

**MONROE COUNTY CONSTABLE  
TASK FORCE  
&  
ACCREDITATION PROGRAM**



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## **I. Purpose:**

The Monroe County Constable Task Force & Accreditation Program is a collaborative effort between the Monroe County Office of the District Attorney, the Monroe County Constable's Association, and participating Pennsylvania State Constables to establish a more professional cadre of Constables through the implementation of a voluntary Constable Task Force and Accreditation program that is focused on enhancing Constable training, the promotion of standards & common practices, and the establishment of a system of oversight of Constables.

## **II. General Provisions**

**A. Definitions-** Subject to additional definitions contained in subsequent sections of this manual, the following words and phrases shall have, unless the context indicates otherwise, the meanings given to them in this section.

**Accredited Constable-** A Constable whom has met and maintains all the requirements to participate with the Constable Task Force and thus be eligible for special privileges and opportunities by which membership provides.

**M.C.C.F. -** The Monroe County Correctional Facility including the Central Processing Center.

**M.C.C.C. -** The Monroe County Control Center.

**Clerk of Courts -** The official, and that official's office, in the 43rd Judicial District who, pursuant to 42 Pa. C.S.A. § 2756 and 2757, has a responsibility and function to maintain the official criminal case file and list of docket entries, and to perform such other duties as required by rule or law.

**Constable -** Any elected, court appointed, and/or deputy constable duly appointed pursuant to statute.

**Constable's Education and Training Board (C.E.T.B.) -** The Constable's Education and Training Board established and created pursuant to 44 Pa. C.S.A. § 7143 vested responsibility for developing basic training and firearms education for constables certified to perform judicial duties.

**Constable Task Force**- a voluntary group of Constable's formed to establish a more professional cadre of Constables through increased standards, training, and oversight that provides participating Constable's with special privileges and work opportunities.

**Controller** - The duly elected County Controller for the County of Monroe as empowered with the rights, duties, and responsibilities under the County Code, 16 P.S. § 101 et seq.

**County** - County of Monroe.

**Court** - The Court of Common Pleas for the 43rd Judicial District.

**Court Administrator** - The District Court Administrator for the 43rd Judicial District as designated by the Pennsylvania Supreme Court and the Administrative Offices of the Pennsylvania Courts.

**Court Official** - The Judges of the Court of Common Pleas for the 43rd Judicial District, the Magisterial District Judges for the 43rd Judicial District, the Monroe County District Court Administrator, the Department Directors for the Monroe County Department of Probation Services and the Monroe County Domestic Relations Office, and all employees in the respective offices.

**Judicial Duties** - Services and duties performed by a constable for the payment of fees as authorized by 44 Pa. C.S.A. § 7161 including all services specified therein regardless of whether a fee is actually sought by the constable or paid by the County.

**Law Enforcement Officer** - is any person who is by law given the power to enforce the law when acting within the scope of that person's employment as defined in Pa. R. Crim. P. 103.

**Magisterial District Judge** - Public official having the power and authority of a magisterial district judge whose jurisdiction falls within the 43rd Judicial District.

**On-call Constable System** – A rotation of constables approved to participate in the Task Force, available to serve warrants, conduct prisoner transports, or work a special assignment as needed between 2200 hours-0600 hours daily upon request from the proper authority, and whose schedule has been approved by the Monroe County Office of the District Attorney.

**Police Officer** - is any person who is by law given the power to arrest when acting within the scope of the person's employment as defined in Pa. R. Crim. P. 103.

**Probationary Constable-** A Constable whom has submitted a request/application to join the Constable Task Force, but whom has not met all the requirements for Accreditation under this program.

**Prothonotary** – The duly elected Prothonotary for the 43rd Judicial District as empowered with the rights, duties, and responsibilities under 42 Pa. C.S.A. § 2736 and 2737 who has a responsibility to maintain official court records and to perform such other duties as required by rule or law.

**Sheriff** – The duly elected Sheriff for the County of Monroe as empowered with the rights, duties, and responsibilities under the County Code, 16 P.S. § 101 et seq., including all deputies appointed in compliance with the County Code.

