

POSITION AVAILABLE

BOROUGH OF CHAMBERSBURG CHIEF OF POLICE

The Borough of Chambersburg, Franklin County, Pennsylvania seeks a skilled, qualified, and experienced individual to serve as Police Chief of its Police Department with 34 sworn, full-time officers and 3 civilian employees. The Borough, located 50 miles southwest of Harrisburg, is the county seat of Franklin County, and encompasses 7 square miles with a population of approximately 20,000. The Borough owns and operates its own water, sewer, gas, and electric utilities; its total annual budget is \$122 million; the police budget is \$5.2 million. The Chief serves under the direction of the Mayor, in collaboration with the Borough Manager and Borough Council, and has responsibility for the organizational, operational, and administrative functions of the Police Department. The Borough has a history of stability with the Chief of Police; there have only been two Chiefs since 1983. All candidates must have (1) at least 10 years experience as a police officer with supervisory experience in a variety of police functions in a local police department of similar size at the rank of sergeant or above; (2) extensive knowledge and experience in modern and innovative police procedures; (3) Act 120 certification and evidence of significant training and development in advanced programs; (4) a bachelors degree; and (5) excellent management and leadership skills to be able to work collaboratively with staff, elected officials, and the community. Salary range \$82-87,000; In 5 years approximately \$100,000. Excellent benefits. *Resumes along with current salary history and/or salary expectation required must be received by noon on April 4, 2016 and sent to cehrenreich@chambersburgpa.gov.*

EQUAL OPPORTUNITY EMPLOYER

THE BOROUGH OF CHAMBERSBURG DOES NOT DISCRIMINATE ON THE BASIS OF AGE, GENDER, MARITAL STATUS, RACE, COLOR, CREED, NATIONAL ORIGIN, POLITICAL AFFILIATION, RELIGION OR DISABILITY. ANY PERSON WHO NEEDS AN ACCOMMODATION (IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT) DURING THE APPLICATION PROCESS SHOULD CALL 261-3251 or 261-3272 (TDD 261-3227).

CHAMBERSBURG POLICE DEPARTMENT
POLICE CHIEF
NBE-2

GENERAL STATEMENT OF DUTIES: The Chief of Police (“Chief”) serves as the Police Department supervisor and Chief Law Enforcement Officer of the Borough of Chambersburg pursuant to §1121 of the Borough Code of the Commonwealth of Pennsylvania. They shall be responsible for the control, management, and direction of all uniform police officers, civilian police personnel, volunteer fire police, special event monitors (civilian special police), school crossing guards, and constables. As a senior supervisory public safety official, the Chief exercises managerial duties commensurate with a Borough Department Head. In this capacity, the Chief manages all the functions of the Borough Police Department including but not limited to patrol, detectives/investigation, crime impact and prevention, narcotics interdiction and enforcement, accident investigation, K-9 units, motorcycle and bicycle patrol units, quality of life code enforcement, community policing and any other duties and/or tasks assigned by the Mayor or Town Council. The Police Chief is supervised by the Mayor of the Borough of Chambersburg, who is elected at-large by the citizens of the municipality. For administrative and fiscal oversight of Police Department operations, the Police Chief and Mayor utilize the management of the Borough Manager and his staff.

DISTINGUISHING FEATURES OF THE CLASS: This position is a supervisory position. It is an at-will appointment. This position is a Fair Labor Standards Act (FLSA) Exempt employee. The Police Chief serves with full authority to execute the mission of the Police Department. Daily responsibilities include: fiscal and management control of the operating budget of the Department, personnel and employee assignments, schedules, evaluations, and, when necessary recommendations for discipline; supervision and management of record keeping including police management software (authorization to utilize NCIC, Clean, JNET, or any current or future Public Safety databases); knowledge of local quality of life codes of the Borough including enforcement of parking, traffic, animal control, and those health and safety codes that require criminal enforcement. The Police Chief must be able to: interact with a variety of community stakeholders as well as with local officials, regional, state and federal authorities to develop and implement comprehensive services and programs for the safety and protection of the Borough. The Police Chief shall represent the department in the local community and serve a central role in forging partnerships and engaging diverse communities in strategies and programs that add value to the quality of life of all citizens; and, contribute to providing a safe and secure Borough, maintain the confidence and trust of the general citizenry, members of the Police Department, and community leaders. The Police Chief should understand and subscribe to a high performance organizational framework; have strong strategic planning, motivational skills, and an ability to lead by example.

EXAMPLES OF WORK: (Illustrative Only)

- Serves as day-to-day supervisor of the Police Department.
- Makes recommendations to Mayor on operating procedures.
- Works closely with the Mayor in implementing directives from the Mayor's office and/or Town Council.
- Designs and implements a program of systematic police patrol to insure the maintenance of public safety; supervises and trains supervisory officers in completing these patrols; may personally patrol the community on an as-needed or occasional basis.
- Supervises and supports the functions of the detectives and criminal investigations, crime impact and prevention unit activities, narcotics interdiction and enforcement support, and accident investigation; develops performance measures to insure adequate goal realization and works to develop new skills, attributes, and effectiveness for all types of crime prevention.
- Responds to major public safety events, acts as Incident Commander, supervises emergency responses to public safety events, interfaces with first responders from other departments (i.e. Fire Department, EMS, State and Federal officials) and represents the Police Department during emergency operations.
- Attends Town Council meetings and delivers detailed reports on public safety statistics, including but not limited to data to support the policies and funding of police operations.
- Writes newsletter articles, narratives for Police Department websites, letters to the editor, and other written communication to establish the goals and methods of community policing.
- Regularly attends community meetings, service club events, neighborhood watch meetings, community development meetings, and other public forums to communicate the goals and methods of community policing.
- Maintains an open door policy of meeting with and talking to the citizens and business owners of the Borough; including, responding in a timely manner to emails and voicemails, and personally addressing citizen complaints with detailed and thorough research into any and all complaints that may arise.
- May establish and maintain programs such as Citizen Academy or other community outreach initiatives.
- Keeps a detailed inventory of all necessary supplies needed for operation of Police Department; shall be responsible for the ordering and purchasing of all supplies and the proper supervision of the Borough's procurement policies.
- Participate in the hiring of all uniform and civilian Police Department employees and supervise, monitor, evaluate, and discipline department personnel as needed.
- Organize a systematic curriculum of training of officers that does not interfere with the goals and staffing of the department but accomplishes first rate skills building among personnel.
- Development and promulgate department Standard Operating Procedures (SOP) in accordance with Mayor and the laws of the Commonwealth of Pennsylvania.
- Prepare all local, state and federal required reports and reporting forms and be fully responsible for their timely submission to oversight agencies.
- Maintain accurate records on all police investigations.
- Supervise all police activities including patrols, complaint intakes, and investigations.
- Personally be qualified to perform all law enforcement functions including patrol, investigation, and interrogation.

