



YEADON BOROUGH CHIEF OF POLICE JOB SPECIFICATIONS

Non-classified/Non-competitive

Department: Yeadon Police Department

Non-Bargaining Unit

Salary: \$125,000 to \$135,000

The Borough of Yeadon is an equal opportunity, affirmative action employer.

Position Definition:

Under the general management and direction of the Mayor and Council, has charge of the Police Department in Yeadon Borough, PA.

Chief of Police is required to plan, direct, and review the activities and operations of the Yeadon Borough Police Department. The Chief of Police is responsible for the overall protection of lives and property in the Borough of Yeadon through the supervision of all police functions. The Chief of Police will provide leadership and guidance for the preservation of the public peace, prevention of crime, apprehension of criminals, and regulation of traffic in accordance with the Laws of the Commonwealth and the Ordinances of the Borough.

Performs other duties as required.

Note: The examples of work for this title are for illustrative purposes only. It is not meant to be all inclusive of every task and responsibility. All of the duties performed on the job may not be listed.

REQUIREMENTS

Citizenship:

Appointee must be a citizen of the United States.

Education:

Graduation from college with a four-year Bachelor's degree. Additional specialized advanced training, such as the FBI National Academy, are highly desirable.

Experience:

Demonstrated, comprehensive working knowledge of current operational principles and practices of modern police administration. Requires a minimum of ten (10) years of law enforcement experience, including at least five (5) years progressively responsible experience in supervision and management at the Sergeant rank or higher.

Licenses:

Pennsylvania State Police Academy certification, current valid Pennsylvania Motor Vehicle Operator's License (Appointees will be required to possess a driver's license valid in Pennsylvania only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position).

The chosen candidate will need to meet all requirements of the Pennsylvania Municipal Police Officers Education and Training Commission (MPOETC) in order to meet the requirements for this position.

Firearms:

Appointees shall be required to meet any Pennsylvania state, county, local regulations regarding the use and training qualifications for carrying a firearm in the line of duty.

Medical & Psychological Examination/Background Check:

Administrative work is performed in an office setting subject to continuous interruptions. There is unusual stress in performing the role of the Chief of Police in a rapidly changing social environment. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Ability to work in poor weather conditions, including heat, cold, rain, or snow. There is exposure to life-threatening situations in police matters for which precautionary measures must be taken.

Therefore, prior to appointment, qualified candidates must agree to pass: a thorough medical and drug screening exam, psychological exam, and background investigation, all of which shall be paid for by the appointing authority and administered by professionals chosen by the appointing authority. Any medical, psychological, or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to themselves or others, or become aggravated as a result of performance of these duties will be cause for rejection. Additionally, any detrimental issue that is evident in the background check will be a cause for rejection.

Knowledge and Abilities:

Knowledge of laws/ordinances which are significant from a police point of view.

Knowledge of problems/procedures involved in working out the internal organization and formulating rules/regulations for the police department.

Knowledge of methods used in providing citizens and others with proper police information, services, and protection.

Knowledge of devices useful in getting people individually and in groups to conform to legal and social requirements.

Knowledge of the types of police communication that are useful/feasible in the police department.

Knowledge of methods of directing, apprehending, placing charges against, safeguarding, and prosecuting lawbreakers.

Knowledge of methods used in providing police protection at places and times where traffic is heavy.

Knowledge of measures used in dealing with juveniles in such a manner as to enlist their support and minimize the types of behavior that lead to juvenile delinquency.

Ability to analyze/interpret laws, ordinances, rules, regulations, standards, and procedures, and to apply them to specific situations/cases.

Ability to organize local police work in such a manner as to provide services and protection. Ability to formulate police rules and regulations.

Ability to obtain and make effective use of funds, personnel, facilities, and equipment.

Ability to give assignments/instructions to individuals and groups, provide them with needed advice and assistance when difficult/unusual problems arise, and check their work to see that proper procedures are followed, that reasonable standards of workmanship, conduct, and output are maintained, and that desired police objectives are achieved.

Ability to take the lead in establishing/maintaining helpful and cooperative relationships with individuals and groups interested in maintenance of law and order.

Ability to see that members of the department treat citizens and others with uniform courtesy/consideration and provide them with proper information and police services.

Ability to provide staff members with direction/assistance necessary to ensure orderly handling of traffic. Ability to supervise the investigation and disposition of complaints.

Ability to direct police activities necessary in keeping good order at places where people assemble in large numbers.

Ability to see that children and seniors are provided with assistance and protection they need.

Ability to prepare and supervise the preparation of clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to direct the establishment and maintenance of police records and files.

Ability to utilize various types of electronic and/or manual recording or other information systems used by the agency, office, or related units.

Ability to be patient and firm in managing the department, services to the public and community disputes; not reluctant to make decisions.

Ability to read, write, speak, understand, and communicate in English sufficiently in order to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Demonstrated experience in shaping police services that provide equal treatment and protection, and sensitivity to all sectors of the community, regardless of culture, race, or appearance.

Willingness to pursue additional racial and gender diversity to produce a more representative department.

Strong computer software skills, including Word, Outlook, PowerPoint, and Excel.

Strong oral, written, public presentation, and interpersonal skills required.

Must function with a high degree of independence, utilizing sound professional judgment, demonstrated planning and organizational skills to establish and manage priorities, programs, and staff.

Shall demonstrate ethical conduct, community stewardship, individual initiative, and responsive service.

Shall demonstrate effective performance through clear, concise communication, collaboration, proper allocation of resources, sound decision-making, personal accountability, and responsibility.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Examples of Work:

Plans and directs activities of the department including training and management of personnel, patrolling of public areas, the arrest of law violators, the investigation of incidents and law violations, and the maintenance of police records.

Assigns and supervises duties and activities of subordinates and initiates disciplinary action as required.

Responsible for all fiscal management of the Yeadon Police Department including but not limited to: the preparation of the annual departmental operating budget, all department grants, departmental capital funds, and any related departmental projects.

Analyzes police problems of the municipality, determines internal organization of the police department, and formulates police rules/regulations.

Plans police work so as to make the best use of available funds, personnel, equipment, and supplies.

Gives assignments/instructions to other members of the police department, provides them with advice and assistance when difficulty/unusual circumstances arise, and checks their work to see that proper procedures are followed, that reasonable standards of workmanship, conduct, and output are maintained, and that desired police objectives are achieved.

Sees that communication facilities are properly used.

Takes the lead in establishing and maintaining helpful, cooperative relations with civic, recreation, and business organizations, school/court officers, and other groups, police and law enforcement authorities in other jurisdictions, and others interested in the maintenance of law and order.

Provides police protection/assistance to large gatherings, children, and other pedestrians in crossing streets, those engaged in extinguishing fires, those handling large sums of money and other valuables in transit, and to vacant/unused dwellings and business properties.

Makes provisions for police protection/assistance at the times and places where traffic is heavy.

Directs detection/apprehension of lawbreakers, preparation of charges against them, and collection and presentation of evidence.

Supervises investigation and disposal of complaints.

Prepares and supervises the preparation of reports. Directs the establishment and maintenance of records and files.

Salary:

\$125,000 to \$135,000

The chosen candidate will have to pass a Background Check, Medical Physical and Psychological Test.