### **III. ELIGIBILITY & REQUIREMENTS**

#### **A. Eligibility Requirements of Constables to join the Task Force:**

##### **- Constables seeking to join the Task force must:**

1. Be a duly elected or appointed Constable/Deputy Constable
2. Be certified by C.E.T.B.
3. Must have posted a bond or post a bond as required by law, with the Clerk of Courts Office in the sum set by the Court, with the condition for just and faithful discharge by the constable of the duties of the office. The bond shall be held in trust for the use and benefit of persons who may sustain injury by reason of a constable's neglect of duty.
4. Maintain a policy of professional liability insurance providing coverage for the performance of Constable duties with a minimum coverage of \$250,000 per incident and a minimum aggregate of \$500,000 per year. Proof of insurance coverage must be provided to the Clerk of Courts Office and the Court Administrator's Office annually or as directed by either office.
5. Maintain a valid and current Pennsylvania driver's license and required financial responsibility (automobile insurance) on any vehicle used for the performance of Constable duties. Proof of licensing and insurance must be provided to the Monroe County Office of the District Attorney, or its designee as required by that office.
6. Maintain current address information with the Monroe County Office of the District Attorney, or its designee. Current contact information shall include constable's current address, telephone number, and cell phone number. Contact information shall also include information as to any other communication equipment utilized by the constable to perform judicial duties (i.e. pager, fax machine, email, or two-way radio).
7. If carrying a firearm in the performance of duties, a constable shall

obtain and maintain certification or qualification to carry or use firearms as provided by 44 Pa. C.S.A. §7148.

8. Provide the Monroe County Office of the District Attorney or it's designee with an executed acknowledgment evidencing the constable has received a copy of the Constable Task Force Manual and understands and agrees to the provisions and terms set forth in the manual governing the performance of Constable duties as a member of the Task Force. The acknowledgment shall be in the form attached hereto as "Exhibit A."

## **B. Requirements of Constables to attain status as an Accredited Constable:**

### **Constables seeking Accreditation must:**

1. Meet and maintain all requirements found in Section III, subsection A of this manual.
2. Must submit to, and pass a Psychological Examination (MMPI) and a Physical Examination by Licensed Physicians. A Constable whom has a current ACT 235 Certification card may submit proof of certification and will be waived from having to complete a new MMPI and Physical Exam.
3. Must attain and maintain First Aid/CPR Certification from the American Heart Association.
4. Must complete a course of training for traffic control:  
Acceptable training courses are as follows:
  - a.) National Traffic Incident Management Responder Training (4 hrs). (Available online at: [National Traffic Incident Management Responder Training - Web-Based \(Course #FHWA-NHI-133126\)](#), OR;
  - b.) Pennsylvania Basic Fire Police Course (16 hrs) **\*\*RECOMMENDED\*\***
5. Must complete a Hazardous Materials Awareness Course (10 hrs).  
(Available online at: [FEMA online Hazardous Materials Awareness-IS-5.a](#))
6. Must complete and provide certificates for the following additional courses:
  - a.) IS-700.A: National Incident Management System (NIMS) An Introduction  
(Available online: <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>)
  - b.) IS-100.LEB: Intro. to the Incident Command System (ICS 100) for LE  
(Available online: <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.LEB>)
7. Must complete and maintain certification for Mandated Reporter training in accordance with Title 23 Section 6311.

(Available online:)

[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_tab\\_group\\_id= 2\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 2_1)

8. Must attain and maintain certification for any less lethal or other weapons carried in performance of Constable Duties
9. Must complete a CLEAN Security Awareness Training Course. (This Course will be provided by the Monroe County Detective's Bureau's Tac Officer, and is available online.)
10. Members of the task force must make Accreditation within 6 months of joining, or they will be removed from the task force and must re-apply.

