

Job Descriptions

CHIEF OF POLICE

REPORTS TO: MAYOR, CITY MANAGER

CLASSIFICATION: MANAGERIAL, NON-UNION, CIVIL SERVICE EXEMPT

POSITION SUMMARY

The Chief of Police is the Chief Operating Officer of the Police Department. The Chief provides the strategic direction, leads the administrative function, and coordinates the operation of the Police Department.

The Chief of Police shall be responsible for the day-to-day operations, organization, planning, staffing and performance of the Police Department and its employees. The Chief of Police shall have the authority to execute the orders of the Mayor, City Council and the City Manager; and shall require discretionary enforcement of all Ordinances of the City, as well as the laws of the Commonwealth of Pennsylvania and the United States of America.

The Chief is responsible for integrating the entire staff operation into a high-performance organization and guiding its development as a learning organization. The Chief is responsible for building support for the Department's vision and operating policies, procedures and guidelines, mentoring staff, and encouraging and modeling all aspects of customer-driven service. The Chief also assumes lead responsibility for cross-functional collaboration and problem solving.

The Chief at all times acts in a manner consistent with, and aimed at furthering, the mission, goals, and operating principles of the City of DuBois, and possesses the ability to work well with others without regard to their race, religion, color, sex, sexual preference, gender identity, ancestry, age, national origin, disability, marital or veteran status, economic, and educational backgrounds.

The Chief's work is performed in a competent, timely, collaborative, and professional manner, and in strict accordance with all applicable laws, reflecting the City's high standard of ethical behavior and commitment of service to its citizens. This includes maintaining confidentiality as appropriate and recognizing that all work produced is the property of the City Of DuBois.

ESSENTIAL FUNCTIONS AND DUTIES

The individual in this position must be able to perform satisfactorily each of the essential duties described below, must consistently demonstrate the ability to handle numerous tasks and responsibilities and the ability to anticipate and meet deadlines, and must have outstanding organizational skills and pay meticulous attention to detail. The individual must anticipate and respond promptly, in a professional manner, to internal and external customer requests. A professional demeanor and appearance are necessary.

Essential functions and responsibilities of this position include, but are not limited to, the following:

GENERAL DUTIES

The Chief of Police shall direct Department resources in an attempt to obtain preservation of peace; enforcement of laws and ordinances; prevention of crime; apprehension of criminals; protection of life and liberty; and administration of the collective bargaining agreement.

The Chief of Police is responsible for providing the best possible police service to the citizens of the City, promoting good moral and ethical standards, integrity, courage, fortitude, and a sense of justice and impartiality.

The general duties of the Chief of Police consist of decision-making, problem-solving, planning, organizing, staffing, directing, evaluation, coordinating, control and budgeting. The greatest percentage of time is spent on decision-making, problem-solving and planning. The remainder of the aforementioned functions is delegated, where practical.

The Chief of Police plans all departmental current and future activities at both the line (operations) and command staff (management) levels with Section or Division Commanders: Lieutenants and the Assistant Chief of Police. As a general rule, the Chief of Police plans and coordinates with command staff service activities for the Police Department.

1. Administration
2. Budgeting
3. External Relations

4. Records and Property Management
5. Command
6. Law Enforcement Officer

ADMINISTRATION

1. The Chief of Police reports directly to the Mayor and has complete internal control over police activities and personnel and exercises wide discretion in the administration of the Department.
2. The Chief of Police is responsible for establishing the goals of the Department and then leading the members of the Department in achieving those goals as well as leading by example.
3. The Chief of Police is responsible for promptly carrying out all directives of the City of DuBois and the Police Department by demonstrating respect and cooperation with all Department personnel. An excellent and harmonious spirit will be obtained through loyalty and esprit de corps.
4. The Chief of Police is responsible for establishing a two-way communication platoon between management and all levels of police personnel, clearly stating policies, regulations, standard operating procedures and training programs as well as keeping all subordinates informed through periodic correspondences, bulletins, memorandums and staff meetings.
5. The Chief of Police is responsible for giving employee praise when deserved and providing an environment where officers are encouraged to express themselves, their ideas and constructive opinions.
6. The Chief of Police is responsible for encouraging members of the Department to continually improve the quality of their performance through ongoing training and supervision.
7. The Chief of Police is responsible for employee discipline and promotions and has direct responsibility for counseling, reprimands, suspensions and termination. In these instances, the Chief of Police must prepare written reports to personnel files, and when necessary, to the Mayor, City Council and the City Manager's Office.
8. The Chief of Police must formulate departmental policies and procedures, rules and regulations and codes of conduct that are consistent with accepted law enforcement model policies and practices that have an emphasis toward State and National accreditation. In an effort to identify problem areas, the Chief of Police must regularly review and re-evaluate existing police procedures and prepare new ones on a continual basis as necessary.
9. The Chief of Police is responsible for future planning by investigating ways to improve the overall efficiency of the Department with an emphasis on modernization, which will assist personnel in delivering more effective services to the citizens of the City.
10. The Chief of Police is responsible for planning, directions, and control of patrol functions, criminal investigations, juvenile and youth services, narcotic investigations, and proactive safety initiatives.

