

YEADON BOROUGH POLICE DEPARTMENT



DUTIES & RESPONSIBILITIES

POSTION: TURNKEY

The employee shall be responsible for the safe and secure custody of all arrested person(s) who are being held temporarily at the police department's holding facility. Perform all assigned responsibilities as outlined in department policy.

Prepare detailed reports concerning the custody of all prisoners. Have a working knowledge of the department's Closed Circuit Television System, Police radio system and Emergency Communication Protocol.

Perform all described duties as it relates to the scope of your employment.

Provide assistance to the Police Department when required. Promptly notify the duty sergeant of all incidents that occur during your watch. Properly complete all required reporting forms.

Working knowledge of all Safety & Emergency Procedures.

Adhere to all safety and emergency guidelines.

Requirements

High School Graduate

Criminal History Check

CPR/Basic First Aid Certification

Emergency Protocol Training

Be able to report for duty on short notice.

Responsibilities

The Safety & Custody of all arrested/detained persons in the police holding facility.

Ability to handle emergency situations.

Ability to operate required communication equipment.

Ability to recognize unsafe or hazardous conditions.

Ability to promptly respond and communicate emergency situations to the police & emergency communications center.

Ability to follow department directives both verbal and written.

Ability to complete proper department forms.