## **C. Membership List & Eligibility Established**

1. The Office of the District Attorney shall maintain a list of all members of the Monroe County Constable Task Force & Accreditation Program.
2. Said membership list shall indicate status as an Accredited/Non-Accredited Constable
3. Accredited Constables/Deputies shall be eligible to participate in special assignments/duties sanctioned and paid through the Office of the District Attorney.
4. Probationary Constables & Deputy Constables whom are not Accredited under this program shall have 6 months from the time of joining the task force to attain accreditation status. Failure to accomplish or maintain accreditation in 6 months of filing the application for participation with this program will result in the Constable/Deputy Constable's ineligibility to participate in special assignments/duties sanctioned and paid through the Office of the District Attorney. A probationary Constable/Deputy may however perform services under this program during the 6 month window provided to meet all the requirements to become Accredited.
5. Attaining accreditation status and eligibility to participate in special assignments/duties sanctioned by the Office of the District Attorney is not a guarantee of work or assignments. No rights in contract, or otherwise are created by entry into this program. Participation with this task force is completely voluntary, and not to be construed as to create an employee/employer relationship between the participating Constable and the Office of the District Attorney. The District Attorney retains exclusive authority with respect to any members participation in any activities of task force members within the scope of this document and or the MCCTF & AP. These activities include, but are not limited to, Drug Task Force activities, Human Trafficking Investigations, DUI checkpoints, Prisoner Transports, Extraditions, warrant service, and process serving.

#### **D. On-Call Constable System**

1. An On-call Constable System is established, which shall be in operation daily from the hours of 1900 until 0600 the next day for constable warrant service, prisoner transports, or other special assignments as may be needed from time to time.
2. The Monroe County Constable Association shall submit a schedule of Accredited Constables who may be utilized as the on-call constable to the Office of the District Attorney on a quarterly basis, at least one month in advance of the start of the quarter. This schedule will outline which constable may be contacted between the hours of 2200-0600 for warrant service, prisoner transports, or other special assignments as may be needed from time to time after regular business hours. It shall be the responsibility of the Monroe County Constable Association to ensure the schedule is constructed in a manner fair to those wishing to be utilized as an on-call constable.
3. Upon approval of the schedule, the office of the District Attorney shall forward the schedule to M.C.C.C., who shall reference this document if a dispatcher needs to contact the on-call constable.
4. The On-Call Constable System provides an easy-to-follow system for the M.C.C.C., whereby the name of the constable to call is known in advance and eliminates the need for a dispatcher to determine if another constable needs to be contacted to serve a warrant, conduct a prisoner transport, or respond to a special assignment.

5. It is the expectation of the District Attorney that the on-call constable shall be available to respond to any and all calls during the hours of 1900-0600 during the time period scheduled and to return calls from the M.C.C.C. within 10 minutes. If an on-call constable has a conflict during the period of time scheduled, it shall be the responsibility of the on-call constable to ensure that coverage is available and to communicate any coverage changes with the M.C.C.C. and the Office of the District Attorney. Failure of the constable to be available when on-call or, in the alternative, to ensure proper coverage may result in the suspension or revocation of privileges to participate as part of the On-call Constable System.
6. The On-Call Constable System is a responsive system based upon a county, municipal, state police, or any other agency requesting the assistance of a constable in the service and execution of a warrant, prisoner transport, or other special assignment taking place after regular business hours (1900-0600hrs).

#### **E. Payment for Services**

1. **Warrants & Other Process-** Accredited Constables & Deputies serving warrants & other process as part of the Task Force shall be paid customary fees that are in harmony with the Constable Fee Bill as established by the legislature for the appropriate type of service, unless stipulated otherwise in this handbook.
2. **Other Special Assignments-** Accredited Constables & Deputies requested to perform other special assignments as a member of the Monroe County Task Force shall be paid at a rate of \$20 per hour. \*\*(Other special assignments include participation in Human Trafficking Investigations, DUI Checkpoints, Drug Task Force Operations, Courtroom Security at a Magisterial District Court, Peacekeeping/Property Retrieval assignments from Victims Services, or other special assignments to be determined as necessary
3. **Invoices Required-** all Accredited Constables/Deputies performing a requested service as a Task Force member shall submit an invoice on a form approved by the DA, within 7 days after completion of the assignment to the Office of the District Attorney or its designee. Payment for invoiced services will be reviewed and shall be paid within 15 days from the submission of the invoice.
4. **Reference-** Constables and Deputy Constables shall refer to Chapter VI, pertaining to a Schedule of Fees, as a guide for when they complete a service under this program and prepare an invoice for payment.

