

**Caernarvon Township
Job Description**

Position Title:	Chief of Police
Reports To:	Board of Supervisors
Supervises:	Patrol Officers; Sergeant; Corporal; Police Officer / Criminal Investigator
Union Affiliation:	None
Classification:	Exempt
Pay:	Salaried

*Approved and Issued by the Board of Supervisors on January 26, 2021.

I. DESCRIPTION

The Chief of Police directs and controls the overall performance of the police department, administers its operations and performs general police duties. Supervision is exercised over staff responsible for the execution of assigned duties.

The responsibilities of this position include, but it are not limited to, administration, control, direction, budgeting, inspection, planning, organizing, public relations, and supervision of the entire police department. The position requires participation in community events, membership in state and local service and professional organizations, and meetings with citizen groups. The person in this position is responsible for implementing departmental policy as approved by the Board of Supervisors, administering discipline, and developing operational procedures.

The Chief shall report to the Board of Supervisors. The Chief shall keep the Board of Supervisors informed of all budgetary matters, workplace disputes and any complaints filed by citizens or by Township employees against Township police officers. The Chief is responsible for reporting disciplinary issues to the Board of Supervisors and making recommendations to the Board regarding Police Department discipline.

Public safety policy may be formulated by the Board of Supervisors with recommendations from the Chief, and final approval shall be by decision of the Board. All authority not granted or specifically delegated to the Chief of Police, but necessary to the Department's effective operation, shall be deemed vested in the Chief of Police.

The Chief of Police is a "working" position and, as such, the person in this position is required to regularly perform investigative and patrol duties in the field.

II. GENERAL JOB RELATED REQUIREMENTS

- May be required to work on nights, weekends and religious holidays.
- Regular and predictable attendance is required.

- Must work cooperatively with others.
- May be required to work overtime during emergency situations, including, but not limited to, civil defense emergencies, weather emergencies, and public safety emergencies.
- May be required to make public appearances, attend meetings, training sessions, and operational inspections at odd hours.
- Will be required to be on-call, and to respond to emergencies outside of regular work hours.
- Must relate to Township citizens and other Township employees in a professional, courteous and respectful manner.
- While it is preferred that the Chief reside within the municipal limits of Caernarvon Township, Berks County, it is required that the Chief reside no greater than twenty (20) miles and thirty (30) minutes from the Caernarvon Township Police Department.

III. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Direct and control all activities and daily operation of the Caernarvon Township Police Department.
- Perform all of the essential functions of a sworn police patrol officer. As a “working” chief, the Chief of Police is required to regularly and actively participate in patrols and other Township law enforcement activities.
- Establish Standard Operating Procedures for the Caernarvon Township Police Department, which reflect national standards, inclusive of clear chain-of-command and clear channels of communication. All Standard Operating Procedures shall be approved by the Board of Supervisors.
- Enforce all Department standard operating procedures and work rules; discipline/counsel Department members as necessary up to the level of a written reprimand. Notify the Board of Supervisors of any allegation of misconduct or improper/poor performance that may require job action greater than the issuance of a written reprimand.
- Conduct line, staff, and equipment inspections on a regular, informal, daily basis and take appropriate action to correct deficiencies.
- Personally conduct or direct internal affairs investigations, including, but not limited to: allegations of misconduct against the Department or any Department member; alleged or suspected breaches of integrity or moral turpitude; any situation where an officer has been

injured or killed by another person; any situation where a citizen is injured or killed by an officer, and; any situation involving the discharge of a firearm by an officer.

- Determine the needs for staff and equipment, and prepare budget requests for presentation to the Board of Supervisors.
- Develop specifications for equipment and supplies to present to the Board of Supervisors and carry out purchasing procedures in accordance with Board policies.
- Exercise control of the Department's expenditures.
- Establish and maintain good relationships with citizens, public officials, news media, civic organizations and other law enforcement agencies.
- Prepare and submit reports of Department activities to the Board of Supervisors and appropriate government agencies.
- Supervise and manage the Department's compliance with OSHA regulations and other related regulations, e.g., bloodborn pathogens, work-related injuries.
- Formulate internal Police Department policies and procedures and update said policies on a regular/periodic basis, with approval of the Board of Supervisors.
- Faithfully carry out and enforce the policies and procedures adopted for the Police Department and all orders and/or directives issued by the Board of Supervisors pertaining to the Caernarvon Township Police Department.
- Determine staffing and scheduling needs and establish the schedule and shift rotation. Recommend the creation of additional Department positions, when needed, and recommend hiring prospective candidates for final consideration by the Board of Supervisors.
- Regularly review the work performance of all Department employees. Prepare annual performance evaluations of all Department personnel.
- Develop training programs and instruct Department employees in all Department policies and procedures.
- Confer weekly with the liaison of the Board of Supervisors to discuss and update Department activities.
- Confer with Department staff to formulate and develop plans and programs, including, but not limited to, the areas of crime control, traffic control, and community relations.

