

Job Title: Lansdowne Deputy Police Chief

Reports to: Lansdowne Police Chief

FLSA Status: Exempt **Schedule:** M-F, some evenings and weekends.

Leadership Responsibilities: Crossing guards and parking enforcement team; in the absence or direction of the police chief, will serve as acting manager to officers within department.

Job Description:

The Deputy Police Chief assists the Police Chief in planning, scheduling, organizing, and directing police department personnel, including but not limited to day-to-day patrol assignments, investigations, administrative, parking enforcement, community engagement initiatives, school safety programs, and other support programs for visitors and residents of Lansdowne Borough.

The deputy Police Chief supports the Chief in ensuring that Lansdowne's department continues to stay in step with trends with law enforcement while also serving as a present and visible member of the community. The deputy chief works to promote the values of the borough and the borough police department throughout the execution of their day-to-day work.

The deputy police chief may undertake the role of borough police chief while the police chief is unavailable or away from the office.

The Deputy Chief

- Serves as acting chief in absence of the police chief.
- Provides training and guidance to full and part time officers.
- Maintains and updates certifications records for police department staff, proactively intervening to address gaps in training and certification needs for the Borough.
- Assists with scheduling shifts of officers, parking enforcement officers and crossing guards.
- Contributes to record keeping.
- Reviews activity reports prepared by subordinate officers; conducts on-site inspection of officers' activities. Provides supervision and direction to subordinate officers through departmental chain of command. Reviews personnel complaints, participates internal investigations and takes appropriate action as required.
- Briefs Police Chief on status of projects as assigned as well as trends identified within the borough.
- Coordinates with neighboring municipalities and law enforcement agencies.
- Participates in development of departmental policies. Drafts special orders for review and approval by Police Chief. Assists in development of annual departmental operating budget.
- Serves as department's Public Information Officer in the absence of the Chief of Police and may be required to prepares and review daily press log sand contact local media to provide additional information as required.
- Supports police chief in identification, execution and tracking of grants available to the borough.

Qualifications:

- Minimum of eight (8) years of law enforcement experience, including at least three (3) years progressively responsible experience in supervision and management.
- Active Act 120 certification
- Bachelor's Degree in law enforcement or related field, highly desired
- Must pass a thorough medical and drug screening exam, psychological exam, and background investigation

To apply send cover and resume to: Michael Diaz --> michaeladiaz83@gmail.com