#### **IV. Task Force Values & Code of Conduct:**

1. **Constable Core Values**
  - a.) **Loyalty-** Bear true faith & allegiance to the Constitution, the citizenry, and all other LEO's. Be loyal to the nation & its heritage.
  - b.) **Duty-** Fulfill obligations. Accept responsibility for your actions & those entrusted to your care. Find opportunities to improve oneself for the good of the group.
  - c.) **Respect-** How we consider others reflects upon each of us, both personally and as professionals.
  - d.) **Selfless Service-** Put the welfare of the nation, the Commonwealth, and your subordinates before your own.

- e.) **Honor**- Live up to all the Core Values.
- f.) **Integrity**- Do what is right, legally & morally, even when no one is looking.
- g.) **Personal Courage**- the ability to face fear, danger, and adversity, both physical and moral courage.

## 2. Constable Code of Conduct

**A.) Introduction** - A fair and independent court system is essential to the administration of justice. Although constables are not employees of the Commonwealth, the judiciary or any municipal agency, they provide services and aid to the judicial process. Proper conduct by those involved in assisting the judicial process inspires public confidence and trust in the Courts and conveys the values of impartiality and fairness that promote the integrity of our system of justice. A constable's conduct reflects upon the Court's commitment to serving the public. A constable performing judicial duties shall observe high standards of conduct so that the integrity and independence of the judicial system are preserved. The provisions of this code shall be applied to further those objectives. All constables performing judicial duties or other law enforcement services, shall observe the principles and standards of conduct set forth in this chapter. These standards however shall not limit or preclude, nor be interpreted to limit or preclude, other more stringent standards as established by law, by Court order, or rule.

**B.) Performance of Official Duties** - Constables performing judicial duties or other law enforcement services shall conduct themselves in an appropriate and lawful manner at all times and shall adhere to the following standards.  
Constables performing any assigned duties:

1. Shall not engage in any form of discrimination, harassment, or retaliation against any person as prohibited by law or Court policy;
2. Shall not engage in any form of violence, threat of violence, or disruptive conduct;
3. Shall not make intentionally false or misleading statements when performing any assigned duties. Specifically, a constable may not make a false statement of material fact or law, or fail to correct a false statement of material fact or law, to any party for the purposes of obtaining compliance or forfeiture by a person of their legal rights;
4. Shall not falsify, or improperly alter or destroy work-related documents or records;
5. Shall not be impaired by alcohol, drugs, medications, or other intoxicating substances while performing any assigned duties;
6. Shall not give legal advice while performing any assigned duties beyond an explanation of the duty they are performing and one's right to be represented by counsel;

7. Shall not illegally possess weapons or controlled substances while performing official duties;

8. Shall avoid impropriety or the appearance of impropriety in the performance of all assigned duties;

9. Shall not commit any violation of the law while performing their assigned duties;

10. Shall not be convicted of any crime which shall place their integrity, honesty, or credibility at issue or otherwise negatively reflect upon the integrity and independence of the Court or Court offices;

11. Shall not make any sexual advance, request for sexual favors, or perform other verbal or physical conduct of a sexual nature while in the performance of judicial duties. Such conduct shall include but is not limited to touching, fondling, patting, pinching, kissing, or other physical contact for sexual gratification;

12. Shall treat all those with whom they interact, including Court staff, with professionalism, dignity, respect, and impartiality;

13. Shall cooperate with all law enforcement agencies and their Representatives, including the Sheriff's Department, the M.C.C.F., and Monroe County staff;

14. Shall not use any means that has no substantial purpose other than to embarrass, delay, or burden the rights of another person or use methods that violate the legal rights of such person;

15. Shall not in any manner hold himself/herself out to be an agent, employee, or representative of any Court office

**C.) Confidentiality** - Constables shall not disclose or use confidential information obtained through the performance of any duties for any purpose not connected with the performance of their assigned judicial or non-judicial duties.

**D.) Conflicts of Interest** –

1. Constables shall not solicit, accept, or agree to accept anything of value from any person or entity doing or seeking to do business with, or having an interest in a matter related to the performance of judicial duties.

