

North East Borough

Job Description

Police Chief

Reports To: Mayor of North East

Job Classification: Executive, Exempt

Purpose:

Job description statements are intended to describe the general nature and level of work performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required.

General Summary:

To plan, direct, and review the activities and operations of the police department. Also, coordinate assigned activities with the Mayor, Fire Chief, Borough Council, and outside agencies and provide highly responsible and complex administrative support to the Mayor and Borough Manager.

Examples of Duties and Responsibilities:

- Ensure that laws and ordinances are enforced to maintain public peace and safety.
- Supervise, direct, and schedule all police personnel.
- Promote positive public relations and promote awareness of public safety issues through press releases, civic and community functions, and local school interaction. Attends civic, professional, service, community meetings, and other public gatherings to explain the police department's activities and functions.
- Set the department's tone through leadership and example in all areas of law enforcement and crime prevention. Encourage continuing education, physical fitness, and innovation in techniques.
- Perform patrol duties to establish and maintain a relationship with borough residents and the business community.
- Provide projections for preparing the annual police department operating and capital budgets. Administer the department's budget under Borough policy and state requirements.
- Ensure police department facilities and equipment are adequately maintained, repaired, or replace as needed.
- Oversee and direct criminal investigations and review each case to maintain the department's quality, integrity, and effectiveness.
- Maintain all records following local, state, and federal statutory requirements.
- Provide regular reports to Borough Council regarding department activities and attend Borough Council meetings. Assist Borough Council committees as needed.
- Develop and maintain effective working relationships with other Borough Departments.

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- Provide appropriate law enforcement support for Borough-owned facilities outside the corporate boundaries of the Borough.
- Receive and address departmental complaints and initiate investigations when appropriate. Identify and direct corrective action as needed. Inform the Mayor, Borough Council, and the Borough Manager of such actions as appropriate.
- Confer with citizens and Borough officials on law enforcement problems and develop innovative and pro-active municipal law enforcement policies.
- Monitor compliance with State Civil Service requirements, including advising the Civil Service Commission on police personnel matters within its jurisdiction and conferring with departmental staff and employees on personnel-related issues.
- Performs other duties as needed.
- The duties listed above are illustrations of the various types of work that may be performed. 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.

Peripheral Duties:

- The police chief directs investigations of major crime scenes.
- Performs the duties of subordinate personnel as needed.

Work Environment:

- The work environment characteristics described herein represent those employees encounter while performing 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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high elevated areas (precarious places).
- The employee is frequently required to sit, talk, hear and drive a vehicle.

Minimum Job Requirements:

Location:

- The police chief need not be a legal resident of the Borough of North East or the Commonwealth of Pennsylvania at the appointment time.
- However, within sixty days of appointment, the police chief shall become a legal resident of an area in the United States of America within a fifty (50) mile radius of the North East Police Department.
- As a condition of employment, the police chief shall maintain his/her legal residence in the United States of America within a fifty (50) mile radius of the North East Police Department during his/her appointment.

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Education and Experience:

- As a condition of appointment, the police chief candidate must have graduated from an accredited college or university with a bachelor's degree in police science, law enforcement, criminal justice, or public administration.
- Additionally, six (6) continuous years of full-time experience as a certified police officer within a qualified Police Department is required.
- Preference will be given to those candidates having supervisory experience and completed on-going law enforcement or related training either within an established accredited college degree program or through law enforcement training schools and conferences.
- Certification as a Municipal Police Officer, according to 53 Pa, C.S.A. § 2161 and following (Act 120 of 1974) is required.

Necessary Knowledge, Skills, and Abilities:

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to give verbal and written instructions.
- Must possess a valid State Driver's License without a record of suspension or revocation in any state.
- Administration and Management - principles and processes involved in business and organizational planning, coordination, and execution. Including strategic planning, resource allocation, human resources modeling, leadership techniques, and production methods.
- Analyze statistical and anecdotal data and information when making managerial and operational decisions.
- Ability to deal with complex problems involving several variables in standardized and unusual situations.
- Ability to meet the department's physical standards.

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Physical Requirements:

The physical requirements described here represent those that a candidate must meet to successfully perform this job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain effective audio-visual discrimination and perception needed for:
 - o Making observations
 - o Reading and writing
 - o Communication with others
 - o Assessing the situation at an incident scene

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
 - o Running, walking, crouching, or crawling during emergency operations
 - o Moving equipment and injured/deceased persons
 - o Climbing stairs/ladders
 - o Walking, standing, or sitting for extended periods
 - o Performing life-saving and rescue procedures, maintain certification in CPR & AED as a minimum.
 - o Operating assigned equipment
 - o Using hands and fingers
 - o Driving a motor vehicle