

PALMER TOWNSHIP

POSITION TITLE: Chief of Police

GENERAL DESCRIPTION:

This is a highly responsible professional and management position in which the chief plans, organizes, and directs the activities of the Palmer Township Police Department. The chief is responsible for the efficient operation of the department through planning and coordinating its activities, assuring that law and order are maintained, that laws and ordinances are enforced, and that measures are implemented to prevent crime and to protect lives and property. Work also involves consulting with other police officials in determining overall plans and policies to be followed in conducting police operations. Work is performed with wide latitude in interpreting and applying policies, rules, and regulations.

SUPERVISION RECEIVED:

The Chief of Police is under the direction of the Township Manager.

SUPERVISION EXERCISED:

The Chief of Police directly supervises the lieutenants, the secretary, and the clerks of the Palmer Township Police Department.

ESSENTIAL JOB FUNCTIONS:

Plans, organizes, and directs the programs and activities of the police department.

Supervises directly, or through subordinate supervisors, a sufficient staff of law enforcement and civilian employees; prescribes and enforces rules and regulations; recommends the appointment, promotion, and dismissal of personnel.

Consults with the Township Manager and Board of Supervisors in the development of overall policies and procedures to govern the activities of the department.

Advises and assists subordinates in highly complex criminal or other investigations; assumes direct command of forces in emergency situations or major law enforcement operations.

Cooperates with county, state, and federal officers in the apprehension and detention of wanted persons, and with other departments where activities of the police department are involved; participates in and attends meetings of county, regional, and state law enforcement associations.

Directs the certification of the department and manages the maintenance of the certification.

Attends and participates in public functions for the purpose of promoting crime prevention, law enforcement, and establishing favorable public relations.

Directs the investigation of, and responds to, major citizen complaints.

Oversees the maintenance of criminal and operational records; prepares a variety of regular and special reports; files necessary reports with the Board of Supervisors.

Prepares and manages the budget for the police department in coordination with overall Township goals as directed by the Township Manager. Monitors spending to meet budget.

Maintains a positive open relationship with the press, local media, and various community groups and organizations.

Works and coordinates with township volunteer fire and ambulance companies.

Works closely with Township Manager to ensure high levels of customer service and satisfaction.

Conducts regular performance evaluations of those he/she directly supervises.

Is responsible for the safety of all employees supervised.

Performs other duties and tasks as assigned by the Township Manager.

**EDUCATION, EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS
REQUIRED:**

Minimum of five years' experience in law enforcement management required at the level of lieutenant or above.

Bachelor's degree in criminal justice, administration, or related field from an accredited four year college required. Master's degree in a related field preferred, or equivalent combination of education and experience.

Act 120 certification required and must have completed all recent Act 180 updates.

Experience in police operations and administration or any equivalent combination of education, training and experience which provides the following knowledge, abilities, and skills:

Knowledge of the principles and practices of modern police administration and its methods.

Knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.

Knowledge of rules, regulations, policies, and procedures of applicable federal, state, and local laws and ordinances dealing with police operations.

Knowledge of the functions of other municipal jurisdictions and authorities as they relate to police work.

Successful completion of the basic law enforcement officers training programs prescribed by the Commonwealth of Pennsylvania.

Possess a valid PA driver's license.

Desired- Further formal training in police administration, law enforcement, criminal investigation, and law.

All duties of this description are essential as defined in Americans with Disabilities Act unless they are specifically designated otherwise.

Approved by: _____

Date: _____