

## **POSITION DESCRIPTION**

Class Title: Assistant Police Chief

Department: Police Department

Date: June 14, 2016

### **GENERAL PURPOSE**

This is a skilled supervisory, administrative and professional work directing law enforcement activities in the Township and also performing normal enforcement and patrol duties.

This employee performs routine police work requiring some exercise of independent judgment, works closely with the Police Chief to assist them in their responsibilities; maintaining order, enforcing the law and participating in the work itself. Performs other duties as required.

Work is carried out with considerable independence with decisions being made based on established rules and policies and applicable laws and regulations. Work is reviewed by the Police Chief and adherence to professional standards and Township policies.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Police Chief.

### **SUPERVISION EXERCISED**

Exercises supervision over Police Department employees as directed by the Police Chief.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Works closely with the Police Chief to learn and assist them in their duties of:

Oversees the activities of the Police Department.

Formulating policies, regulations, and program priorities for the operation of the Police Department.

Plans, assigns and conducts training programs for police officers, as required to meet training requirements and certifications.

Recommends applicants for appointment to the Police Department and for promotion within the Department in accordance with required procedures.

Evaluates the performance of officers and recommends disciplinary action, when necessary.

Controls expenditure of budgeted funds and makes budget recommendations to support Police Department operations.

Performs same essential duties and responsibilities of the Department's other police officers.

Cooperates with Federal, State and County law enforcement officers, as requested.

Works closely with local district justices, fire and ambulance companies and other police departments.

Maintains relations with the press, local media, and various community organizations to keep the public informed and to promote cooperation with police activities, if requested by the Police Chief.

### **NONESSENTIAL DUTIES**

Assists in directing traffic at work sites.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience

- (A) Graduation from high school, diploma or GED equivalent, plus specialized training in police science, criminal justice or a related field; and
- (B) Minimum required training and certification as mandated by the Municipal Police Officers' Education and Training Commission; and
- (C) Minimum of two (2) year's experience in supervisory and administrative police work; or
- (D) Any equivalent combination of related education and experience.

### Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of principles and practices of police administration and criminal investigations; and laws regarding criminal actions and motor vehicles.
- (B) Skill in operating a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow; skill in loading, unloading, aiming and firing from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certifications standards; and skill in operating all other listed tools and equipment.
- (C) Ability to plan, assign, direct and carry out police operations and procedures and to implement and manage policies and procedures; ability to react quickly and calmly with sufficient health, strength and physical ability in emergency situations, which may require pursuit and physical control of other persons and to choose the proper course of action; ability to deal firmly, tactfully and courteously with the public and in the enforcement of laws and to endure verbal and mental abuse when confronting suspects and other individuals; ability to understand and carry out oral and written instructions and to learn and properly apply laws, policies, and procedures; ability to observe and accurately recall details of appearance, actions, statements and other occurrences; ability to communicate clearly and effectively, orally and in writing, in reports and with employees, other governmental agencies, Township officials and the general public.

## **SPECIAL REQUIREMENTS**

Must possess a valid Pennsylvania driver's license or have the ability to obtain one prior to employment.

## **TOOLS AND EQUIPMENT USED**

Telephone, calculator, computer, electronic typewriter, copy machine, fax machine; police cruiser, service revolver, shotgun, night stick, mace, taser, mobile and portable radios, scanner, speed-check unit and line painter.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk; use of hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The

employee regularly is required to see, talk, hear and smell. The employee is frequently required to climb, balance, stoop, kneel, crouch or crawl. The employee is occasionally required to run and jump up, down and over obstacles and to use bodily force.

The employee must occasionally lift, carry and/or drag heavy persons or objects exceeding 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must be able to perform all of the above listed essential duties and responsibilities with the listed necessary knowledge, skill, ability and physical demands of a police officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements, which requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office or in the police cruiser; and occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

## **PERSONAL CHARACTERISTICS**

Since police officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption or unlawful monetary gain, it is the "business necessity" that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill and integrity.

Additionally, police officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying employment; or these factors might be a consideration in the hiring process. Applicants posing a substantial risk of injury to themselves, other officers and the public are a substantial disadvantage in the hiring process.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**POLICE DEPARTMENT**

**APPLICATION FOR EMPLOYMENT**

When returning this application, made sure to enclose copies of Act 120 training and any other police related training.

After your application is reviewed and you are found to have the needed training, and interview will be set up.

If you are found to be eligible for employment, a background investigation will be made to determine your suitability for police work. The background shall include, but will not be limited to, a criminal history check, a credit check, personal interviews, etc.

Upon returning this application, I give my permission for this department to review my background, background records, etc.

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Sign Name

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Date