

POLICE CHIEF

CONYNGHAM BOROUGH is seeking applications for the position of Chief of Police. The candidate should have a minimum of ten years supervisory and law enforcement experience and an associate degree in criminal justice or a related field. In lieu of a degree, work experience, training, and other competencies will be considered. A candidate who has attained a supervisory rank with a Police Department is preferred. Duties include day to day management of all operations of a police department with two full-time officers in a Borough with ten miles of roads and a population of approximately 1,900. A compensation package will be commensurate with experience. A job description is available to interested candidates by contacting the Borough Secretary at 570-788-4385.

Interested applicants must send a resume with cover letter to Conyngham Borough, c/o Gary Gregory, President, 215 Main Street, P.O. Box 442, Conyngham, PA 18219 on or before August 23, 2017.
(E.O.E.).

Please publish the above ad 3 times in the employment section of your newspaper on August 2nd, 3rd & 4th. **PLEASE SEND PROOF OF PUBLICATION AND INVOICE TO:**

Lynn Falatko, Conyngham Borough Secretary
215 Main Street
P.O. Box 442
Conyngham, PA 18219

CONYNGHAM BOROUGH
POSITION OF CHIEF OF POLICE

JOB TITLE: Chief of Police

CERTIFICATION: An individual certified to have successfully completed Act 120 curriculum by Pennsylvania's Municipal Police Officers Education and Training Commission or a lawful and acceptable equivalent.

DUTIES: The duties of the Chief of Police include, but are not limited to:

- (1) Coordinating, supervising and performing of all police functions within the Borough.
- (2) Assisting Borough Council in regularly updating the Standard Operating Procedures for the Police Department, and assuring departmental compliance by keeping all officers informed of changes, updates and modifications.
- (3) Assisting Borough Council in preparing a timely annual operating budget for the Police Department and recommending through the budget process the needs of the Police Department.
- (4) Assisting Borough Council in planning long range capital purchases such as equipment and vehicles and providing anticipated capital purchases during each annual budget period.
- (5) Supervising all police officers and any future non-uniform employees working within the Police Department.
- (6) Preparing a schedule each month for approval by the Mayor based upon hours allotted by Borough Council and maintaining the schedule to ensure police coverage for the total employee hours allotted by Borough Council. The Police Chief shall provide Borough Council with a copy of the schedule as soon as it is finalized each month.
- (7) Ensuring all provisions of the police contract for other fulltime officers is followed.
- (8) Assisting in the administration of vacation and other contractual leave by officers and employees of the Police Department subject to final approval by Borough Council.
- (9) Recommending that Borough Council and/or the Mayor depending on the circumstances take disciplinary action when necessary in accordance with all laws, policies and procedures. In this regard, the Police Chief shall be responsible for responding or assisting in grievances and all disciplinary actions, except when they relate to or involve the Police Chief.

- (10) Assisting Borough Council in the recruitment and selection of new hires within the Police Department, including making recommendations to Borough Council on new hires when not contrary to law.
- (11) Working various shifts to maintain familiarity with personnel, conditions and situations at various times of the day without adversely affecting the hourly payroll of the Police Department, unless prior written permission from Borough Council is obtained for overtime.
- (12) Establishing and implementing procedures for recognizing outstanding performances by officers within the Police Department, including recommending promotions.
- (13) Conducting or participating in performance evaluations at the direction of Borough Council.
- (14) Supervising all personnel, functions and operations of the Police Department, including the establishing a field training program for new hires and training new hires, while identifying special abilities or needs and providing appropriate advanced or remedial training as necessary or desired by Borough Council.
- (15) Carrying out directives and special assignments from Borough Council, including the performance of work-related duties assigned by Borough Council or as may be designated by ordinance or resolution of Borough Council.
- (16) Preparing and submitting a monthly police report to Borough Council and the Mayor, and attending work sessions or meetings of Borough Council, when requested. However, the Police Chief shall be responsible to effectively communicate and keep Borough Council and the Mayor informed on all permissible police matters between meetings. In addition, the Police Chief shall prepare and report on a monthly basis Uniform Crime Reports and other state statistical information and include the statistical records in the monthly police report to Borough Council and the Mayor.
- (17) Supervising the care, custody and control of all police vehicles, equipment, and uniforms, including maintaining an inventory of all vehicles, equipment and uniforms and records regarding their use and maintenance.
- (18) Maintaining all police records and evidence, including their maintenance, organization, storage, retrieval and utilization of departmental. In this regard, the Police Chief shall assure that all applicable laws and procedures regarding recordkeeping and disposition of evidence are

properly followed, and any records are produced upon a formal request for their production under the Pennsylvania Right to Know Law.

- (19) Participating and planning police service programs that integrate community involvement such as a speaking in the schools when requested and organizing a community crime watch program in an effort to prevent or deter crime, provide for public safety and apprehend and prosecute offenders. The Police Chief shall organize and hold community service events involving education and safety; and establish and implement procedures for recognizing outstanding performance by public participants in established community police service programs.
- (20) Overseeing the inspection and supervision of all public places within the Borough and assigning officers to certain parts of the Borough in an effort to ensure that all laws and ordinances concerning such places are obeyed.
- (21) Creating, cooperating, and maintaining appropriate and professional relationships with local, county, and state and federal law enforcement agencies involving activities of the Police Department and crimes within the Borough. This may include, at the request of Borough Council, participating in and/or directing other officers of the Department to participate in the Luzerne County Drug Task Force pursuant to a written agreement with Luzerne County.
- (22) Cooperating and assisting other Police Departments pursuant to a mutual aid agreement with those other Police Departments.
- (23) Enforcing and administering Borough Ordinances, when required under those ordinances, and assisting other employees and officials of the Borough in carrying out their duties and responsibilities under the Borough Ordinances such as code enforcement with property maintenance violations.
- (24) Directing, controlling, and deploying the resources of the Police Department in a manner which will provide for the safety of the public and the enforcement of all laws of the Commonwealth of Pennsylvania and all applicable ordinances of the Borough.
- (25) Performing the duties and essential functions of a police officer, including patrolling (on foot and by vehicle), conducting traffic control, responding to calls for service, investigating traffic accidents and criminal offenses, issuing citations and warnings, making arrests, transporting prisoners, appearing and testifying in court, making application for search and arrest warrants, taking persons into custody, writing investigative and incident

reports, responding to citizen complaints, taking fingerprints of arrested persons, if not performed by another agency, searching for and collecting physical evidence at crime and accident scenes, performing rescue and lifesaving tasks, participating in raids, controlling violent or resisting persons, apprehending fleeing suspects on foot or in a motor vehicle, and participating in undercover work.

- (26) Possessing and maintaining active certification with the Pennsylvania's Municipal Police Officers Education and Training Commission, including holding a valid Pennsylvania driver license and mandatory firearm qualifications (including service hand gun and long rifle), education, certifications, and updates; and making sure other police officers within the Department do the same.