must be able to lift equipment as necessary.

EQUIPMENT

The employee is required to use/operate such items as a computer, printer, copier, fax, radio, telephone, radar unit, camera, CD burner, vehicle, firearms (handgun, shotgun, and rifle), taser, chemical spray, baton, handcuffs, body armor, flashlight, flares, gloves, pocket mask, barrier equipment, other personal protection items, and any other issued equipment.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non-felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Patrol Officer for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Patrol Sergeant/Assistant Shift Commander
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent provides to the public prompt and professional police services. Incumbent performs road patrol activities as well as providing self-initiated activities for law enforcement. Incumbent reports to the Shift Commander. Incumbent assists in the supervision of a shift or unit.

ESSENTIAL JOB FUNCTIONS

Performing routine patrol activities to include, but not limited to, promptly responding to civil-criminal complaints, investigation accidents, and traffic enforcement. Includes the enforcement of traffic laws, criminal laws, and Franklin City Ordinances.

Complying with department rules, regulations, policies, and standard operating procedures.

Providing such support services as monitoring/responding to calls, assisting other police agencies, and assisting other Franklin City departments.

Completing the necessary administrative responsibilities such as required paperwork and similar work designed to provide administrative support to the department.

Working within the community providing assistance in such areas as school patrol, security checks, bank and funeral escorts, assisting fire, medical and utility operations, etc.

Attending department training programs.

Ensuring subordinate compliance with departmental rules, regulations, SOP's, etc.

Supervising subordinate Patrol Officers, assisting Shift Commanders, completing special details, conveys department information to subordinates, and leading by example.

Appearing in court as required.

Providing security/traffic control for special events, as well as a wide variety of courtesy services.

Making suggestions for department improvements.

Reporting criminal intelligence information to investigators.

Reporting violation of orders to Shift Commander.

Perform related essential functions as required.

Able to perform functions of a Patrol Officer.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

Work as assigned by supervisor and provide Patrol Officers with general directions in following established practices and clear-cut policies as needed. Choices/decisions are made without clearing them with higher supervision in most situations. Supervisor's input usually occurs after the onset or at the conclusion of incident. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information and possibly injury or liability issues.

CRITICAL SKILLS/EXPERTISE

Specialized knowledge of department procedures, rules, regulations, and the ability to explain and support them.

Specialized knowledge of Federal, State, and Local laws related to the law enforcement profession and the ability to apply them.

Specialized knowledge of and the ability to use such procedures/techniques as restraint/search procedures, field sobriety tests, patrol techniques, vehicle stop procedures, alarm response procedures and emergency driving/pursuit procedures required and used by the department.

Specialized knowledge of city policies, procedures and ordinances, as related to the department, and the ability to explain, support, and comply with them.

Ability to communicate effectively, both in writing and verbally to complete work responsibilities, assist department personnel, and the public.

Specialized knowledge and ability to supervise others in a professional manner.

JOB STANDARDS

Must be a citizen of the United States.

Must be a High School graduate or equivalent.

Must possess a valid Indiana driver's license.

Must be at least twenty-one (21) years of age.

Must have the legal ability to possess a firearm.

Must be certified by the Indiana Law Enforcement Training Board.

Must satisfy any and all other requirements imposed by State and Federal law.

Work consists of complex, varied, non-standardized tasks, processes, and operations following established laws and procedures. Incumbent must deal with such complex and unsure circumstances as responding to complaints. Incumbent must be able to direct the operations of an incident with little or no supervision at the onset of the incident.

PERSONAL WORK RELATIONSHIPS

Incumbent interacts with co-workers, other department employees, public/private sector personnel, and the general public. The purpose of these contacts is to complete assignments, exchange information, compile reports, gather information, and supervise and assist subordinate Officers.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Maintain physical ability and stamina to meet police and safety standards including: See well enough to drive vehicles under emergency conditions, make valid identification, use firearms, detect hazardous situations, write legible reports; hears and speaks well enough to converse on the radio, telephone and in person over incident noise, to be alert to situations of danger; bodily mobility to make rapid transitions from rest to near maximum

exertion without warm-up periods, stamina and endurance necessary in the apprehension of combative suspects, use of hands and fingers to write, to utilize safety gear, and drive vehicles under emergency conditions; ability to distinguish hazardous odors; must be able to lift equipment as necessary.

