

# **SWARTHMORE BOROUGH CHIEF OF POLICE**

## **JOB DESCRIPTION**

### **Summary/Objective:**

Perform a variety of in-field police patrol work and complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Swarthmore Borough Police Department (the "Department") and interacting with the Swarthmore Borough Council, the Mayor and other Borough staff and agencies.

### **Essential Job Functions:**

- Plan, coordinate, supervise and evaluate all Department operations.
- Work with the Swarthmore Borough Civil Service Commission to test and select Borough Police Officers.
- Develop policies and procedures for the Department mandated by law to ensure efficient operations of the Department and to implement directives from Swarthmore Borough Council or the Mayor.
- Plan and implement a law enforcement program for the Borough of Swarthmore in order to better carry out the policies and goals of Borough Council and the Mayor; review Department performance and effectiveness, formulate programs or policies to correct any deficiencies.
- Plan and implement a law enforcement program for the Borough of Rutledge to the extent required by any agreement between the Borough of Swarthmore and the Borough of Rutledge to provide police services to Rutledge.
- Analyze and recommend improvements to physical facilities as needed.
- Plan for and review specifications for new or replacement equipment.
- Coordinate the information gathered and work performed by Department officers; assign officers to special investigations as the need arises.
- Assure that police personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Review evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities or associations with other cases.
- Supervise and coordinate the preparation and presentation of an annual budget for the Department; direct the implementation of the Department's budget.
- Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control and documentation of the Department's operations.

- Coordinate and supervise the training and development of police officers.
- Handle grievances, maintain Departmental discipline and supervise the conduct of Department personnel.
- Coordinate internal investigations of alleged misconduct by members of the Department and recommend discipline when appropriate.
- Prepare and submit periodic reports setting forth the Department's activities in accordance with a schedule set by the Mayor. Prepare other reports as appropriate.
- Respond to emergency dispatch calls.
- Direct the investigation of major crime scenes.
- Issue warrants and citations.
- Operate firearms as necessary.
- Perform the duties of subordinate personnel as needed.
- Meet with elected or appointed officials, other law enforcement officials, community and business representatives and the public regarding the Department's activities.
- Attend or designate personnel to attend conferences and meetings in order to keep abreast of current trends in the field.
- Represent the Department in a variety of local, County, State and other meetings.
- Cooperate with County, State and Federal law enforcement agencies and first responders as appropriate where activities of the Department are involved.
- Coordinate activities and exchange information with Officers in other law enforcement agencies, the District Attorney's Office and other government agencies.
- Ensure that laws and ordinances are enforced, and that public peace and safety are maintained.
- Attend Borough Council meetings, Public Safety Committee meetings and other meetings as required by Borough Council and/or the Mayor. Conduct monthly Police Team Management meetings.
- Coordinate and meet with Swarthmore College's Public Safety Department and other College representatives on issues and activities affecting the Borough and the College.
- Provide access to police services for the vulnerable populations in our community such as seniors, youth, minorities and those with disabilities.

**Minimum Qualifications Needed to Perform Essential Job Functions:<sup>1</sup>**

- Communicate effectively.
- Lead and motivate others.
- Read and interpret Pennsylvania vehicle and crime codes.

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<sup>1</sup> A reasonable accommodation may be given to enable qualified individuals with a disability to perform the Essential Job Functions.

- React calmly and think rationally in emergency situations.
- Understand and carry out instructions.
- Possess excellent hand-eye-foot coordination and physical stamina.
- Stand, walk, run, bend, crouch, kneel, climb and handle vehicle controls, firearms and specialized equipment.
- Possess visual acuity.
- Withstand exposure to traffic hazards, weather, wet conditions, excessive noise hazardous materials and personal danger.
- Maintain MOEPC certifications and eligibility
- Travel and shift work as necessary on nights and weekends.
- Crisis management and response, interaction with FEMA and other first responders, public relations and communications, coordination with other local, state and federal authorities.

**Job Location(s):**

- The Borough Administration Building and Police Headquarters in addition to various locations within and outside of Swarthmore Borough and the Borough of Rutledge.

**Equipment Used in Job Performance:**

- Borough vehicles; department authorized handgun; shotgun; patrol rifle; radio; ASP; aerosol restraint spray; Electronic Control Weapon (TASER); flashlight; handcuffs; bulletproof vest; telephone; computer; additional equipment as required.