



Chief of Police – Washington Township Police Department

Washington Township, Franklin County, Pennsylvania is accepting resumes from qualified candidates for the position of Chief of Police. The Township is a thriving residential and commercial community which encompasses 40 square miles and a population of 14,500. The Police Department is currently comprised of 11 full-time Officers, which include 2 Corporals, 1 Detective and 8 Patrol Officers.

Qualified Candidates will have:

1. Experience – Minimum 15 years full-time police experience with BS/BA in police or criminal justice administration or a related field from accredited college or university *OR*,
2. Experience – Minimum 12 years full-time police experience with MS in police or criminal justice administration or a related field from accredited college or university, *AND*,
3. Certified or eligible for waiver under PA Municipal Police Officer Education and Training Commission (Act 120) *AND*,
4. Minimum 5 years supervisory experience.

Washington Township offers an outstanding, comprehensive benefit package, including medical, paid time off, retirement plan and equal opportunity employer.

Visit <http://www.washtwp-franklin.org/police/> for more information.

Only qualified candidates need send a letter of interest with a complete resume and three professional references to:

Washington Township Police Department
Attn: Office Manager
11798 Buchanan Trail E.
Waynesboro, PA 17268

Electronic submittal of all documents may be forwarded to: admin@washtwp-franklin.org

Review of resumes will begin immediately and will be accepted through December 22, 2023.

CHIEF OF POLICE POSITION DESCRIPTION AND RESPONSIBILITIES

The Chief of Police shall be the chief executive officer of the police department and shall have complete responsibility and authority over all department members and employees and the operation of the department. The Chief of Police shall at all times report to and be directly accountable to the Township manager, and, in the absence of the Township Manager, to the Chairman of the Board of Supervisors. The Chief's schedule will be flexible to allow for the needs of the community and the department with the Chief's schedule being posted (as much as practicable) to allow the department staff, police officers, citizens and township administration access to his schedule and the Chief, subject to approval by the Township Manager. The Chief of Police shall have full authority to enforce all rules and regulations, all of which shall be enforceable as to the Chief by the Township Manager. The Chief shall have full authority to issue procedural instructions and directives as regards the police department, subject to oversight by the Township Manager, or, in the absence of the Township Manager, by the Chairman of the Board of Supervisors. He shall have control of the assignments and transfers of all members and employees under the rules and regulations set forth in this manual and shall be responsible for the following:

1. The Chief of Police is to consult with the Township Manager concerning the plans and policies to be observed in the police operations and is to carry out police functions according to law.
2. Shall organize, direct, and control all resources of the department for the most efficient discharge of its duty to preserve the peace, protect persons and property, and obey and enforce all ordinances of the Township and all criminal laws of the Commonwealth of Pennsylvania and the United States of America.
3. Shall develop the organizational structure of the police department in accordance with professional standards and by consideration of sound span-of-control principles and integrate related activities under control of immediate supervisors. He shall hold police department supervisors accountable for effective conduct of such activities.
4. Shall plan and execute a police services program designed to prevent and repress crime, apprehend, and prosecute offenders, recover property, and regulate non-criminal conduct. He shall modify the program to combat current trends as revealed by analysis of records and reports.
5. Shall work for the enactment and strengthening of laws and ordinances for the restraint of criminal activity.
6. Shall cause an adequate and progressive program of employee training to be organized and conducted and shall order or direct members of the police department to attend.

7. Shall formulate techniques for recognizing outstanding performances by department employees.
8. Shall continually strive to improve employee working conditions in order to achieve maximum efficiency and morale.
9. Shall at all times inform himself of the affairs of the department and be assured that the duties of his subordinates are properly discharged.
10. Shall visit and cause to be visited at irregular and unannounced times all department units for inspection of the efficiency of operation. When unsatisfactory conditions are found he shall take proper corrective action.
11. Shall exercise general supervision and inspection of all public places within the Township and cause the laws and ordinances concerning them to be obeyed.
12. Shall develop and conduct a sound public relations program to promote public confidence and interpret department policies and objectives to department personnel, the media, and the public. In addition to the above, the Chief shall perform all public relations activities/functions as may be assigned by the Township Manager.
13. Shall maintain suitable, productive relationships between the department and other governmental agencies and with private organizations, especially those concerned with traffic, crime prevention, and the administration of justice.
14. Shall submit required reports to the Township Manager and the Board of Supervisors in such form and detail as to clearly depict conditions and police action.
15. Shall ensure prompt reporting to other agencies of any important matter falling within their jurisdiction.
16. Shall determine and publish the order in which ranking officers will succeed to command of the department in his absence.
17. Shall maintain an active alliance with professional police authorities and organizations and participate in programs for the mutual improvements of proficiency in combating crime and traffic problems.
18. Shall develop and adopt new techniques to improve the departments effectiveness in the discharge of its obligations.
19. Shall establish and supervise a program of experience analysis and planning in preparation for the development of facilities to fulfill future needs of the Township in regards to police services.
20. Shall prepare and submit to the Township Manager realistic budget estimates for the next fiscal year and establish adequate controls over expenditures.
21. Shall administer the departments fiscal affairs in a manner calculated to convert available resources into maximum effective police services, economically employed, in areas of demonstrable need and shall cause to be purchased those supplies and equipment necessary for the efficient operation. The Chief or the Chief's duly authorized representative shall at all times follow the Township's purchasing guidelines obtaining supplies and equipment.
22. Shall establish and maintain complete individual service records for all employees as a guide to placement, treatment, and training of employees for best performance.

23. Shall prepare or cause to prepare an in-depth evaluation program of all department employees for the purpose of placement, treatment, training, and wage increases.
24. Shall perform the duties of his subordinates in their absence or as required by scheduling or other reasons.
25. The Chief of Police is expected to present the monthly police department report and to discuss its contents if asked to by the Board of Supervisors at the 2nd meeting of each month or at other times when requested to do so. If the chief of Police is unavailable for a particular meeting the Chief of Police shall notify the Township Manager in advance of the meeting.