

# **FRACKVILLE BOROUGH POLICE DEPARTMENT**



42 SOUTH CENTER STREET  
FRACKVILLE, PA 17931  
(570) 874-0238  
FAX (570)874-2917

**Kim Phillips, Mayor**

**Marvin L Livergood, Acting Chief of Police**

---

## **POLICE OFFICER POSITION DESCRIPTION**

Each applicant is required to review the Position Description for Police Officer.

By signing this form you certify that you are aware of and capable of performing all of the requirements of the position of Police Officer with the Frackville Police Department.

**JOB TITLE: Police Officer**

**DEPARTMENT: Police**

**DATE: January 2016**

**IMMEDIATE SUPERVISOR: Police Chief**

### **ESSENTIAL FUNCTIONS**

#### **1. Community Patrolling Activities**

- A. Serves as a liaison officer within the community responding to non-criminal public concerns assuring for safety and the best public relations for the Borough.
- B. Represents the department in continual interaction with various other social service agencies to combine all resources assuring for the best service to the community.
- C. Establishes and maintains communication by the frequent use of personal contact with the community assuring for the best public relations for the Borough.
- D. Assists the offenders in finding social service agencies available.

#### **2. Patrol Related Activities**

- A. Attends daily briefing and obtains assignment assuring for professionalism.
- B. Assists with patrolling the Borough, as needed, and conducts checks and monitors progress within the Borough.
- C. Responds appropriately to notification of incident/accident reports assuring for timeliness, professionalism, and for safety.
- D. Completes reports and submits to Chief as required, assuring for timeliness and accuracy.
- E. Looks for law violations that require action. Informs appropriate individual or takes action as appropriate. Does necessary follow-up as required.
- F. Determines when traffic stops for motor vehicle code violations are necessary and takes appropriate action.
- G. Responds to requests from immediate supervisor in an accurate, complete and timely manner.

### 3. Requests for Service Activities

- A. Receives assignments and responds as requested, assuring for professionalism and the best public relations for the Borough.
- B. Completes the required documentation of assignments as necessary assuring for accuracy and timeliness.
- C. Responds to radio announced incidents, makes a determination regarding the emergency or non-emergency nature of the incident. Coordinates with other units as needed. Prioritizes calls based on importance.
- D. Responds appropriately and notifies dispatcher of arrival on scene. Takes appropriate enforcement or control action as required assuring that department procedures are followed and assures for officer and public safety.
- E. Notifies dispatcher of status and begins investigation of offense.
- F. Locates, gathers, and preserves possible evidence and maintains chain of custody in accordance with department policies.
- G. Completes investigation, makes determination regarding enforcement action required and completes reports and documentation as required for timeliness and accuracy
- H. If needed, makes arrest and handles prisoners assuring for officer and public safety and assuring that department procedures are followed.
- I. Conducts and completes any required follow-up activities.

### 4. Other Patrol Activities

- A. Conducts nuisance violations and parking enforcement activities assuring for safety, professionalism and the best public relations for the Borough.
- B. Maintains an awareness of persons, who have outstanding warrants, maintains vigilance for such persons and serves warrants as required assuring for safety and professionalism, and for following prescribed policies and procedures.
- C. Assists with emergency animal control and animal related complaints.
- D. Responds to requests for assistance from other agencies assuring for professionalism and for adherence to department policies and procedures.
- E. Maintains and safeguards vehicles and other department issued supplies and equipment.
- F. Learns and maintains an awareness of all applicable department practices, policies, procedures, laws and rules.
- G. Learns the geography and locations within the Borough.
- H. Spots trouble areas for the Borough utilities (water leaks, traffic light problems, etc.)
- I. If necessary, acts as supervisor when the Chief is absent.

### 5. Jail Related Duties

- A. Books prisoners assuring that all laws, policies and regulations are followed and the safety of self, the prisoner and others is maintained. Enters all information into the appropriate data bases.
- B. Completes all required documentation in accordance with department procedures (fingerprinting, property inventory, photographing, etc.)
- C. Files prisoner information in the appropriate location assuring for accuracy.
- D. Readies prisoners for transport to and from court or to other agencies.

## 6. Training and Court Duties

- A. Attends training and continuing education to maintain certifications.
- B. Develops training sessions for the police department personnel based on specialization areas.
- C. Prepares documents and evidence for court proceedings when necessary.
- D. Testifies and presents evidence before the court when subpoena received.
- E. Acts as bailiff to maintain order in the court, brings prisoners to the court, and follows orders of the judge pertaining to the behavior in court and disposition of prisoners.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as assigned by their supervisor; subject to reasonable accommodations.*

## WORK ENVIRONMENT

- Above average accessibility of all work sites required for the position.
- Extreme exposure to weather and temperature extremes.
- Average exposure to chemical and fumes.
- Average exposure to heights.
- Above average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Above average exposure to dust.
- Above average exposure to loud noises.
- Above average exposure to darkness.
- Above average exposure to cramped spaces.

## PHYSICAL EFFORT

- Above normal physical mobility: movement from place to place on the job, considering distance and speed.
- Above normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle office materials.
- Above normal physical strength to handle 150 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: Ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Above normal endurance.

## KNOWLEDGE REQUIREMENTS

- Completed high school diploma or equivalent.
- Valid drivers license.
- Completed basic law enforcement academy training.
- Must be at least 21 years of age, US citizen or authorized to work in the US.
- POST certification.
- MPOETC certification.

## MENTAL EFFORT

Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.

Average memory, considering the amount and type of information.

Above normal complexity of decision making.

Normal time pressure of decision making.

Normal analytical thinking.

Normal conceptual thinking.

## COMMUNICATION

Above-average verbal communication.

Above-average written communication.

Above-average non-verbal communication.

## SENSORY ABILITIES

Normal ability to see.

Normal ability to distinguish colors.

Normal ability to hear.

Normal ability to smell.

Normal sense of touch.

**By signing this form you certify that you are capable of performing all of the requirements of the position of Police Officer with the Frackville Police Department.**

---

Applicant Signature

---

Date