

**ORDINANCE NO. 2023-6 OF THE BOROUGH OF  
PEMBERTON AMENDING CODE § 31-1.1 TO ADD  
THE POSITION OF EXECUTIVE POLICE  
ADMINISTRATOR IN THE POLICE DEPARTMENT  
AND ADDING § 31-7.2 EXECUTIVE POLICE  
ADMINISTRATOR**

**WHEREAS**, the Police Commissioner and Chief of Police have requested that the position of Executive Police Administrator be created in the Police Department to be responsible for: internal affairs investigations; serving as liaison with other police departments; mentoring of new officers; monitoring towing contracts; firearms permitting; management of police records and reports; responding to public records requests, and such administrative duties as may be assigned by the Chief of Police.

**NOW, THEREFORE, BE IT ORDAINED and ENACTED** by the Borough Council of the Borough of Pemberton, that Chapter 31 "Police Department" is added to the Code as follows:

**SECTION ONE.**

Code § 31-1.1 is amended to add the position of Executive Police Administrator within the Police Department as follows:

The Police Department shall consist of the Chief of Police, Sergeant, Executive Police Administrator, and no more than ten full-time and/or part-time Patrol Officers.

**SECTION TWO.**

Code § 31-7.2 is added to Chapter 31 "Police Department" to create the

position of Executive Police Administrator as follows:

§ 31-7.2. Executive Police Administrator.

The Borough Council upon the recommendation of the Mayor and Police Commissioner may appoint an Executive Police Administrator, who shall be a police officer who has been trained to serve as an internal affairs officer and who has sufficient experience to mentor new members. Among the other primary duties of the position shall include serving as the liaison with other police departments; monitoring towing contracts; firearms permitting; management of police records and reports; responding to public records requests, and such administrative and police duties as may be assigned by the Chief of Police.