2. Constables shall not permit family, social, or other relationships to influence their official conduct or judgment, or to create the appearance of influence in the exercise of their official conduct or judgment, while in the performance of official duties. Constables performing judicial duties shall inform the Court Administrator of

any situation creating undue influence or the appearance of undue influence.

3. Constables shall not use the resources, employees, property, facilities, time, or any funds under their control to improperly benefit themselves or any other person.

**E.) Use of Force** - A constable's use of force shall be consistent with Pennsylvania law and in compliance with training and education provided by the C.E.T.B. A constable shall never employ unnecessary force or violence and shall use only such force in the discharge of duty as is reasonable under the circumstances. While the use of force is occasionally unavoidable, every constable in the performance of any duties shall refrain from applying any unnecessary affliction of pain or suffering and shall never engage in cruel, degrading, or inhumane treatment of any person. A constable shall not fire, unholster, or otherwise remove a firearm from its holster in the performance of any duties unless the same is necessary for the defense of the constable or others in response to the threat or use of deadly force against the constable or another where the action is consistent with firearms training provided by P.C.C.D. or other safety training obtained by the constable. In no event shall a firearm be un-holstered for purposes of intimidation.

**F.) Appearance - Uniform Standard:**

1. In an effort to promote uniformity amongst Constables engaged with the public, Constables seeking Accreditation to participate as part of this task force agree to conform to the following classes of dress while performing their duties. With the exception of the class D uniform, Constables have the option to wear the uniform they wish to wear each day, but are encouraged to be uniform with each other when working in pairs or groups on special assignments.

**a.) Class A- Uniform Shirt-** Police style-Light Grey in color worn with black tie

(recommend LawPro Item# SG107 color-NGRY)

**Pants-** Dark Grey in color with 1" stripe down out seam

(recommend Flying Cross- Legend item# 32282 in Oxford Grey)

**Footwear-** Black boot or Dress Shoe

**Duty Belt-** May choose between leather or Nylon Style but must have at least a level 2 firearms holster.

*\*\* Uniform shirt is worn with Pennsylvania State Seal collar insignia (gold), Pennsylvania State Constables patches are sewn onto both shoulders of the shirt, a Metallic Constable badge shall be worn over the left chest pocket, and a nametag, awards, or commendations should go over the right chest pocket. \*\**

**b.) Class B- Uniform Shirt-** Police style- Black in color with open collar. (recommend 5.11 Style# 72344 Twill TDU)

**or**

**Uniform Shirt-** Police style- Light Grey in Color worn with open collar.

**Pants-** Cargo Pant- Black in color

(recommend 5.11 Style# 74004 Twill TDU)

**Footwear-** Black boots or shoes

**Duty Belt-** May choose between leather or Nylon Style but must have at least a level 2 firearms holster.

*\*\* Uniform shirt is worn with Pennsylvania State Seal collar insignia (gold), Pennsylvania State Constables patches are sewn onto both shoulders of the shirt, an embroidered Badge/Badge Patch or Metallic Constable badge shall be worn over the left chest pocket, and a Metallic or embroidered (gold in color) nametag shall be worn over the right chest pocket.\*\**

**c.) Class C- Uniform Shirt-** Polo Shirt- Any color bearing embroidery identifying as a Pennsylvania State Constable/Deputy

**Pants-** Khaki Cargo Pant  
(recommend 5.11 Tactical Pant- Style#74251)

**d.) Class D- Plain Clothes**

*\*\* Plain clothes uniform is designated only for special operations that require a significant level of discreetness due to the nature of the operation. The officer in charge of a special assignment will inform the participating officers if the operation should require this level of dress, unless otherwise directed, all Constables & Deputies should be in a Class A, B, or C uniform for any and all other regularly assigned duties\*\**

**e.) Traffic Attire-** During an incident or event, an Accredited Constable directing traffic should be in a readily identified uniform as proscribed in a, b, or c of this section. In addition, a Constable directing traffic shall wear a high visibility florescent orange or yellow green apparel with retroreflective material that meets ANSI 107-2004 class 2 risk exposure for day or night operations. However, it is recommended that class 3 high-visibility apparel should be considered for additional Constable visibility. Constable's directing traffic should be trained, familiar with, and follow regulation found in the MUTCD & PennDot Publication 213 while directing traffic at a temporary traffic control point.