EQUIPMENT

The employee is required to use/operate such items as a computer, printer, copier, fax, radio, telephone, radar unit, camera, CD burner, vehicle, firearms (handgun, shotgun, and rifle), taser, chemical spray, baton, handcuffs, body armor, flashlight, flares, gloves, pocket mask, barrier equipment, other personal protection items, and any other issued equipment.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non-felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Patrol Sergeant/Assistant Shift Commander for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes ____ No ____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Public Safety Officer/Desktop Officer
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent provides to the public prompt and professional services.

ESSENTIAL JOB FUNCTIONS

The incumbent is responsible for:

The initial contact with the public at the Franklin Police Department.

Answering phones in a support role for the Records Division.

Liaison for officers.

Taking reports as directed by protocol.

Fingerprints.

Gun Permits.

VIN Checks.

Lost property reports.

Ordinance enforcement and traffic detail at the direction of the Chief of Police.

Will complete any required training.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

Incumbent reports to the Uniform Commander/Administrative Assistant.

EQUIPMENT KNOWLEDGE

Office equipment, Spillman/computer.

Ability to use equipment of trade.

Must have ability to operate time clock.

CRITICAL SKILLS/EXPERTISE

Knowledge of city policies.

Knowledge of police procedures, Indiana State Statutes and Franklin City ordinances.

Extensive knowledge of department SOP's, Rules & Regulations and policies and procedures.

Maintain confidentiality.

Provide office support to department personnel and operations.

Ability to handle all situations in a calm and professional manner.

Effectively communicate, both in writing and verbally.

EDUCATIONAL REQUIREMENTS

High School diploma or equivalent plus related work experience.

ILEA graduate.

PHYSICAL EFFORT AND WORK ENVIRONMENT

As duties assigned require.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non-felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Public Safety Officer/Desktop Officer for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes_____No_____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Records Clerk/Transcriptionist
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To transcribe police reports daily and to transcribe taped statements for investigations. This individual will assist with duties of the Administrative Secretary in his/her absence.

ESSENTIAL JOB FUNCTIONS

The Incumbent is responsible for providing effective community relations between the police department and members of the public, by answering questions and fielding non-emergency calls.

The incumbent is responsible for transcribing police reports from the digital transcription system.

The incumbent is responsible for transcribing tapes for Investigations.

The incumbent is responsible for ensuring arrest entries are correct and complete.

The incumbent is responsible for entering traffic and parking tickets, accident reports, no trespass orders, and license and permits information into the computer system.

The incumbent is responsible for sorting and organizing paperwork, to include, copying any documents that need to be filed within the Records department.

The incumbent is responsible for assisting the public in completing gun permit applications and collecting the required fees.

The incumbent is responsible for completing criminal record checks for the public.

The incumbent is responsible for assisting the office manager with confirming protective order entries in the computer system.

The incumbent is responsible for assisting the Office Manager with filing and maintaining protective order files.

The incumbent is responsible for filing and maintaining incident report files, including relocating and archiving them.

The incumbent assists with other clerical duties in the department when necessary.

The incumbent performs other related job functions as required.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an

individual may be expected to perform.

The incumbent reports directly to the Office Manager.

EQUIPMENT KNOWLEDGE

The incumbent must have the ability to operate machines such as computer/printer, calculator, copier, multi-line telephone system, fax, and transcriber.

CRITICAL SKILLS/EXPERTISE

The incumbent must have a broad knowledge of the Indiana Criminal Justice System to be effective in the support of the Police Department.

The incumbent must have a thorough knowledge of current record management techniques to effectively maintain records and files.

