

WORKING CHIEF OF POLICE PENN TOWNSHIP, BUTLER COUNTY

Position Summary:

The Township Chief of Police plans, directs and manages all day-to-day functions and operations of the Township Police Department and the enforcement of laws and ordinances of the Township. The Chief of Police reports to the Township Manager on the day-to-day operations of the Police Department. The Chief of Police supervises police officers, prepares the schedule for all officers in compliance with the applicable Collective Bargaining Agreement, and prepares and submits a recommended budget for the Police Department. The Chief also performs patrol duties as directed by the Township Manager and Township Supervisors.

Essential Duties and Responsibilities:

- Plans and implements the Police Department's short- and long-term goals, objectives and strategies for the provision of police services Township Supervisors desire to provide to the residents of the Township.
- Assists in the preparation of the budget for police department.
- Drafts reports and summaries on departmental activities and supervise others in the preparation of reports directed to the Township Manager.
- Recommends budget and control expenditures of the Department appropriations in compliance with the approved budget (including but not limited to purchase of supplies, equipment, uniforms, etc.).
- Drafts, revises and implements Department policies and standard operating procedures for the day-to-day operations of the Department.
- Identifies training to be provided to the police officers in compliance with state requirements and recommend other training to the Township Manager for Board of Supervisor approval.
- Represents the Police Department in public relations matters, and in coordinating with other outside agencies such as the County, State Police, Drug Task Force, LCB, and schools.
- Develops and implements departmental policies and standard operating procedures to ensure efficient performance in compliance with applicable rules, regulations and ordinances.
- Conducts performance checks, inspections and meetings with subordinate officers to ensure readiness of personnel through proper briefings, trainings and inspections.
- Recommends and implements disciplinary and/or other corrective action to the Township Manager, including but not limited to suspensions and terminations.
- Develops schedule and meaningfully assigns personnel based on needs of the Township, with reference to call volume, special events, or any other circumstance which may warrant additional manpower with Township Supervisors approval.
- Performs patrol duties as directed by the Township Manager.

- Ability to walk, run on uneven surfaces, climb over and around obstacles and work outdoors in all weathers and under stressful situations.
- Ability to lift, push or pull or carry heavy loads.
- Ability to use basic office machinery including computer, copier, fax machine, calculator, etc.
- Ability to use computer software applications including Microsoft Outlook, Microsoft Word, and Microsoft Excel.
- Knowledge of police related equipment including but not limited to Vascar units, radio systems, and other equipment.
- Ability to communicate in oral and written form.

Required Knowledge, Skills and Abilities:

- Act 120 certification (to be maintained throughout employment).
- Associate's degree or greater in a relevant area of study, e.g. law enforcement or criminology.
- A valid unrestricted Pennsylvania Class C drivers' license and insurable driving record.
- Minimum of seven years of municipal police work with supervisory experience.
- Knowledge of modern police methods, practices and procedures including principles of criminal investigation, techniques of interview and interrogation and identification and preservation of evidence.
- Knowledge of the standards by which the policy of police services are evaluated, including the use of police records and their application to the solution of police problems.

This is a full-time position with a Township fringe benefits package. Salary range of \$89,000. To \$92,000, depending on qualifications and experience. The successful candidate must pass a comprehensive background check, physical examination, psychological examination and drug test once a conditional offer of employment is extended.

HOW TO APPLY

Interested applicants should submit a cover letter, resume and three professional references to: MHess@PennTownship.Org. Please reach out to this email with questions.