**Chief of Police Sample A**

\_\_\_\_\_\_\_\_ Township, approximate population \_\_\_\_, is seeking a Chief of Police with exceptional leadership and management skills to lead a progressive police department. The successful candidate will possess a demonstrated knowledge and proficiency in modern operational police practices and must have served at least 15 years in law enforcement, and ten years in a supervisory/command position in a municipal law enforcement agency.

Candidates must have documented experience in personnel management, police administration, civil/criminal investigations, departmental budgeting, arrest-court-imprisonment procedures, and other applicable, specialized trainings. The ability to work cooperatively with elected officials, municipal administration, citizens, and civic leaders is required.

The successful candidate will manage a department of \_\_\_\_ officers and \_\_\_ administrative clerks. The annual department budget is approximately $\_\_\_\_\_ and has \_\_\_ fleet vehicles.

IDEAL CANDIDATE  
\_\_\_\_\_\_\_\_ Township is searching for an individual who is committed to open communication and can integrate into an active department. He or she will embrace the philosophy of collaboration and possess strong relationship-building skills. He or she will be accessible and responsive to the public, township, and staff.

The ideal candidate will be a strategic and innovative thinker, having budget and financial management skills and experience. He or she will have the ability to be a strong and respected leader within the community. He or she will be a decisive leader who maintains an up-to-date knowledge of regional and national policing trends and best practices. This self-motivated individual should be successful with mentoring, training programs, implementation, and organizational development.

The Chief will join a Township leadership team that welcomes open communication and collaborative problem-solving. He or she must value transparency and possess a character that exemplifies the highest standards for ethical and professional behavior.  The ideal candidate will also bring a flexible "can-do" attitude to the position.

The next Chief must be comfortable operating as part of the community and will be expected to take every opportunity to act as a bridge between the department and the citizens. He or she must be comfortable in uniform, have polished public presentation skills, and possess attributes that promote confidence and trust both within and outside the department.

ESSENTIAL JOB FUNCTIONS

* The Chief of Police shall be the chief executive officer of the Police Department;
* Performs and/or oversees departmental planning; establishes methods for accomplishing departmental objectives; ensures that departmental goals and objectives are consistent and compatible with goals and objectives set by \_\_\_\_\_\_;
* Organizes the department to meet established goals and objectives; establishes and maintains work groups to meet defined objectives;
* Oversees the level of functioning by departmental staff; identifies and documents departmental activity and productivity;
* Maintains clear chain of command and clear channels of communication within the department and with other law enforcement and emergency agencies;
* Develops the annual department budget in conjunction with \_\_\_\_\_\_, makes budget presentation, administers the department's budget, and manages expenditures;
* Interacts with the community on of behalf of the department and the Township, represents the department and the Township before the \_\_\_\_\_\_\_, various agencies and committees, responds to public inquires, and resolves complaints;
* Attends meetings and other required after-hours activities, as requested, submits monthly reports to \_\_\_\_\_ regarding the department's activities, and prepares other reports as appropriate;
* Effectively supervises, evaluates, disciplines, and addresses grievances of subordinate employees inside the collective bargaining unit; and
* Identifies risk management issues and promulgates plans for their mitigation.

JOB REQUIREMENTS

* Bachelor's degree in criminal justice, public administration, or a related field is required
* Master's degree in criminal justice or position related field is preferred
* Candidates should have at least 15 years of progressively responsible law enforcement experience, with ten years in a command/leadership position
* Be able to undergo and pass a medical examination, drug screen, and background investigation
* Possession of a valid driver's license issued by the Pennsylvania Department of Transportation or be eligible to obtain one
* Pennsylvania Act 120 certification as a Police Officer or ability to attain such within 60 days of hire
* Graduation from a senior command/leadership program is highly desirable

SALARY & BENEFITS  
Salary for this position will be in the range of $\_\_\_\_\_\_ salary and is commensurate with experience and qualifications. This position is subject to an employment agreement.

APPLICATION PROCESS  
A resume and cover letter must be submitted to \_\_\_\_\_\_\_\_\_\_\_

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**Chief of Police Sample B**

\_\_\_\_\_\_\_\_ Township is conducting a search to fill the position of Chief of Police. The Township is located in \_\_\_\_\_\_\_\_ County, Pennsylvania. The Township has a population of \_\_\_\_ residents and includes a total area of \_\_\_\_ square miles. The \_\_\_\_\_\_\_\_ Township Police Department currently employs \_\_\_\_ full-time, \_\_\_\_ part-time officers and \_\_\_\_ part-time administrative positions.

The Chief of Police is responsible for supervising all police personnel, and will accordingly plan, schedule, coordinate, and direct their activity. The Chief of Police is also responsible for protecting the lives and property of Township citizens, preventing crime and enforcing all applicable laws and ordinances within the Township’s boundaries.

A Bachelor’s Degree in Police Science, Criminal Justice, Police Administration, Public Administration, or related field is required. A Master’s Degree and executive training such as the FBI National Academy, Southern Police Institute, or Northwestern University’s School of Police Staff and Command is preferred. The successful candidate must have at least 10 years of law enforcement experience including 5 years of law enforcement supervisory experience.

The successful candidate:

* Must be well versed in policy development and implementation
* Policy and procedure development must be developed towards achieving accredited status for the department
* Experienced in developing and maintaining constructive and collaborative relationships with the local media
* Must be a skilled communicator and relationship builder with both internal and external customers.
* Skilled in budget development and management. Is a good steward of the tax payer’s dollar, is creative in resource development and advocacy for his/her agency, and utilizes progressive and innovative public safety strategies despite budget constraints.
* Has a proven track record of developing and supporting staff to achieve excellence through increased training, education, responsibility productivity, morale and retention
* Experienced in working with small agencies, with both full and part-time employees
* Knowledgeable in 21st century policing methods, is a proven team player with working relationships with other municipal agencies.
* Reaches out to staff and citizens alike by being accessible, engaged and visible within the community and the police agency.
* Develops and maintains collaborative partnerships with community organizations, other area municipalities, nonprofit organizations, social service providers and mental health services in order to leverage resources and maximize quality of life opportunities.

The successful candidate must be MPOETC/Act 120 certified or able to be certified within six (6) months and will be required to live within a 45-minute normal drive of the Township borders. The successful candidate must pass a physical and psychological examination and drug screening. A thorough background examination will be conducted. Salary for the position will be based on experience and qualifications.

Interested applicants should forward a cover letter and resume that includes education, experience, work history, and accomplishments. Resume and cover letter can be forwarded by email or through the regular mail and should be marked “\_\_\_\_\_\_\_\_.” **Resume and cover letter must be received by** \_\_\_\_\_\_\_\_**.**

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