*(PennDot Publication 213-*

[http://firepolicepa.org/Articles/PUB\\_213.pdf](http://firepolicepa.org/Articles/PUB_213.pdf))

**G.) Duty to Report** – Constables whom are members of the Task Force are required to report to the Office of the District Attorney within three days of the occurrence any of the following:

1. Use of Force Situations- official report shall be submitted within 7 days.
2. Criminal Charges- any criminal arrests/charges filed against them.
3. Certification Status-a lapse in or failure to maintain certifications.
4. Traffic Violations- occurring while in performance of official duties.
5. Abuse- any signs of Elder or Child Abuse.

## **V. Constable Review Board**

**A.) Board Established-** The Office of the Monroe County District Attorney shall establish a Constable Review Board.

**B.) Membership-** The Constable Review Board shall consist of (6) members, which shall be composed of two Accredited Constables and two other individuals, all appointed by the District Attorney; as well as two citizens who reside in the county whom have no other formal nor contractual involvement whatsoever with any government office or agency. All six members of the board shall serve without compensation and shall receive administrative support (if needed) from the Office of the District Attorney. Members of the Board shall serve three-year terms, which shall be staggered so that at least one term expires every eight months. A Constable Review Board member may not serve consecutive terms, nor be appointed to serve an unexpired term, or a new term, unless he or she has been off the board for at least nine months.

**C.) Complaints, Concerns, or Compliments-** Any natural person may file, in writing, a complaint, concern, or compliment regarding the conduct of a Constable or Deputy Constable, or for any Constable related issue, with the Office of the Monroe County District Attorney, whom will accept such complaint, concern, or compliment and refer it to the Constable Review Board for further review and recommendation. There shall be no fee for filing a written complaint, concern, or compliment; nor for having a hearing or any other proceedings thereon.

**D.) Procedure-** Upon receiving a written complaint, concern, or compliment regarding the conduct of a Constable or Deputy Constable, the Office of the District Attorney shall review the complaint to determine in the first instance if it warrants consideration for criminal investigation. If so, the complaint shall be treated as a request for a private criminal complaint or forwarded to an appropriate law enforcement agency. All other complaints, concerns, or compliments shall be filed by the Office of the District Attorney and sent to the Constable Review Board for further review.

**E.) Convening-** The Constable Review Board shall convene to consider each written complaint, concern, or compliment received by the Office of the District Attorney. The said board may convene at other times as well upon the call of two or more of its members with reasonable notice to the other members and to the Office of the District Attorney, who shall duly advertise such meeting as a public meeting. The Constable Task Force Review Board meetings may be public and shall be advertised in conformity with the laws regarding public access to meetings.

**F.) Meetings-** The Constable Review Board may meet multiple times, may continue its meetings from time to time as announced at a public meeting of the Constable Review Board, and, as long as a continued meeting involves only the same written complaints and written concerns which were already under consideration, and is announced at the meeting which is being continued, no further advertising of the continued meeting shall be necessary. The Constable Review Board may interview witnesses and shall offer any Constable or Deputy Constable against whom a complaint or concern has been filed an opportunity to respond, including but not limited to calling witnesses and introducing other evidence. All member Constables and Deputy Constables shall have the right to address the Board. The Constable Review Board shall not have subpoena powers, but in making its decisions the said Board may take into account the failure of a person to appear when requested. The said Board may choose a chairperson or may otherwise assign particular duties to one or more of its members. The Board may also request the Office of the District Attorney to appoint an Assistant District Attorney to conduct the hearing before the Board. The Board will act as a fact finder and render its decision promptly.

**G.) Decision-** The Constable Review Board shall conclude its inquiry into a complaint, concern, or compliment by rendering its decision at a public meeting following due deliberation in a closed session.

