



CHIEF OF POLICE JOB DESCRIPTION

Objective:

The Police Chief must be a working position, able to ensure public safety, peace, and order for the residents of Greencastle at all times. The Chief is responsible for overseeing and ensuring the effective planning, organizing, staffing, directing, coordinating, reporting and budgeting for all aspects of the police department. The position requires extensive depth of expertise and knowledge in police practices, procedures, and programs necessary to maintain community safety and rapport. The Chief must determine efficient and innovative strategies to maintain and balance services within a given budget.

The Chief of Police is designated as the Chief Executive Officer of the Greencastle Police Department to enhance the Borough's unity of law enforcement command (unified command structure).

Chain of Command:

The Police Chief reports to the Mayor of Greencastle in accordance with the Pennsylvania Borough Code for administrative oversight. The Police Chief is subject to budgetary oversight by Borough Council in accordance with the Borough Code, with the Borough Manager serving as Council's designee for budget preparation.

Essential Functions:

- Develops the vision and mission statement for the department in addition to department logistics for delivering police services.
- Establishes, evaluates, and communicates goals and objectives annually for the police department in providing police services to the residents and visitors of Greencastle.
- Oversees the department's operations and budgeting.
- Oversight of officers
 - Reviews police employee timesheets, regular employee observation reviews and provides annual written evaluations of all police personnel.
 - Assigns daily, weekly, or monthly patrol and police service assignments as directed by complaints or community needs observations.
 - Communicates with the Borough Manager regarding any non-investigatory matters (communications enhancements).

- Administers minor disciplinary actions (up to and including a written reprimand) for infractions of policies, rules, regulations, laws, and collective bargaining agreement;
 - Significant disciplinary actions (suspension or termination) must comply with collective bargaining due process obligations and must be referred to or addressed by the Mayor, Personnel Committee, and Borough Council prior to the ultimate imposition of discipline and collective bargaining due process review; and
 - Makes recommendations regarding hiring open positions and promotions.
 - Ensures logging, control, possession, and supervision of all evidence collected and secured for criminal investigations.
- Reviews and develops department policies and regulations.
 - Serves as the department liaison with the community and Borough Council and attends Borough Council meetings as directed by the Mayor or Borough Council to report on Department activities and public safety concerns.
 - Builds and maintains partnerships with local, state and federal law enforcement agencies, the community, and related organizations.
 - Inventories and updates department equipment, vehicles, weapons, communications equipment and uniforms making sure that building facilities and equipment are safe and maintained in peak operating condition, documenting and reporting any deficiencies to the Mayor.
 - Establishes and maintains a healthy working environment for all personnel and interacts with all shift personnel.
 - Assesses and monitors department workload, identifies opportunities for improvement and implements change as necessary.
 - Conducts, assigns, and/or arranges training of police officers assuring police officers and the code enforcement officer are in compliance with annual training and qualifications as required by the Pa. Municipal Police Officer's Education and Training Commission, Commonwealth Law Enforcement Assistance Network, and other appropriate Pennsylvania and Federal agencies.
 - Leads the day-to-day operations of the police department, to include preparing administrative reports, conducting internal investigations, investigating complaints, and assigning special patrols and investigations.
 - Assists uniform and non-uniform personnel in interpreting and enforcing laws and ordinances enforced by the Department, refers investigations to other appropriate agencies as warranted, and refers applicable information to appropriate Franklin County, Pennsylvania, and Federal investigative agencies.
 - Possesses a clear understanding of policies, procedures, and reports and presents such information publicly as needed. Creates a monthly and annual public report as approved by the Mayor realizing redaction of any information of an investigative or sensitive nature.
 - Develops programs or practices that could prevent or reduce crime and enlists the public's help with programs.
 - Researches new law enforcement trends in support of the Greencastle

community and adopted policies consistent with these trends.

- Performs patrol and investigations as needed to assist other personnel and assist when personnel staffing is limited.
- Performs public relations duties and community policing initiatives.
- Designates an officer to assume duties as the “officer in charge” in the Chief’s absence, subject to approval by the Mayor.
- Responds to after-hours emergencies when requested.
- Performs other related duties as assigned by the Mayor.

Required Skills and Abilities:

- Strong oral and written communication skills.
- Strong community outreach skills (i.e., business owners, residents, schools, churches, non-profit organizations, etc.).
- Ability to develop and implement a budget and operate a police department within established budgetary constraints.
- Ability to monitor, order, and adjust department inventory and supplies.
- Have a full understanding of duties and responsibilities of a patrol officer and an understanding of what a patrol officer experiences on a day-to-day basis by remaining current with trends in policing that occur locally, in the Commonwealth, and nationally.
- Ability to conduct training for police officers.
- Computer skills based on departmental functions (Example - Microsoft applications, Commonwealth Law Enforcement Assistance Network, NCIC, and similar applications).
- High level of critical and analytical thinking skills.
- Knowledge and expert level of skill in using firearms and other essential equipment.
- Detailed knowledge of the municipal boundary of the Borough of Greencastle and familiarity with surrounding municipalities.
- Detailed knowledge of laws and regulations governing police conduct and procedures.

Physical Requirements:

Must be able to meet the physical requirements of a patrol officer. In addition, tasks require the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials (up to 50 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of standing. Tasks may involve extended periods of time at a keyboard or workstation or in all weather and human-related conditions. Police services provided and response to a variety of incidents may be hazardous.

Salary:

Salary to be determined by Borough Council, dependent on qualifications and experience. Fringe benefits are offered in accordance with the Borough's current personnel policies. The Police Chief is classified as Exempt (Executive and Administrative) in accordance with the Fair Labor Standards Act and as such is not entitled to overtime pay.

In compliance with the Americans with Disabilities Act, the Borough will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Borough.

This description is the present overview of the job and is subject to change by the Borough.

EMPLOYEE ACKNOWLEDGEMENT:

I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH HEREIN. I HEREBY ACCEPT THE POSITION AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH HEREIN. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Printed Name of Employee

Signature of Supervisor

Date

Printed Name of Supervisor

Signed Cc: Chief of Police, Personnel File, Mayor