The incumbent must have the ability to communicate effectively both in writing and verbally in order to complete a variety of administrative responsibilities.

The incumbent must have the ability to operate independent of direct supervision to complete work.

The incumbent must have the ability to transcribe efficiently and effectively.

The incumbent must have the ability to have social skills while managing multiple tasks.

EDUCATIONAL REQUIREMENTS

The incumbent must have a minimum of a high school education with specialized training in record keeping, correspondence, communication, organization, and public relations.

The incumbent must have experience in transcription from a dictation system.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non-felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Records Clerk/Transcriptionist for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: School Resource Officer
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: February 2017

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as an extension of the school administration and the Franklin Police Department. Incumbent will maintain high visibility on school property to foster a safe and secure school environment and further to interact with the students and staff to develop and foster a mutual respect for the school and local community.

ESSENTIAL JOB FUNCTIONS

Enforce Indiana criminal code, school policy, and procedures in order to assure the safety of school corporation personnel and students.

Be responsible for maintaining high visibility on school property in order to safeguard school corporation property and maintain the safety of students and staff.

Monitor dispatch channels and respond as needed to emergencies within the school, including middle school and elementary schools, as well as within the City of Franklin.

Call emergency personnel when necessary.

Conform to safety standards as prescribed.

Respond to any calls concerning criminal activity on or near any school facility, and investigate as deemed necessary.

Inform and cooperate with detectives and officers of the City of Franklin Police Department if any incident needs to be investigated.

Collect any evidence related to a criminal investigation.

Perform other tasks related to the position as assigned by school administration or Chief of Police.

Testify in court and administrative proceedings.

CRITICAL SKILLS/EXPERTISE

Specialized knowledge of department procedures, rules, regulations, and the ability to explain and support them.

Specialized knowledge of Federal, State, and Local laws related to the law enforcement profession and the ability to apply them.

Specialized knowledge of and the ability to use such procedures/techniques as restraint/search procedures, field sobriety tests, patrol techniques, vehicle stop procedures, alarm response procedures and emergency

driving/pursuit procedures required and used by the department.

Specialized knowledge of city policies, procedures and ordinances, as related to the department, and the ability to explain, support, and comply with them.

Ability to communicate effectively, both in writing and verbally to complete work responsibilities, assist department personnel, and the public.

Specialized knowledge and ability to supervise others in a professional manner.

JOB STANDARDS

Must be a citizen of the United States.

Must be a High School graduate or equivalent.

Must possess a valid Indiana driver's license.

Must be at least twenty-one (21) years of age.

Must have the legal ability to possess a firearm.

Must be certified by the Indiana Law Enforcement Training Board.

Must satisfy any and all other requirements imposed by State and Federal law.

Work consists of complex, varied, non-standardized tasks, processes, and operations following established laws and procedures. Incumbent must deal with such complex and unsure circumstances as responding to complaints.

Must meet all city and state requirements for Police Officer.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

To be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on school property.

Assist in providing a safe environment.

To provide a classroom resource for law education using approved materials.

To be a resource for students which will enable them to be associated with a law enforcement figure in the student's environment.

To be a resource for teachers, parents, and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance control.

To make appearances before advisory councils, parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics. This includes drug and alcohol abuse prevention programs.

To document activities on and off campus and compile a monthly report to be provided to the city and to the school administrator.

The School Resource Officer will not be involved in ordinary school discipline, UNLESS "it pertains to preventing a potential disruption and/or climate that places students or staff at risk of harm."

If the school administrator believes that in a given situation or incident there is a law violation, the school administrator shall request School Resource Officer, or FPD, involvement.

It will be the responsibility of the School Resource Officer to report all crimes originating on campus.

The School Resource Officer will coordinate his/her actions with the school administrator for law enforcement cases.

The School Resource Officer will comply with IC31-30.5 in conducting any custodial interrogation of a student at school. Local law enforcement officers may conduct interviews of students as necessary and absent an emergency shall endeavor to advise and contact the School Resource Officer when appropriate.