- Meet with public and private community agencies to explain the programs of the Police Department and to obtain cooperation for public safety activities.
- Maintain liaison with other law enforcement agencies.
- Perform other related work as may be required, or as may be assigned by the Board of Supervisors.

IV. (ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

A. Physical & Mental Requirements

- frequently remain in a stationary position (standing or sitting). This position also requires: walking, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, tasting, smelling, repetitive motions and handle and operate objects. The person in this position must be able to occasionally move about the office to access file cabinets, office machinery, etc.
- occasionally operate and handle a variety of office-related machinery, including a computer and other office productivity machinery, including, but not limited to the copying machine, computer printer, fax machine and calculator.
- frequently operate and handle a variety of law enforcement-related equipment, including assigned duty weapons, restraining devices, and other police department tools and equipment.
- have the ability when necessary to immediately and suddenly physically engage suspects who are combative or resisting, and to arrest, detain, search and transport subjects, inclusive of pursuing subjects on foot, which involves running, bending, crawling, climbing, leaping and negotiating barriers.
- occasionally lift tools, equipment and other objects weighing up to one hundred-fifty (150) pounds.
- occasionally lift, carry, drag and pull people and objects.
- occasionally bend, stoop, squat, reach above shoulder level, kneel, lift, push and pull up, run and walk as necessary in performance of policing duties.
- continuously have the ability to see including close vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Vision can be corrected by use of contact lenses or eyeglasses.

- frequently communicate with individuals both in-person and via telephone and, therefore, must be able to hear, speak, signal or otherwise convey and exchange accurate information without delay sometimes in high-pressure or emergency situations.
- frequently tolerate exposure to inclement weather conditions when performing policing duties and travelling to and from the police station, including prolonged exposure to severe weather.
- tolerate occasional exposure to fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and risk of radiation and vibration.
- occasionally work near moving mechanical equipment, in high/precarious places, and near dangerous objects, persons and animals.
- spend approximately 25% of working time in the office and 75% of working time in the field and in potentially hazardous conditions.
- be able to meet the physical demands listed in the “Physical Demands for Police Officers” charged described more fully herein.
- ability to learn and understand relatively complex principles and techniques
- exercise independent judgment, discretion and sound decision-making in the absence of higher authority.
- accurately observe faces, persons, objects, numbers, incidents and places.
- read, learn, understand, interpret and apply laws, regulations, statutes and ordinances, police department Standard Operating Procedures; and understand and follow directives and instructions.
- read and understand reports, documents, and other job-related literature.
- competently utilize radio and telephonic equipment and respond to and make dispatches over such devices.
- endure stress producing situations, including, but not limited to, encountering victims of motor vehicle accidents, crimes, or suicides.
- effectively communicate with Township personnel and the public.

PHYSICAL DEMANDS for POLICE OFFICERS JOB TITLE: <i>Police Chief</i>									
NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time.									
I. In an 8 hour workday, this job requires the physical ability to: <i>Please check (X) maximum capability for each activity.</i>									
TOTAL AT ONE TIME									
A. Sit	1	2	3	X	5	6	7	8	Hours
B. Stand	X	2	3	4	5	6	7	8	Hours
C. Walk	X	2	3	4	5	6	7	8	Hours
TOTAL DURING AN ENTIRE 8 HOUR WORK DAY									
A. Sit	1	2	3	4	5	6	7	X	Hours
B. Stand	1	2	3	4	5	X	7	8	Hours
C. Walk	1	2	3	X	5	6	7	8	Hours
II. Job Requires:									
1. The physical ability to LIFT:	<i>NEVER</i>	<i>OCCASIONALLY</i>	<i>FREQUENTLY</i>	<i>CONTINUOUSLY</i>					
A) Up to 10 pounds	☐	☐	X	☐					
B) 11-20 Pounds	☐	X	☐	☐					
C) 21-30 Pounds	☐	X	☐	☐					
D) 31-40 Pounds	☐	X	☐	☐					
E) 41-50 Pounds	☐	X	☐	☐					
F) 51-100 Pounds	☐	X	☐	☐					
The physical ability to CARRY:	<i>NEVER</i>	<i>OCCASIONALLY</i>	<i>FREQUENTLY</i>	<i>CONTINUOUSLY</i>					
A) Up to 10 Pounds	☐	☐	X	☐					
B) 11-20 Pounds	☐	X	☐	☐					
C) 21-30 Pounds	☐	X	☐	☐					
D) 31-40 Pounds	☐	X	☐	☐					
E) 41-50 Pounds	☐	X	☐	☐					
F) 51-100 Pounds	☐	X	☐	☐					
The physical ability to DRAG:	<i>NEVER</i>	<i>OCCASIONALLY</i>	<i>FREQUENTLY</i>	<i>CONTINUOUSLY</i>					
A) Up to 175 Pounds	☐	X	☐	☐					
III. Job requires the physical ability to use hands and arms for repetitive movements such as:									
<i>SIMPLE GRASPING</i>	<i>GROUND FIGHTING TECHNIQUES</i>	<i>SELF DEFENSE</i>	<i>GAINING AND MAINTAINING CONTROL OF A SUBJECT</i>	<i>FINE MANIPULATION</i>					
X Yes ☐ No	X Yes ☐ No	X Yes ☐ No	X Yes ☐ No	X Yes ☐ No					
IV. Job requires the physical ability to use feet and legs for repetitive movements such as:									
<i>RUNNING</i>	<i>GROUND FIGHTING TECHNIQUES</i>	<i>SELF DEFENSE</i>	<i>GAINING AND MAINTAINING CONTROL OF A SUBJECT</i>	<i>RIDING A BICYCLE</i>					
X Yes ☐ No	X Yes ☐ No	X Yes ☐ No	X Yes ☐ No	☐ Yes X No					
V. Job Requires the physical ability to function in activities involving:									
	<i>NEVER</i>	<i>OCCASIONALLY</i>	<i>FREQUENTLY</i>	<i>CONTINUOUSLY</i>					
A) Bending	☐	☐	X	☐					
B) Squatting	☐	X	☐	☐					
C) Crawling	☐	X	☐	☐					
D) Climbing	☐	X	☐	☐					
E) Reaching	☐	☐	X	☐					
F) Unprotected heights	☐	X	☐	☐					