11. The Chief of Police manages the scheduling of training for all personnel including annual mandatory training, in-service training and specialized training courses.

BUDGETING

1. The Chief of Police assures the preparation of the budget to the City Manager and the City's Budget and Finance Committee and is responsible for controlling and managing all expenditures and revenue collections made by the Police Department.
2. Prior to the beginning of each calendar year, the Chief of Police shall recommend to the City Manager and City Budget and Finance Committee, an annual Police Department budget covering the anticipated revenues and expenses of the Department.
3. Prepare and submit grant applications to Federal, State and Local entities. Submit all supplemental quarterly, bi-annual and annual grant progress reports to each entity respectively.
4. The Chief of Police is responsible to clarify all expenditures of the Police Department to the City Manager.
5. The Chief of Police shall review all requisitions for the purchase of equipment and supplies as well as prepare the necessary purchase orders or bidding information. In each case, funds expended shall be in accordance with the provisions of budget appropriations, procurement policy and the bidding process.
6. The Chief of Police shall administer the Department's fiscal affairs in a manner calculated to convert available resources into maximum effective police services in areas of demonstrated need.
7. The Chief of Police is responsible to approve or disapprove employee time sheets and subsequently prepare the Departments payroll bi-weekly.

EXTERNAL RELATIONS

1. The Chief of Police serves as the Department's key public representative and commits the entire Police Department to being respected and respectful.
2. The Chief of Police must develop an alliance with all surrounding state, federal and local law enforcement agencies and coordinates all law enforcement efforts, extra duties and assignments of the Department. All public information, press releases crime and human relations information shared with the media and/or residents/businesses and City officials shall be managed by the Chief of Police.
3. The Chief of Police shall maintain an open working relationship with the Clearfield County District Attorney's Office and will examine facts and circumstances relative to criminal cases.
4. The Chief of Police shall maintain a professional relationship with the District and County Court systems and will ensure that Department personnel present themselves with integrity in the halls of justice.

5. The Chief of Police shall preserve a working relationship with the DuBois Area School District, DuBois Central Catholic School and will attend meetings and serve on Committees of mutual concern.
6. The Chief of Police must promote community relations within the community by participating in community affairs, expansion of services and speaking engagements.
7. The Chief of Police is responsible for cooperation with the media and will manage the sharing of crime information through regular press releases and periodic press conferences.
8. The Chief of Police shall make every effort to satisfy the needs of the citizens requesting services, assistance, or information, and will courteously explain any instances where jurisdiction does not rest with the Police Department.

RECORDS, EVIDENCE, AND PROPERTY MANAGEMENT

1. The Chief of Police is responsible to direct, prepare and maintain all police records including all juvenile and criminal files. All evidence and property seized and maintained in the custody of the Police Department must be inspected by the Chief of Police biannually with supporting documentation for the courts concerning the integrity and accountability of all property.
2. The Chief of Police is responsible to prepare monthly and annual crime reports. Uniformed Crime Reports (UCR's) shall be completed and forwarded to both the Pennsylvania State Police and the Federal Bureau of Investigation on a monthly and annual basis.
3. The Chief of Police shall aid supervisors and subordinates in the preparation and approval of all police incident, investigative and accident reports; and will ensure that all records are submitted to the appropriate agencies (i.e., District Attorney's Office, Pa. State Police, Clerk of Courts, Borough Officials, Public Defenders Office, etc.) in a timely manner.
4. The Chief of Police shall insure that a records management database is maintained for all police records, property and evidence.
5. The Chief of Police shall prepare and submit monthly and annual reports of police activities to the Mayor, City Council and the City Managers Office.
6. The Chief of Police shall manage all incoming and outgoing correspondence, including regular U.S. mail and email.
7. The Chief of Police must maintain and secure personnel records for all Police Department personnel.