The School Resource Officer will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, and other like organizations that offer assistance to dependency and delinquency prone youths and their families.

The School Resource Officer and the school administrator will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.

The School Resource Officer will coordinate all of his/her activities with the school administrator and staff members concerned and will seek permission, guidance, and advice prior to enacting any programs within the school.

The School Resource Officer is first and foremost a law enforcement officer. This fact must be constantly reinforced.

The School Resource Officer may be asked to provide community wide crime prevention presentations that include, but are not limited to:

- Drugs and the law;
- Alcohol and the law;
- Sexual assault prevention;
- Safety programs;
- Assistance in bullying prevention and education;
- Assistance in other crime prevention programs as assigned.

The School Resource Officer will wear an approved department uniform, formal business attire or business casual attire with appropriate logos and name badges depending on the time of school year, the type of school activity or program, and the requests of the school and/or police department.

The School Resource Officer will wear his/her department authorized duty weapons in accordance with department policy.

The duties and responsibilities of the School Resource Officer may change, from time to time, with or without notice consistent with the duties and responsibilities of a law enforcement officer.

Conduct searches and/or assist in searches, as permitted by law when authorized by building principals pursuant to the school's policies or pursuant to validity issued search warrants.

Work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary.

Assist in conflict resolution efforts. Educate students on how they can resolve conflicts on their own without violence.

Look for grant opportunities for educational purposes.

SRO will be the main contact for event security and scheduling of manpower for school events.

SRO should never be alone in a classroom with a student.

PERSONAL WORK RELATIONSHIPS

Incumbent interacts with co-workers, other department employees, public/private sector personnel, and the general public. The purpose of these contacts is to complete assignments, exchange information, compile reports and gather information.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Maintain physical ability and stamina to meet police and safety standards including: See well enough to drive vehicles under emergency conditions, make valid identification, use firearms, detect hazardous situations, write legible reports; hears and speaks well enough to converse on the radio, telephone and in person over incident noise, to be alert to situations of danger; bodily mobility to make rapid transitions from rest to near maximum exertion without warm-up periods, stamina and endurance necessary in the apprehension of combative suspects, use of hands and fingers to write, to utilize safety gear, and drive vehicles under emergency conditions; ability to distinguish hazardous odors; must be able to lift equipment as necessary.

EQUIPMENT

The employee is required to use/operate such items as a computer, printer, copier, fax, radio, telephone, radar unit, camera, CD burner, vehicle, firearms (handgun, shotgun, and rifle), taser, chemical spray, baton, handcuffs, body armor, flashlight, flares, gloves, pocket mask, barrier equipment, other personal protection items, and any other issued equipment.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of School Resource Officer for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes_____No_____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Reserve Officer
DEPARTMENT: Police
STATUS:
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reserve Officers are a valuable part of the Franklin Police Department. As such, they are subject to all state laws, city ordinances, department rules and regulations and SOP's. Reserves provide to the public prompt and professional police services. Reserve Officers perform road patrol activities as well as providing self-initiated activities for law enforcement. Reserve Officers report to the Reserve Coordinator, or his designee.

ESSENTIAL JOB FUNCTIONS

Performing routine patrol activities to include, but not limited to, promptly responding to civil-criminal complaints, investigation accidents, and traffic enforcement. Includes the enforcement of traffic laws, criminal laws, and Franklin City Ordinances.

Complying with department rules, regulations, policies, and standard operating procedures.

Providing such support services as monitoring/responding to calls, assisting other police agencies, and assisting other Franklin City departments.

Completing the necessary administrative responsibilities such as required paperwork and similar work designed to provide administrative support to the department.

Working within the community providing assistance in such areas as school patrol, security checks, bank and funeral escorts, assisting fire, medical and utility operations, etc.

Attending department training programs.

Appearing in court as required.

Providing security/traffic control for special events, as well as a wide variety of courtesy services.