G) Being around moving machinery	☐	X	☐	☐
H) Exposure to marked changes in temperature and humidity	☐	☐	X	☐
I) Driving a vehicle	☐	☐	X	☐
J) Riding a bicycle	X	☐	☐	☐
K) Exposure to dust, fumes & gases	☐	X	☐	☐

V. REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Ability to establish and maintain effective working relationships with employees, supervisors and others as appropriate.
- Ability to perform all duties of a sworn police officer.
- Knowledge of police practice and theory.
- Knowledge of budgeting methods and theory.
- Knowledge of supervisory and administrative theory and effective police supervision and management, including practical working experience.
- Knowledge of Criminal and Traffic Law (Titles 18 and 75 of the Pennsylvania Code), community ordinances, federal law and related court requirements.
- Knowledge of federal and state law enforcement agencies and their relationship to local law enforcement.
- Strong management and supervisory ability and background.
- Ability to work with other Departments, adjacent municipalities and their administrators.
- Ability to provide fair and even disciplinary recommendations to the Board of Supervisors.
- Ability to make operational and support decisions under routine and emergency situations.
- Ability to write reports, clearly communicate, and make effective executive presentations.
- Ability to the direct subordinate officers and employees, ability to advise, review work, coordinate activities, and ensure subordinates' complete comprehension of all required laws and procedures.
- Ability to deal effectively with the public and maintain good presence of mind and physical fitness.
- Ability to exercise effective administrative supervision over all Department personnel.
- Ability to quickly evaluate problems and take decisive action.
- Knowledge of state and federal municipal, labor, and pension laws as well as related laws and regulations regarding personnel matters.
- Ability to communicate effectively orally and in writing, including the ability to provide and follow oral and written instructions.

- Ability to efficiently organize work tasks and manage Police Department personnel, activities, schedules and objectives.
- Possess considerable knowledge and understanding of Township policies and laws and the ability to perform the job functions listed within this job description.
- Must have the ability to operate and utilize business equipment, including, but not limited to, personal computers, email, internet, copy machines, fax machines, printers, scanners, adding machine, or other equipment or technologies that may be adopted by the Board of Supervisors.

VI. MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE

- Certified as a Municipal Police Officer by the Pennsylvania Municipal Police Officers' Education and Training Commission ("MPOETC").
- Minimum seven (7) years progressive experience as a law enforcement officer in a federal, state, or local law enforcement agency.
- Minimum two (2) years of college level education in police administration or related field; *e.g.*, law, criminology, sociology, or psychology, or in lieu of formal college level education a minimum of five (5) years of experience in police department leadership.
- Any equivalent combination of experience and formal training.

VII. TOOLS AND EQUIPMENT USED

Must have the ability to utilize, and will be required to use, the following tools and equipment: police car, police radio, electronic measuring device, handgun and other weapons as required, handcuffs, blood/alcohol measuring devices as required, pager, first aid equipment, use and operation of personal computer and mobile computer technology which includes familiarity of word processing software, spreadsheets, and email, as well as the required administrative equipment.

VIII. REQUIRED LICENSES AND CERTIFICATES

- Must possess a valid Pennsylvania Driver's License.
- Must possess Act 120 Certification.
- Must be eligible to access all law enforcement databases including but not limited to Pennsylvania Justice Network (JNET), the Commonwealth Law Enforcement Assistance Network (CLEAN) and PennDOT driver and motor vehicle records.

My signature below indicates that I have read the job description for the Chief of Police and that I understand the responsibilities, skills and essential job functions as contained therein.

Acknowledged by: _____

Date: _____