- Development innovative crime prevention programs.
- Provide assistance to neighboring municipalities and agencies through mutual aid.
- Any and all duties as required by local law.
- Other duties as assigned by the Mayor or Town Council.
- Recommend to Borough Manager's Office Police Department fees and other financial issues associated with the Department.
- Works closely with other Borough Code Officials, contractors, landlords, tenants, and property owners to ensure compliance with the quality of life Code Enforcement.
- Attend and advise at Parking and Traffic meetings.
- Must supervise, train, and encourage volunteer Fire Police and part time Special Event Monitors and School Crossing Guards.
- Work with the IT Office to develop computer related investigator tools including but not limited to closed circuit cameras, social media investigations, license plate reading technology, and other technological innovations in public safety.
- Implements drills, training and policies for Borough employees; works closely with Local, County, State and Federal Government officials on Active Shooter, Anti Terrorist, and Homeland Security matters.
- Maintains active membership in various professional organizations such as Chief of Police organizations as well as public safety and municipal management organizations in order to stay current with operational and tactical procedures and technology.
- Seeks out alternative funding sources such as grants at the local, state and federal level; writes grants to secure additional funding for department operations and improvements.
- Seeks out new technology to enhance the department's operations and efficiency.
- Developing department budget; strategic planning and goal setting for Departmental long-range needs with respect to administration, operations, equipment, vehicles, facilities and personnel; supervises the implementation of such plans.
- May serve on boards or committees at the local or state level.
- May be required to work extended hours; may be exposed to hazardous conditions such as unsafe buildings and intense heat, hazardous materials and extreme weather conditions.
- Subject to call-in on a 24 hour basis.

APPOINTMENT: This position is appointed by the Mayor, subject to ratification by the Town Council and review the Chambersburg Civil Service Commission for meeting minimum qualifications. A Committee appointed by Town Council will rate and recommend candidates before the Mayor makes any conditional appointment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

A dynamic team leader with abundant knowledge and experience including:

1. Must be in good physical condition due to the nature of the work and therefore must take and score satisfactory, in the opinion of the Borough's fitness test instructor, on all sections of the Agility Fitness Test annually by Police Officers
2. Must possess a current Pennsylvania Motor Vehicle Operator's License and have had a clean driving record for no less than three (3) years prior to hire
3. Must be able to work well with individuals of different socioeconomic backgrounds
4. Minimum of five (5) years law enforcement supervisory experience at a rank of Corporal or equivalent, or served at least one year at the rank of Sergeant or above, or equivalent
5. Completion of a high school education or equivalency required; must hold an Associate Degree in Criminal Justice or any equivalent combination of experience and training

which provides the required knowledge, skill and ability equivalent to such a degree; Bachelor's Degree is preferred

6. Must have five (5) years uninterrupted Police Department supervisory experience within the Commonwealth of Pennsylvania
7. Completed a high level police executive training course recognized by the International Association of Chiefs of Police (IACP)
8. Meet all Municipal Police Officer's Education and Training Commission (MPOETC) certifications; must have a valid MPOETC card
9. Demonstrated commitment to diversity and/or inclusion
10. Demonstrated interpersonal skills in dealing with the public, news media, a Police Department and elected officials
11. Demonstrated public speaking and communication abilities
12. Demonstrated and implement strong leadership and decision making skills
13. Knowledge and experience in budget preparation and implementation
14. Knowledge and ability to implement community policing concepts and policies
15. Ability to identify and allocate resources (manpower, equipment and budgetary) during routine and emergency operations
16. Required to be available for response on an on-call basis
17. Ability to supervise and direct patrol and investigative staff
18. Must honor and respect the chain of command including the role of the Mayor
19. Experience in preparation and implementation of patrol and investigative scheduling, policies and procedures
20. Demonstrated fiscal skills
21. Must not have any disciplinary record (written reprimand or more serious) in the three (3) years prior to appointment at any employer
22. Must be able to work well with public officials, landlords, tenants, and the general public; frequently in difficult conditions
23. Must have leadership and management qualities
24. Must insure that confidentiality is maintained in all discussions related to criminal investigations
25. Must live within 15 air miles of Chambersburg Borough Hall within one year of hire and maintain residency throughout employment

NOTE: This description is the present overview of the job, is subject to change by the employer and is to be used as a temporary guide to performance.

TO PERSONNEL OFFICER: I have read this description and understand my responsibilities as I begin this work assignment.

Date: _____

Signature: _____

Stephen J. Cook
Personnel Management Consulting, P.C.
March 10, 2016