



Borough of Green Tree

CHIEF OF POLICE BOROUGH OF GREEN TREE

Job Title: Chief of Police
Department: Police Department
Reports To: Mayor

POSITION SUMMARY

The Chief of Police is an appointed non-civil service administrative position. The Chief reports directly to the Mayor and is responsible to Council, through the Mayor, for all Police Department activities and operations. The Chief coordinates and supervises all police functions and services to the community. The Chief's work is reviewed through reports, periodic reviews by the Mayor and Public Safety Committee of Council, conferences, and results obtained. The Chief exercises a great deal of independence and latitude in making decisions and exercising judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Chief of Police has the following responsibilities, but is not limited to the following areas:

- Directs and coordinates through subordinate personnel, and through analysis of reports, all activities, and operations of the Police Department.
- Directs the activities of Police Department management personnel by requiring oral and written reports of departmental activities and operations, progress, capital, and program needs.
- Directs, reviews, and finalizes the preparation of the budget submission for the Police Department. Reviews and controls expenditures of appropriations; determines needs for new equipment or manpower and makes recommendations to the Borough Manager through budget requests. Determines the need for capital expenditures and makes recommendations through budget requests. Directs the development of bid specifications for major expenditures and acquisitions. Possesses authority to create purchase orders for equipment and supply purchases within department allocations and within applicable Borough rules and procedures.
- Appears before Council upon request to present reports, to explain departmental activities and operations, and to explain requests for material and equipment.
- Works various shifts periodically to maintain familiarity with personnel, conditions and situations at various times of the day. This position is a salaried (non-hourly) position that may result in working more than 40 hours per week.
- Initiates action and investigations of all citizen complaints brought to the Department's attention. Reviews results of investigations concerning alleged misconduct, accident reports, grievances and makes recommendations.
- Supervises the training of new police officers. Ensures that employees complete required mandatory training courses.
- Reviews and evaluates current and new academic and hands-on-training methods.
- Conducts periodic reviews and evaluations of Police Department members. Initiates personnel actions involved in promotion, transfer, training, commendation, and discipline of subordinates.
- Meets with local citizen, civic, business and community groups and organizations to explain the goals, objectives, and programs of the Police Department. Meets and cooperates with the media to release news of departmental activities and to provide information concerning specific crimes or crime figures.
- Periodically organizes and holds community service events involving education and safety.

- Actively participates in professional police organizations and maintains proficiency in police methodology and techniques through professional courses, seminars, course work, and professional journals.
- Ensures through personal involvement, supervision, and delegation of authority that applicable laws and the Department's policies, procedures, rules, and regulations are properly enforced and utilized to guide the operational activities of the Department.
- Manages Crossing Guards and ensures that there is appropriate coverage when schools in the Borough are in session.
- Cooperates with and respects the authority of other Borough departmental managers in their respective areas of responsibility.
- Performs all the essential functions of a police officer.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Bachelor's degree in criminal justice administration, Public Administration, Business Management, or related field; ten years of police experience; three years of progressively responsible supervision experience in law enforcement in a municipal police department; experience with collective bargaining units and budgetary responsibilities. Long term applied experience may substitute for part of the academic requirement.

Language Skills

- Ability to read, analyze, and "interpret the PA Crimes Code", professional journals, technical procedures, and governmental regulations. Ability to author reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the public, citizen, civic, business and community groups, the Mayor, Council and Borough department managers.
- Considerable knowledge of the English language, spelling, and punctuation.
- Ability to express oneself clearly and concisely both orally and in writing.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inferences.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills

- Knowledge of the use of computerized records and their application to the solutions of police department problems.
- Proficiency in operating all computers, hardware and software utilized in the police department.

Certification, Licenses, Registrations

- Must have current Act 120 certification at the time of application.
- Possess a valid Pennsylvania Driver's License.

Work Environment

- The work environment characteristics described herein are representative of those the employee encounters while performing the essential functions of the job.
- Work environment varies by shift. A balance of work is conducted indoors and outdoors. The employee is frequently exposed to cold, hot, wet, and/or humid conditions. The employee must occasionally visit and inspect facilities that are accessible only by uneven paths of travel, ladders, and stairways.
- Daily reporting location is the Police Department located at 10 W. Manilla Avenue, Pittsburgh, PA 15220.