



Moosic Borough Police Department

606 River Street Moosic, PA 18507

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Richard Janesko, Chief of Police



Tentative job description for promotion positions.

SUBJECT TO CHANGE

1. Assistant Chief

Oversee daily operations while working and would be Officer in Charge in absence of Chief of Police.

Create operational plans for special events held within the Borough.

Assists in planning, directing, and coordinating of activities in the Police Department and is responsible for the supervision of Police personnel.

Work involves resolving problems of the highest technical nature when required and participating in the determination and formulation of Borough policies.

Duties include: assisting in planning, staffing, and directing police activities; assisting in coordinating, preparing, administrative studies of management problems and concerns; developing comprehensive programs designed to effectively correct operational deficiencies.

Selects, trains, and motivates and evaluates assigned personnel.

Investigate citizen complaints about police personnel conduct and services.

Will represent the department at various meetings and conferences and speaks before community groups on the role of the Police Department.

Assists and oversees grant implementation.

Oversee training programs.

Work weekends as needed.

Performs related duties as required.

Would participate in creating an actual working budget for the Police Department.

2. Captain

Oversee daily operations while working and would be Officer in Charge in absence of Chief or Assistant Chief.

Assumes management responsibility for services, programs, projects, and activities within the Police Department.

Coordinates the activities of sworn personnel in preserving order, protecting life and property, investigating crimes, and enforcing laws and municipal ordinances.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; would also recommend policies and procedures.

Studies crime reports and current literature in law enforcement to determine trends and make recommendations, appropriate service and staffing. Reports are flowed up and completed.

Researches and develops grants for assigned programs; oversees grant implementation.

Oversees and controls the purchasing maintenance, and inventory of assigned Police Department equipment, vehicles and property.

Conducts yearly review of evidence room.

Oversee Sergeants daily operations and necessary work functions.

Performs related duties as required.

Validation of criminal reports.

Works weekends as needed.

3. Sergeant

Oversee daily operations and would be immediate supervisor for subordinate members.

Take initial complaint of members.

Oversee members are completing reports, following up on investigations, when needed, advise members on what should be done.

Supervision of part time officers, with yearly review.

Daily inspection of vehicles.

Training officer for newly hired members.

Supervise/coordinate special events when needed.

Works weekends as needed.

Performs related duties as required.