



DALLAS TOWNSHIP POLICE DEPARTMENT

2919 State Route 309, DALLAS PA 18612 ♦ (570) 674-2003 FAX (570) 675-7877

Position: Assistant Police Chief

Deadline to apply: October 18, 2024

Description:

The Assistant Police Chief reports to the Chief of Police and is responsible for assisting with administrative and operational work along with supervising the accredited full-service department including police personnel totaling 15 sworn officers and 1 full time civilian employee. The Assistant Police Chief is responsible to collaborate with the departments of Public Works, Zoning/Code Enforcement and Administration. The position is responsible to plan, schedule, coordinate, and direct the daily activity of the Department while providing for the protection of lives and property, prevention of crime and enforcement of laws and ordinances within the Township's boundaries as well as fostering a strong community policing presence and advancing the department utilizing emerging technologies and efficiencies.

Required Knowledge, Skills and Abilities for the position include:

The successful candidate will have a proven record of integrity, strong leadership, management and interpersonal skills to drive the Police Department forward along the path of progressive police service delivery. Knowledge regarding law enforcement agency management, community policing strategies and initiatives, budgets, grant preparation, planning, hiring, policy development, information technology and leadership is critical. Command level police experience is required.

Requirements for this position include:

The Assistant Police Chief assists with the direction and control the overall performance of the police department, administers its operations, and performs general police duties.

The responsibilities of this position include, but are not limited to, administration, control, direction budgeting, inspection, planning, organizing, community relations and supervising all police personnel. The person in this position is responsible for implementing department policy which meets or exceeds the current best acceptable





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standards, securing the police facility and protecting all property used or stored within the facility.

The Assistant Police Chief shall follow the chain of command as outlined in the department table of organization. The Assistant Police Chief shall report to the Chief of Police on all matters including operations, budget or any dispute/complaint that may reflect negatively on the township.

The Assistant Police Chief will maintain normal Availability by radio or phone for consultation on major emergencies or precedent.

The Assistant Police Chief is a working position and as such may regularly oversee/perform investigative/ police duties in the community.

Candidates will have served at least 15 years in an accredited law enforcement agency with a minimum of 5 years supervisory responsibility. In addition, it is preferred that applicants have experience in managing a modern law enforcement agency and that they are graduates from an advanced training course such as the FBI National Academy, FBI LEEDA, Leadership Development Program, Grant Writing, Press Information Training, or other recognized and equivalent law enforcement training. A combination of education, training, and experience will be considered.

