

BOROUGH OF DUNMORE

CHIEF OF POLICE - JOB DESCRIPTION

SCOPE

The Chief of Police is the administrative head of the Dunmore Police Department, serving in accordance with applicable state and municipal laws and regulations, including the PA Borough Code, and the Borough's unified command structure. In accordance with the PA Borough Code, the Chief reports directly to the Mayor for administrative oversight; and reports to or coordinates with to Borough Council for budget preparation and other purposes within its jurisdiction, and with the Borough Manager, who serves as both Council's and the Mayor's day-to-day designee on Borough business, subject to their respective oversight. Collectively, the three entities (Mayor, Borough Council and Borough Manager) are collectively referred to hereafter as "Borough Administration."

The Chief is responsible for providing effective and efficient police services for the Borough within its established budget, therefore for overseeing the planning, organizing, budgeting, staffing and management of, and performance by, the Police Department.

RESPONSIBILITIES

1. Develop, review and implement Police Department policies and procedures in concert with Borough Administration, in accordance with applicable municipal, state and federal laws and regulations, and MPOETC standards when applicable.
2. Develop and/or adopt programs and practices to prevent or reduce crime in the Borough and more generally meet community policing needs.
3. Establish, evaluate and administer logistics for effective delivery of police services in the Borough, i.e., within its geographic boundaries, in conformity with goals and objectives set for the Department and its personnel, and compliant with applicable Borough policies and legal or contractual requirements.
4. Ensure that all Department personnel are properly trained and oversee their work.
5. Demonstrate sound work ethic and managerial skills.

Related Activities

- Lead Department's day-to-day operations in all respects and operations, including preparing administrative reports, conducting internal investigations, investigating complaints, and assigning special patrols and investigations.
- Recruit, train and orient officers and ensure their training and qualification, compliant with applicable federal, state and municipal laws, regulations and standards.
- Establish and maintain a positive, professional, accountable and team-oriented culture in the Department.
- Fairly and consistently apply Department policies and rules and employee discipline.
- Maintain regular operational presence within the Department and community through supervision of and interaction with all shifts.
- Respond timely and appropriately to emergencies.
- Assist in interpreting and enforcing applicable laws and ordinances.
- Perform patrol and other operational functions as required to support or complement regular personnel.

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- Provide information and refer investigations to other government agencies (Federal, State, County, established Task Forces, etc.) as appropriate.
- Conduct regular periodic employee reviews and provide Borough Manager with annual written evaluations for all Department personnel.
- Recommend and provide supporting documentation for disciplinary action, including termination, of Department personnel, as applicable.
- Determine and assign police services to meet community needs.
- Mentor and coach Department personnel.
- Designate an officer to assume Chief's duties as the "officer in charge" in his/her absence, subject to review and approval by the Mayor.

6. Perform administrative tasks as required.

Related Activities

- Generally, engage in the regular work of the Department and perform periodic tasks and projects in conjunction and cooperation with Borough Administration; provide information to Borough Administration and attend regular and special Borough Council meetings as required.
- Manage the Department's workforce.
- Meet all contractual and managerial requirements under the Borough's collective bargaining agreement with the Police union.
- Ensure secure collection, logging, control, possession and supervision of evidence.
- Perform periodic audits and apply other accountability procedures to ensure the integrity, security and lawful disposition of evidence and property.
- Inventory, inspect and update all Department facilities, equipment, vehicles and weapons, and ensure that they are safe, secure and maintained in good operating condition. If applicable, make recommendations for replacement and/or repairs.
- Develop and maintain, in conjunction with Borough Manager, a facility and vehicle maintenance program, to include a preventative maintenance schedule.
- Develop, implement and apply appropriate staffing and scheduling practices.
- Communicate regularly with the Borough Manager on non-investigatory matters.
- Securely maintain confidential Employee records.
- Ensure that required certifications for Department personnel and equipment are current.
- Prepare annual budget for Borough Council's review and approval.
- Prepare and furnish to Borough Administration regular (monthly, annual) reports on the work and condition of the Department, and special reports upon request.
- Serve as the Department's liaison within the community.
- Manage mutual aid agreements and partnerships with local, state and federal law enforcement agencies and related organizations.
- Wear official Borough-issued uniform when on duty, unless authorized otherwise by Borough Administration for specific assignment or special reason.
- Responsible for ensuring appropriate supervision and effective, consistent communication, operational performance and employee accountability on all Department shifts (day, evening, overnight).

7. Perform other related duties as required.

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KNOWLEDGE, SKILLS AND ABILITIES

Execution and Knowledge

The Chief must have, and continue to maintain, knowledge and proficiency in the following subject areas as applied to the operation of a municipal police department:

- Laws and regulations governing police conduct and procedures.
- Public safety.
- Community policing.
- Command and control.
- Investigation and evidence-gathering.
- Police training.
- Emergency response.

In addition, the Chief must demonstrate the following

Skills:

- Effective leadership skills.
- Strong critical, analytical and problem-solving skills.
- Experience managing personnel and labor relations.
- Effective verbal and listening communications skills.
- Community engagement experience.
- Experience in developing, implementing and operating a departmental budget.
- Computer skills needed for Departmental functions (i.e. Microsoft applications, CLEAN, NCIC, etc.)

Personal Qualifications:

- Supervisory experience in command and control and emergency situations.
- Possess a valid PA Driver's license appropriate to the class of vehicle to be operated.

Physical Requirements:

- Lifting, carrying, pushing and/or pulling of objects and materials (up to 50 pounds).
- Climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing, with extended periods of standing.
- Extended periods of time operating applicable electronic equipment in all weather and human-related conditions.
- Performance when underlying incidents may be dangerous or hazardous.

Operational Abilities:

- Manage multiple situations, people and projects simultaneously.
- Manage Department operations effectively in the face of dangerous, busy, noisy or otherwise highly challenging situations.
- Maintain operational control at all times and in all conditions, including where they involve risks of loss of life, injury and property.

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****Dunmore Borough reserves the right to add, subtract or modify specific responsibilities, tasks and duties set forth above, upon due notice to the affected employee(s).****

VERIFICATION/ACCEPTANCE:

My signature below certifies that I have read, understand and accept the duties and responsibilities of this position as set forth above.

Position/Department _____

Employee (print) _____

Signature & Date _____