

MUNICIPALITY OF MONROEVILLE
ALLEGHENY COUNTY, PENNSYLVANIA

ORDINANCE NO. 2607

**AN ORDINANCE OF THE MUNICIPALITY OF MONROEVILLE
ADOPTING A JOB DESCRIPTION FOR THE POSITION OF
CHIEF OF POLICE OF THE MUNICIPALITY OF
MONROEVILLE**

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by Council for the MUNICIPALITY OF MONROEVILLE, as follows:

SECTION 1: A job description for the Chief of Police of the Municipality of Monroeville is hereby adopted. A copy of said description dated April 4, 2011, is attached hereto and made part of this Ordinance.

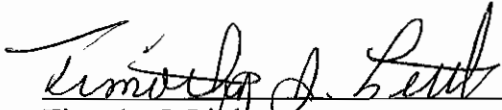
SECTION 2: All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

SECTION 3: If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Municipality of Monroeville that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

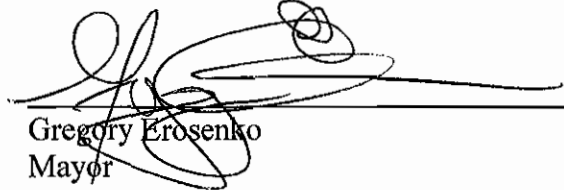
ORDAINED AND ENACTED into law this 11th day of March, 2014.

ATTEST:

MUNICIPALITY OF MONROEVILLE



Timothy J. Little
Interim Municipal Manager



Gregory Erosenko
Mayor

ENTERED INTO LEGAL BOOK ON: March 21, 2014

MUNICIPALITY OF MONROEVILLE

CHIEF OF POLICE

Department: Police

FLSA Status: Exempt

Date: February 27, 2014

Union: N/A

POSITION SUMMARY

This is a highly responsible administrative and technical work in directing the operations of the Monroeville Police Department. The Chief directs activities of the Monroeville Municipal Police force in accordance with the authority delegated by the Municipal Manager and in accordance with the laws of the Commonwealth of Pennsylvania.

The Chief is also responsible for promulgating rules and regulations for the department and administration of all daily police activities through subordinates.

The work involves responsibilities for supervising all Police Department functions including patrol, traffic and criminal investigation; and for supervising the training, assigning and disciplining of all department personnel. The Chief consults with the Municipal Manager on major policy matters, but works independently in carrying out police functions. The work is subject to general direction and review by the Municipal Manager.

SUPERVISION RECEIVED

Under supervision of Municipal Manager.

SUPERVISION EXERCISED

Entire Police Force and Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, organizes, directs, supervises and reviews all operations of the Police Department; plans staff organization and assigns personnel.

Develops plans to meet operating needs and service demands; studies records and police and traffic reports to determine need for establishing new departmental policies and programs or revising existing ones.

Issues orders to subordinate officers; reviews operating and performance records and reports of officers; prescribes and enforces departmental rules and regulations; reviews

recommendations on personnel problems and takes disciplinary action; interviews prospective employees and officers eligible for promotion.

Meets with citizens to discuss complaints, problems and activities of the Department.

Directs the preparation of monthly and annual reports and special reports on departmental activities and operations; prepares budget for submission to the Municipal Manager.

Maintains the fiscal integrity of the department's operations budget.

Performs related work as assigned.

QUALIFICATIONS AND EDUCATION

Ten (10) years of police experience, of which five (5) years must include supervisory or command experience.

Graduation from a High School, supplemented by special training in modern police methods and practices.

Bachelors of Science Degree from an accredited college majoring in Administration of Criminal Justice or a directly related field.

P.O.L.E.X. or FBI National Academy Certification.

Act 120 Certification, MPOETC Certification, First Aid and CPR/AED Certification.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of accepted principles, practices and methods of police administration, organization and operation.

Thorough knowledge of the operating procedures of the Police Department and of the extent of department authority.

Thorough knowledge of pertinent Federal and State laws and municipal ordinances.

Considerable knowledge of the technical and administrative phases of crime prevention, law enforcement and the rules of evidence, the care and custody of persons and property, and police training.

Knowledge of the organization, policies and procedures of other police agencies in the area adjacent to Monroeville.

Ability to plan, direct and coordinate police operations to meet varying police needs.

Ability to analyze operating records and reports in planning police activities.

Ability to work tactfully and effectively with associates, other public officials, and the general public.

Excellent oral and written communication skills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must be able to meet the physical demands.

Sedentary Work – Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Controls – Controls entail the use of one or both arms or hands and/or one or both feet or legs to move controls on machinery or equipment. Controls include but are not limited to buttons, knobs, pedals, levers and cranks.

The work environment includes performing duties in outside weather conditions. The officer is occasionally exposed to all weather conditions including rain, snow, sleet and all temperature variations from extreme cold to extreme heat. Also may be exposed to needle sticks; blood borne pathogens; odors and fumes; and loud noise.

ACKNOWLEDGEMENT OF RECEIPT AND APPROVAL

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all work requirements inherent to the position.

Municipal Manager	<u><i>Kimberly J. Lutz</i></u>	Date	<u><i>3/18/14</i></u>
Department Head	<u><i>Kenneth D. Cole</i></u>	Date	<u><i>3/20/14</i></u>
Employee	<u><i>Kenneth D. Cole</i></u>	Date	<u><i>3/20/14</i></u>