**H.) Action-** The Constable Review Board shall create a report of its findings and submit a recommendation of action to the Office of the District Attorney. The recommendations of the review board may include, but are not limited to the following:

1. Recommendation of temporary suspension from Task Force.
2. Recommendation of permanent suspension from Task Force.
3. Recommendation to President Judge for temporary suspension from Judicial Duties. (District Attorney shall provide the Board's recommendation to PJ.)
4. Recommendation to President Judge for permanent suspension from Judicial Duties. (District Attorney shall provide the Board's recommendation to PJ.)
5. Recommendation of written warning/corrective measure needed.
6. Recommendation of the initiation of a Criminal Investigation by County Detectives Bureau.
7. Recommendation for other Administrative Action or decision. (For use regarding addressing Constable complaints against system. (i.e. pay issues, procedural/policy issues, safety issues, or other concerns.)
8. Recommendation for the Constables suspension from, or other action regarding the Constables Communications capabilities/coverage with the Monroe County Control Center.
8. Recommendation for Commendation/Award.
9. Recommendation of No Action.

**I. Copies-**Any recommendation submitted by the Constable Review Board under this section, shall be in writing and shall be made available upon request to any person at no cost, or, at a nominal cost reflecting only the cost of copies.

## **VI. Schedule of Fees**

### **A. Civil Process/Subpoena Service**

1. \$13.00 to Serve each Notice/Subpoena
2. \$2.50 for each Return of Service
3. Mileage at current IRS Rates

### **B. Warrant Service (select only the fees for service that are actually performed)**

1. \$25.00 to serve Warrant (per docket)
2. \$2.50 for Return of Service (per docket)
3. \$5.00 to Take Custody of Defendant
4. \$5.00 to Convey Defendant to Court, Police Station, or other location TBD
5. \$13.00 to attend arraignment/hearing

6. \$17.00 to transport Non-Incarcerated Prisoner to Jail
7. \$5.00 to Commit Non-Incarcerated defendant to Jail.
8. \$17.00 to Oversee Fingerprinting of prisoner/defendant
9. \$5.00 to Execute a Release of Defendant
10. \$13.00 per/hour for each hour in custody after 1 hour.
11. Mileage at Current IRS Rate

**C. Prisoner Transport/Extradition of Incarcerated Prisoners**

1. \$38.00 to take custody of Incarcerated Prisoner
2. \$13.00 per/hour from start of Assignment until clear and available.
3. \$17.00 to Oversee Fingerprinting of prisoner/defendant (if applicable)
4. Mileage at Current IRS Rate
5. Tolls/other travel expense- if applicable

**D. Special Assignments-** (Human Trafficking Investigations, DUI Checkpoints, Drug Task Force, Peacekeeping, Courtroom Security, or other assignments as requested).

1. A Constable or Deputy Constable requested to participate in a special assignment shall be paid at a rate of \$20 per hour.

**ACKNOWLEDGMENT**

I, \_\_\_\_\_, have received a copy of the Pennsylvania Unified Judicial System Constable Policies, Procedures, and Standards of Conduct, and the Monroe County Task Force & Accreditation Program Manual.

I understand that participation with the Monroe County Constable Task Force & Accreditation Program is completely voluntary, however as a member I must abide by the procedures and requirements set forth in the Pennsylvania Unified Judicial System Constable Policies, Procedures, and Standards of Conduct and the Monroe County Constable Task Force & Accreditation Program Manual, including the Code of Conduct, and hereby agree to abide by those procedures and requirements.

Further, I recognize that from time to time, the Monroe County Office of the District Attorney may update the Monroe County Constable Task Force & Accreditation Program Manual which may include the imposition of new requirements, policies, or procedures by which I must follow if I wish to continue my membership and eligibility to participate in Assignments sanctioned by the Office of the District Attorney through this program.

I also acknowledge that membership in the Monroe County Constable Task Force & Accreditation Program does not create any rights of employment or benefits, nor is the Office of the District Attorney and/or any of its members, employees, and agents liable for any injuries, damages, restitution, or costs to me for any activities I undertake as a member of the program. I hereby release the County of Monroe, the Office of the District Attorney and all of its agents, employees, and assigns from any liability whatsoever for any and all activities undertaken as a member of the Monroe County Constable Task Force & Accreditation Program.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness