

**BOROUGH OF NEW WILMINGTON
LAWRENCE COUNTY, PENNSYLVANIA**

CHIEF OF POLICE JOB DESCRIPTION

JOB TITLE: Chief of Police

DEPARTMENT: Police Department

TERMS:

- (1) Full-time daylight shift; rotation as necessary, and other hours as required
- (2) Exempt position
- (3) Salary position
- (4) Non-bargaining unit, at-will employee

SUPERVISOR: Mayor, Borough Council

GENERAL DESCRIPTION

Under the administrative direction of the Mayor and Borough Council, this employee performs highly responsible work in the administration of the police department. The work involves coordinating, supervising, directing, and participating in the provision of all police functions and services to the community. The Chief exercises a great deal of independence and latitude in making decisions and exercising judgment. The Chief's work is reviewed and will be evaluated by Council, on a continuing monthly basis, through technical reports, conferences, and through results achieved.

Work is performed in accordance with established law enforcement practices, with considerable latitude for the exercise of independent judgment in establishing policies, procedures, and guidelines within a framework of pertinent laws. Most of the decisions of the job are final and represent the last level of responsibility, but major modifications of departmental policy may be reviewed by the Mayor or Borough Council before being considered final. The work requires the application of a specialized body of knowledge that requires pre-employment education or training, supplemented by extensive on-the-job experience. Full supervisory responsibility is exercised over intermediate supervisors. Work is performed independent of direct supervision with respect to technical police procedures and practices. Work is reviewed through observation and analysis of overall Borough police protection and departmental efficiency, and through monthly police reports delivered to Borough Council. Work originates as the result of the continuing need to provide effective and efficient police protection.

Work involves extensive public contact, as well as considerable contact with other law enforcement agencies.

The Chief is a member of the police for purposes of participation in the Borough of New Wilmington Police Pension Plan.

SUPERVISION

This employee works under the general guidance and direction of the Mayor, however, subject to the Borough Code, appointment, promotion, removal, suspension or demotion of a police officer is the jurisdiction of Borough Council. Borough Council will review and evaluate the continuing performance of the Chief.

SUPERVISION EXERCISED

Exercises supervision over all police department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, coordinates, supervises, and evaluates police department operations. Identifies and plans for current and future law enforcement needs in a potentially rapid changing environment through tracking crime trends, demographic influences, projected community growth or population changes, available resources, and researching other communities' efforts at maintaining public safety.
2. Plans and implements a law enforcement program for the Borough in order to better carry out the policies and goals of Mayor and Council.
3. Prepares and delivers a monthly report for the police department for presentation to Borough Council, attends all regularly scheduled Council meetings, prepares a variety of reports as directed or as appropriate.
4. Reviews department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
5. Exercises supervision over all police department staff, monitors the status of full-time and part-time police officers to ensure officers obtain and remain compliant with all certifications required by law, supervises and oversees the performance of duties of police officer personnel to ensure

compliance with standard operating procedure and applicable statutory law in the exercise of their duties.

6. Provides suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status for subordinate employees.
7. Creates shift schedules for all full-time and part-time police officers, assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment consistent with the collective bargaining agreement.
8. Develops policies and procedures for the department in order to implement directives from the Borough Council and Mayor.
9. Regulates and supervises the Sergeant and/or other department supervisory personnel.
10. Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as needs arise for their specific skills.
11. Manages police-related public relations activities including but not limited to representing the Borough before the media, public, and outside agencies and preparing, or directing the preparation of, press releases.
12. Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases when deemed appropriate.
13. Ensures that best and necessary practices regarding the keeping and maintenance of evidence in criminal matters are followed, including the maintenance of evidence logs and the keeping of criminal files.
14. Supervises and coordinates the preparation and presentation of an annual budget for the department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment. Prepares and administers the capital budget. Educates his staff on the borough budget, and the responsibility shared by the department to ensure that everyone is being fiscally responsible in performance of their duties and in requests for supplies of any type, with the goal toward performing

their duties and providing quality service at the best possible price for the taxpayers.

15. Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
16. Performs shift supervisor or patrol functions as required by Council or the Mayor.
17. Directs the training and development of full-time and part-time department personnel. Establishing training standards consistent with mandated requirements and the needs of the department.
18. Directs the operations of the Police Secretary and any other police-related operations.
19. Handles grievances, maintains departmental discipline, and the conduct and general behavior of assigned personnel. Enforces disciplinary action against any employee of the Borough Police Department.
20. Receives citizen complaints concerning law enforcement employees and public safety issues, and actively investigates, or causes to be investigated, to ensure that public safety or community confidence is not compromised and staff behave in an appropriate and professional manner.
21. Monitors the use of departmental resources, directs and ensures the continuing maintenance of police vehicles and equipment.
22. Meets with elected or appointed officials, other law enforcement officials, community and business representatives, and the public on all aspects of the department's activities.
23. Attends conferences and meetings to keep informed regarding current trends in law enforcement; represents the Borough police department in a variety of local, state and other meetings and organizations.
24. Cooperates with county, state and Federal law enforcement officers and organizations as appropriate where activities of the police department are involved, provides directives to police officers in the conducting of police

activity as related to the mutual aid agreement entered into with Lawrence County Police Agencies.

25. Ensures that laws and ordinances are enforced in a fair and unbiased manner and that the public safety is maintained.
26. Maintains and regularly updates all personnel files for full-time and part-time police officers.
27. Actively seeks out available grant funding for police department operations and special projects. Prepares and submits appropriate grant funding applications. Supervises and monitors all grant funded projects and prepares all necessary reports related to the administration of grants received and disposition of grant funds.
28. Performs other duties as directed by the Mayor or Council.

PERIPHERAL DUTIES

1. Directs investigations of major crime scenes as deemed necessary.
2. Performs the duties of subordinate personnel as needed.
3. Analyzes and recommends improvements to equipment and facilities, as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Seven years of experience as a full-time sworn police officer, three years of which must have been in a supervisory position; and graduation from an accredited college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration, management, or a closely related field.

Necessary Knowledge, Skills and Abilities:

1. Thorough knowledge of modern law enforcement principals, procedures, techniques, and equipment.
2. Considerable knowledge of applicable laws, ordinances, and police department rules and regulations.
3. Skill in the use of the tools and equipment listed below.
4. Ability to lead, motivate, supervise, and train subordinate personnel.
5. Ability to perform police work which requires good physical condition.
6. Ability to communicate effectively orally and in writing.
7. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, the general public, Westminster College, and the Wilmington Area School District.
8. Ability to exercise sound judgment in evaluating situations and in making decisions.
9. Ability to receive and give verbal and written instructions.
10. Must be a United States citizen.

11. Ability to write, read, and speak the English language fluently.
12. Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

1. Must possess or be able to obtain by time of hire, a valid Pennsylvania State Driver's License without record of suspension or revocation in any state.
2. Ability to meet department's physical standards.
3. Be certified as a law enforcement officer by the Pennsylvania Municipal Police Officer's Education and Training Commission or have the ability to obtain such certification prior to appointment.

TOOLS AND EQUIPMENT

Police car, police radio, stopwatch, ENRADD, handgun, shotgun and other weapons as required, expandable baton, Taser, handcuffs, cellular telephone, first aid equipment, AED, personal computer, and other equipment/tools or other items as may become available and deemed helpful in the execution of police duties.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; run; use hands and fingers, handle or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; engage in physical altercations with and restrain suspects; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibrations. The employee may also be unknowingly exposed to individuals with various communicable diseases.

The noise level in the work environment is usually moderate.

SPECIAL REQUIREMENTS

The duties listed above are intended only as illustrations of the various types of work that may be performed by employees in this job classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employee agreement between the Borough of New Wilmington and the employee and is subject to change by the Borough of New Wilmington as the needs of the Borough and requirements of the job change.

SELECTION GUIDELINES

Formal application and/or resume, rating of education and experience; oral interview and reference check; job related tests may be required.