Making suggestions for department and shift improvements.

Reporting criminal intelligence information to investigators.

Perform related essential functions as required.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

Work as assigned by Supervisor/Shift Commander who provides the Reserve Officer with general direction in

following established practices and clear-cut policies. Choices/decisions are made without clearing them with supervisor in most road patrol situations. Supervisor's input usually occurs while the work is in process. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.

CRITICAL SKILLS/EXPERTISE

Specialized knowledge of department procedures, rules, regulations, and the ability to explain and support them.

Specialized knowledge of federal, state, and local laws related to the law enforcement profession and the ability to apply them.

Specialized knowledge of and the ability to use such procedures/techniques as restraint/search procedures, field sobriety tests, patrol techniques, vehicle stop procedures, alarm response procedures and emergency driving/pursuit procedures required and used by the department.

Specialized knowledge of city policies, procedures and ordinances, as related to the department, and the ability to explain, support, and comply with them.

Ability to communicate effectively, both in writing and verbally to complete work responsibilities, assist department personnel, and the public.

Specialized knowledge and ability to supervise others in a professional manner.

JOB STANDARDS

Must be a citizen of the United States.

Must be a High School graduate or equivalent.

Must possess a valid Indiana driver's license.

Must be at least twenty-one (21) years of age.

Must have the legal ability to possess a firearm.

Must be certified by the Indiana Law Enforcement Training Board.

Must satisfy any and all other requirements imposed by state and federal law.

Work consists of complex, varied, non-standardized tasks, processes, and operations following established laws and procedures. The Reserve Officer must deal with such complex and unsure circumstances as responding to complaints.

Must meet all city and state requirements for Police Officer.

PERSONAL WORK RELATIONSHIPS

The Reserve Officer interacts with co-workers, other department employees, public/private sector personnel, and the general public. The purpose of these contacts is to complete assignments, exchange information, compile reports and gather information.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Maintain physical ability and stamina to meet police and safety standards including: See well enough to drive vehicles under emergency conditions, make valid identification, use firearms, detect hazardous situations, write legible reports; hears and speaks well enough to converse on the radio, telephone and in person over incident noise, to be alert to situations of danger; bodily mobility to make rapid transitions from rest to near maximum exertion without warm-up periods, stamina and endurance necessary in the apprehension of combative suspects, use of hands and fingers to write, to utilize safety gear, and drive vehicles under emergency conditions; ability to distinguish hazardous odors; must be able to lift equipment as necessary.

EQUIPMENT

The employee is required to use/operate such items as a computer, printer, copier, fax, radio, telephone, radar

unit, camera, CD burner, vehicle, firearms (handgun, shotgun, and rifle), taser, chemical spray, baton, handcuffs, body armor, flashlight, flares, gloves, pocket mask, barrier equipment, other personal protection items, and any other issued equipment.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The Reserve Officer is subject to a background check prior to employment and must maintain a non felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Reserve Officer for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date

CITY OF FRANKLIN, INDIANA

POSITION DESCRIPTION

POSITION: Shift Commander
DEPARTMENT: Police
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: September 2008

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent provides to the public prompt and professional police services. Incumbent performs the command function of road patrol activities as well as providing self-initiated activities for law enforcement. Incumbent reports to the Uniform Commander.

ESSENTIAL JOB FUNCTIONS

Provides supervision of all activities on an assigned shift to include directing of, but not limited to, promptly responding to civil-criminal complaints, investigation of accidents, handling of special assignments, and traffic enforcement. Includes the enforcement of traffic laws, criminal laws, and Franklin City Ordinances.

Complying with department rules, regulations, policies, and standard operating procedures.

Providing such support services as monitoring/responding to calls, assisting other police agencies, and assisting other Franklin City departments.

Completing the necessary administrative responsibilities such as required paperwork and similar work designed to provide administrative support to the department.

Working within the community providing assistance in such areas as school patrol, security checks, bank and funeral escorts, assisting fire, medical and utility operations, etc.

