

JOB TITLE: Chief of Police
REPORTS TO: Township Manager

Management-level position requiring an energetic, creative multi-tasker with excellent communication, organizational and analytical skills which enable them to carry out multiple projects while continuing ongoing job functions. These ongoing functions include overseeing and taking an active role in community relations, criminal investigations, crime prevention, community education, patrol, traffic enforcement, liaison with schools, and training and professional development of Police Department personnel.

SUPERVISION EXERCISED: Police Department sworn and civilian employees

SUPERVISION RECEIVED: Under the supervision of the Township Manager.

ESSENTIAL JOB FUNCTIONS:

Include but not limited to:

- Responsible for planning, organizing, directing, supervising and coordinating the daily operation of the Police Department including all sworn and non-sworn Departmental personnel
- Participate actively as appropriate in all functions of the Police Department
- Keep abreast of the law and all applicable changes in local, state and federal law and regulations which affect Police operations as well as the civil rights of community personnel
- Establish or recommend Departmental policy, procedures, regulations, methods, techniques and inspection methods in order to assure consistency and compliance
- Assign shifts and duties of Departmental personnel, subject to collective bargaining
- Plan and implement changes to enhance the Department's performance
- Keep the Board of Supervisors and Township Manager informed on a timely basis
- Develop operating and capital budget recommendations related to the Police Department's functions
- Adopt a policy covering the safekeeping of all evidence and any property recovered, found or confiscated. Designates a sworn member of the Department as Evidence Officer
- Recommend specifications/standards for procurement of Departmental weapons, ammunition, uniforms, equipment and vehicles
- Work as a command-staff team with the Police Department's Sergeants
- Receive, investigate and resolve citizen concerns related to policing
- Effectively communicate and work with township professionals, management, employees, other government officials and the public
- Recruit and select Police Department employees, subject to Board appointment
- Evaluate performance, adherence to policy, proper discipline, conduct, efficiency and overall job quality of the Police Department's sworn and civilian employees
- Provide initial and in-service training in standard operating procedures, laws, regulations, judicial decisions, policies and practices
- Maintain a personnel record system to keep pertinent information on all of the Department's sworn and non-sworn personnel.
- Complete and file monthly and annual Departmental reports to the Township Manager, Board Supervisors, FBI and Commonwealth
- Manage time effectively to complete assignments in a timely manner
- Monitor weather conditions and plan for related staffing
- Establish and maintain safe work practices
- Represent the Township in a professional manner at all times
- Develop programs to increase efficiency and effectiveness of the Police Department's functions and the individual members of the Department

- Assist Township Manager, Assistant Manager and all departments as needed
- Attend meetings as required
- With approval of Manager, pursue county, state and federal grants to meet objectives
- Coordinate Police Department's response to critical incidents and disasters
- Maintain effective relationships with school districts and neighboring police departments
- Knowledge of computer and information technology and other technologies as used in municipal policing
- Participate in regional, county, state, and federal law-enforcement and emergency-management programs
- Work outside of normal business hours on a regular basis
- On call for emergencies 24 hours a day, 7 days a week

JOB STANDARDS:

Include but not limited to:

- Provide positive leadership to the Department
- Self-motivated and enthusiastic
- Flexible and open to new challenges
- Diplomatic in relations with staff, volunteers and the public
- Knowledge of equipment and technologies used in municipal policing
- Knowledge of rules, regulations and liability issues pertaining to policing
- Give instructions, coaching, and positive or negative criticism effectively
- Show creativity when tackling new projects
- Possess keen analytical and problem-solving skills
- Exercise sound judgment in evaluating situations and making decisions under sometimes-stressful conditions
- Communicate effectively with the public, peers, supervisors, governments and outside organizations
- Knowledge of principles and practices of local government
- Request assistance from Township departments or outside agencies when appropriate
- Work under pressure for extended periods of time
- Coordinate Departmental activity with other law-enforcement agencies such as FBI, DEA and State Police
- Understand and comply with personnel policies, procedures and union contract
- Understand and comply with drug and substance use/abuse policies and procedures
- Serve as the Police Department's gatekeeper, identifying and evaluating emerging technologies and practices
- Remain aware of and responsive to community concerns
- Manage the Department's presence on social media
- Manage ongoing accreditation by Pennsylvania Law Enforcement Accreditation Commission
- Apply considerable persuasiveness, resourcefulness, discretion and negotiating skills in all aspects of the work
- Manage access to extensive confidential information such as personnel records, criminal investigations and records, lawsuits, personal information about citizens, medical and psychological/psychiatric reports, and collective bargaining
- Ability to work in a high-stress environment on a regular basis

EQUIPMENT:

Can operate and ensure proper maintenance of Police equipment including motor vehicles, weapons, and other equipment as appropriate in the course of normal or exceptional Police duties

Maintains and operates office and mobile equipment such as personal computer workstation and mobile computing devices with Microsoft Office and similar programs, law-enforcement systems, Internet access

EXPERIENCE, EDUCATION AND TRAINING:

- Have, or have the ability to obtain, Pennsylvania Municipal Police Officers Education and Training Commission Certification
- Obtain and maintain clearances under JNET and CLEAN
- Minimum fifteen years' of progressively responsible experience in law enforcement
- Bachelor's degree or equivalent combination of training and experience

- Valid driver's license, firearms permit and other required licenses and permits
- Sufficient physical strength to carry out all duties of a working Police Officer and work under adverse weather conditions
- Knowledge of best practices in municipal policing
- Knowledge of relevant laws, regulations, judicial decisions, policies and practices of Bucks County, Commonwealth of Pennsylvania, United States Government, and other applicable agencies
- Knowledge of standard practices and techniques related to municipal policing including but not limited to patrol, crime prevention, public education, criminal investigation, training and professional development, traffic management and enforcement, facilities, operation and maintenance of equipment
- Ability to manage, assign, communicate and direct the work of other employees
- Ability to develop and manage operating and capital budgets
- Ability to obtain and maintain any required certification to serve as a Chief of Police in Pennsylvania

PHYSICAL DEMANDS OF JOB:

- Stand, walk, run, lift up to 50 lbs., bend, crouch, kneel, climb, crawl and perform continuously
- Use hands to handle, feel or operate object, equipment or controls
- Ability to reach with hands and arms
- Possess excellent eye-hand coordination and physical stamina
- Withstand long times on duty in emergencies
- Exposed to extreme hot, cold or inclement weather conditions, loud noise, hazardous and dangerous conditions including but not limited to hazardous materials and potentially armed or dangerous persons
- Vision and hearing at or correctable to normal ranges
- Reasonable accommodations may be made for individuals with disabilities

This job description is intended to convey the general expectations for this position and is not intended to be a complete list. Management has sole discretion to add or modify duties at any time.