

The seal of the Franklin Police Department is a large, circular emblem in the background. It features a central shield with a building and a sun, surrounded by stars and the words "FRANKLIN" and "1823".

## JOB OPENING

Post Date: **06/27/2025**  
Agency: **City of Franklin – Police Department**  
Position: **PUBLIC SAFETY OFFICER (Non-Merit)**  
Job Classification:: **Full Time, Non-Exempt**

### **Job Objective:**

- The Public Safety Officer provides to the public prompt and professional services. This is **not** a Merit Police Officer position. The position reports to the Chief of Police or designee.

### **Essential Job Functions:**

- Provides the initial contact with the public at the City of Franklin Police Department and acts as a liaison for officers.
- Answers phones in a support role for the Administrative Staff.
- Takes reports as directed by protocol.
- Responsible for Gun Permits, VIN Checks, and Fingerprints as needed by the public.
- Will complete any required training.
- Regular, dependable attendance during assigned hours is required.
- 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.
- *Non-criminal Spillman report entry*

### **Critical Skills/Knowledge/Expertise:**

- Knowledge of Indiana Law, Franklin City Ordinances, and Franklin City Policies.
- Extensive knowledge of Franklin Police Department SOP's, Rules & Regulations, and unwritten practices and procedures.
- Ability to maintain confidentiality.
- Provides office support to department personnel and operations.
- Ability to handle all situations in a calm and professional manner.
- Ability to effectively communicate both in writing and verbally.
- Office equipment/computer; Spillman knowledge preferred; Ability to operate time clock/system.

### **Application Information:**

Formal Applications may be obtained from the City of Franklin Police Department or at [www.franklin.in.gov](http://www.franklin.in.gov).  
Resume and Completed Application may be sent to:

**Franklinjobs@franklin.in.gov**

or mail to:

**Human Resources  
70 E. Monroe Street  
Franklin, IN. 46131**

The City of Franklin Police Department is an Equal Opportunity Employer (EOE).