COMMAND

1. Command is inherent in the position.
2. The Chief of Police is responsible to administer the affairs of the Department and the City as the Chief Administrative Law Enforcement Officer.
3. The Chief of Police is responsible for promptly carrying out all directives of the Mayor, City Council and City Manager's Office.

4. The Chief of Police plans, directs, and exercises general supervision over employees and activities of the entire Department.
5. The Chief of Police conducts periodic inspections of the Property and Evidence Room.
6. The Chief of Police shall develop standards and recommendations for promotions and advancements and recommend the hiring and firing of Police Department employees.

LAW ENFORCEMENT OFFICER

1. The Chief of Police shall be a certified law enforcement officer and shall satisfy and maintain all the requirements of the Pennsylvania Municipal Police Officers Education and Training Commission (Act 120).
2. The Chief of Police is responsible on occasion, to take law enforcement action.
3. The Chief of Police shall review and oversee all major crime investigations (murder, robberies, etc.).
4. The Chief of Police shall ensure that all patrol shifts are appropriately staffed 24 hours a day/365 days a year.

TYPICAL EXAMPLES OF WORK:

1. Investigate all cases of alleged misconduct by Department personnel and enforce disciplinary measures when necessary.
2. Direct all personnel and approve all overtime and utilization of part time officers.
3. Develop the Departments equipment needs and requirements, establish a procedure for all police records and files and continually update the duties and responsibilities of all police officers.
4. Assist City Officials where necessary with police union negotiations.
5. Work with the Civil Service Commission to maintain a list of eligible candidates and assist in the selection process of police officers.
6. Direct all police department patrol operations including preventative patrol, special events, traffic details, parades and school events.
7. Supervise and provide resources for criminal investigations.
8. Make recommendations to the Public Safety Committee for improvements to signage, traffic signals and pedestrian safety.
9. Assist in the purchase, maintenance and equipment for all Police Department owned vehicles.
10. Perform research into traffic problems concerning congestion, parking problems, hazardous locations, and refer those to the appropriate agency for correction.
11. Attend all daily, monthly and annual meetings of the City, Chiefs of Police Association or related activities of interest to the Department.
12. Ensure that a cooperative environment exists between Department personnel and members of the public.
13. Meet with supervisors regularly and during scheduled staff meetings to resolve problems and improve the overall work environment of the Department.
14. Reward and acknowledge employees for exceptional law enforcement services.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

The Chief of Police displays the following:

1. Knowledge of pertinent federal, state, and local laws, codes, and regulations and the Pennsylvania Crimes Code
2. Knowledge of and ability to use the records management system and other applicable police administration software
3. Knowledge of principles, practices, and techniques of law enforcement management
4. Knowledge of police department rules, regulations, policies, and procedures
5. Skill in the use of Microsoft Office products (Word, Outlook, PowerPoint, Excel, and Access)
6. Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
7. Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
8. Ability to maintain strict confidentiality of sensitive employee and organization information at all times
9. Ability to correctly interpret and efficiently implement all applicable policies and procedures
10. Ability to develop and interpret budgets, contracts, and financial reports
11. Ability to meet and deal with the public with tact and diplomacy
12. Ability to communicate effectively, verbally and in writing
13. Ability to delegate, manage, and supervise effectively

The Chief of Police displays the following leadership qualities:

1. An enthusiastic dedication to innovative public service and to customer-driven care that is sensitive to the needs and the concerns of patients and their families.
2. The capability of describing and expressing, in public conversation as well as during one-on-one mentoring, the value of personal accountability for the success of colleagues and the City.
3. A clear grasp of essential performance behaviors and operational goals and an active, day-to-day desire and effort to learn more.
4. The ability to set expectations for staff performance and to ensure that these are reflected in job descriptions and evaluations.
5. The skills to coach and guide those under supervision to fully engage their talents in service to the mission and goals of the City's organization.
6. The capacity for vision and for developing a mental image of the ideal organization.

7. The capacity to create a sense of purpose, even in stressful times, and to generate and maintain a high level of morale.
8. The ability and willingness to assist others in reaching their potential.
9. The ability to act confidently and efficiently and to exercise sound judgment in critical situations.

WORKING CONDITIONS/PHYSICAL DEMANDS:

1. Sitting, standing, walking, running, kneeling, crouching, crawling, jumping, or climbing over obstacles may be required. Sometimes for extended periods of time.
2. Occasional heavy lifting over 150 pounds maybe required.
3. The unknown environment of people's residences and crime scenes will be encountered.
4. Exposure to all weather conditions may occur.
5. Position requires working assigned shifts, which may also include being called in for nights, weekends, and holidays.