Attending department training programs.

Ensuring subordinate compliance with departmental rules, regulations, SOP's, directives, and approved Shift Guidelines.

Supervising subordinate Patrol Officers and Patrol Sergeants, and leading by example.

Appearing in court as required.

Providing security/traffic control for special events, as well as a wide variety of courtesy services.

Making suggestions for department improvements.

Reporting criminal intelligence information to investigators.

Reporting violation of orders to Uniform Commander.

Conducting investigations on complaints on officers as assigned.

Managing member assigned to Boards of Inquiry; i.e. Accident Review Board.

Provides Command Grade Supervision on non-shift incidents as required by rank.

Perform related essential functions as required.

Able to perform functions of a Patrol Officer.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

CRITICAL SKILLS/EXPERTISE

Specialized knowledge of department procedures, rules, regulations, and the ability to correctly interpret, explain, direct in the compliance of, and support them.

Specialized knowledge of Federal, State, and Local laws related to the law enforcement profession and the ability to apply them, interpret, explain, or direct others in compliance.

Specialized knowledge of and the ability to use such procedures/techniques as restraint/search procedures, field sobriety tests, patrol techniques, vehicle stop procedures, alarm response procedures and emergency driving/pursuit procedures required and used by the department with the ability to direct others in the proper use of.

Specialized knowledge of city policies, procedures and ordinances, as related to the department, and the ability to explain, support, and comply with them.

Ability to communicate effectively, both in writing and verbally to complete work responsibilities, assist department personnel, and the public in a professional and courteous manner.

Specialized knowledge and ability to supervise others in a professional manner.

Work as assigned by supervisor and provide Patrol Officers and Patrol Sergeants with general directions in following established practices and clear-cut policies as needed. Choices/decisions are made without clearing them with higher supervision in most situations. Supervisor's input usually occurs after the completion of the work in process. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information and liability.

JOB STANDARDS

Must be a citizen of the United States.

Must be a High School graduate or equivalent.

Must possess a valid Indiana driver's license.

Must be at least twenty-one (21) years of age.

Must have the legal ability to possess a firearm.

Must be certified by the Indiana Law Enforcement Training Board.

Must satisfy any and all other requirements imposed by State and Federal law.

Must be Command Grade merit rank.

Work consists of complex, varied, non-standardized tasks, processes, and operations following established laws and procedures. Incumbent must deal with such complex and unsure circumstances as responding to complaints. The Shift Commander must be able to direct the operations of an incident with no supervision assuring the safety of department personnel and the citizens of Franklin. The Shift Commander must possess the knowledge and ability required of a Patrol Officer and Sergeant.

PERSONAL WORK RELATIONSHIPS

Incumbent interacts with co-workers, other department employees, public/private sector personnel, and the general public. The purpose of these contacts is to complete assignments, exchange information, compile reports, gather information, and supervise and assist subordinate Officers.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Maintain physical ability and stamina to meet police and safety standards including: See well enough to drive vehicles under emergency conditions, make valid identification, use firearms, detect hazardous situations, write legible reports; hears and speaks well enough to converse on the radio, telephone and in person over incident noise, to be alert to situations of danger; bodily mobility to make rapid transitions from rest to near maximum exertion without warm-up periods, stamina and endurance necessary in the apprehension of combative suspects, use of hands and fingers to write, to utilize safety gear, and drive vehicles under emergency conditions; ability to distinguish hazardous odors; must be able to lift equipment as necessary.

EQUIPMENT

The employee is required to use/operate such items as a computer, printer, copier, fax, radio, telephone, radar unit, camera, CD burner, vehicle, firearms (handgun, shotgun, and rifle), taser, chemical spray, baton, handcuffs, body armor, flashlight, flares, gloves, pocket mask, barrier equipment, other personal protection items, and any other issued equipment.

SECURITY

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non felonious record.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Shift Commander for Police Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes____No____

Applicant/Employee Signature

Date