

BOROUGH OF SHARON HILL
COUNTY OF DELAWARE
COMMONWEALTH OF PENNSYLVANIA

ORDINANCE NO. 1381

AN ORDINANCE OF THE BOROUGH OF SHARON HILL
CREATING THE POSITION OF DEPUTY CHIEF OF POLICE
WITHIN THE BOROUGH OF SHARON HILL POLICE
DEPARTMENT.

BE IT ENACTED AND ORDAINED by the Borough Council of the Borough of Sharon Hill, County of Delaware, Commonwealth of Pennsylvania, and it is hereby enacted and ordained by the authority of the same:

SECTION 1. That the Code of the Borough of Sharon Hill is supplemented and amended so as to establish the position of Deputy Chief of Police as follows:

Scope of Position

The Deputy Chief of Police will be the Department's Executive Officer, and, working with the Chief of Police, will be directly responsible and accountable to the Mayor and Borough Council for the overall operation of the Department. The Deputy Chief of Police, working with the Chief of Police, will have complete line and staff authority, including as delegated by the Chief of Police, and will assume the duties, powers, and responsibilities of the Chief of Police in the Chief of Police's absence. The Deputy Chief of Police will coordinate the daily operations of the Department, coordinate all phases of the entire operation of the Police Department, and strive to develop and maintain *esprit de corps*, cooperation, and loyalty to the Department within each operating component and among all individual members of the Department.

The position of Deputy Chief of Police is at the pleasure of the Borough Council, is considered management, and therefore not subject to Civil Service provisions. If the Police Officer assigned to this position does not accomplish the tasks assigned to him as outlined in the Ordinance, and otherwise does not violate any Department policy, rule, regulation or Commonwealth Statute, he will be removed from the position and returned to his previous rank and the pay and benefits of that rank.

Duties and Responsibilities

Although general duties and responsibilities are varied and far-reaching, responsibilities for supervising and directing specific functions in conjunction with the Chief of Police, such as:

A. Fiscal Management: Many areas of fiscal management and monitoring of financial affairs of the Department include:

- 1) Work with the Chief of Police in preparing the annual budget, utilizing input from all component supervisors.
- 2) Work with the Chief of Police
- 3) Ensure that the Department's fiscal matters comply with the financial requirements established by applicable law, including but not limited to the Pennsylvania Borough Code, ordinances of the Borough of Sharon Hill and the budget and other matters adopted by Borough Council.
- 4) Provide for liaison between the Police Department and the Office of the Borough Manager and other areas of the Borough government with regard to fiscal matters.
- 5) Examine and evaluate all existing equipment serviceability and provide for repair or replacement if required.
- 6) Make recommendations on purchases, and conduct inspection and inventory of all equipment.

B. Personnel Management: A multitude of personnel problems and decisions arise on a continual basis requiring departmental action. Some of the duties and responsibilities assigned to the Deputy Chief of Police are:

- 1) Confer with the Chief of Police on a frequent basis regarding the daily operations of the Department and in policy planning.
- 2) Ensure uniform interpretation and compliance in all personnel policies and directives, disciplinary procedures and personnel matters.
- 3) With the Chief of Police, conduct regularly scheduled staff meetings and coordinate the flow of information from all components to and from the Chief of Police.
- 4) Solicit input from Supervisors regarding personnel matters that affect the overall operation of the Department, or pertain to individual units of the Department.

- 5) Investigate all allegations of misconduct or complaints against Department personnel. Submit to the Police Committee Chairman, Mayor and Chief of Police completed reports and recommendations based on these investigations.
- 6) Direct and coordinate all recruitment activities. Assist the Chief of Police with the selection and hiring process of all entry-level personnel.
- 7) Oversee the initiation of training programs and direct operation of training programs for all departmental personnel. Conduct In-Service Training programs on a regular basis.
- 8) Collect and organize all training materials and brochures and submit them to the Chief of Police with recommendations for future training needs.
- 9) Report the status of all training and qualification programs to the Chief of Police.

C. Planning and Research: Assist the Chief of Police with planning and research activities to anticipate future needs and to implement steps to facilitate the application of these plans to the operation. Some areas that would be the responsibility of the Deputy Chief of Police are:

- 1) Collect and analyze reports from all areas of the Department that pertain to or have future impact on the operation of the Department.
- 2) Utilize automated and other data to determine and predict social, crime, workload, personnel, and other trends.
- 3) Analyze and distribute research consistent with state-of-the-art police products and methodology, and systems for routine use of the Department.
- 4) Delegate assignments for planning and research informational needs.
- 5) Propagate departmental goals and objectives through all areas of the Department.
- 6) Use the required analysis techniques to effectively evaluate the performance of individuals and units within the Department as well as the overall performance of the Department as a whole.
- 7) Oversee the compilation of information and assimilation of all information required for multi-year planning to include the following areas:
 - a) Projected changes in the operating budget,

- b) Equipment needs,
 - c) Manpower needs,
 - d) Forecast of population changes,
 - e) Changes in services provided,
 - f) Needs for changes in physical plant,
 - g) Review reports and forms (update), communications needs, and
 - h) Plans for disaster or unusual occurrences.
- 8) Periodically review and consult with the Chief of Police concerning the Department's information management systems.
- 9) Assist staff in developing contingency plans consistent with departmental and community needs.

D. Liaison

- 1) The Deputy Chief of Police will be responsible for all contact, interaction and relations with outside governmental agencies, other law enforcement agencies, emergency medical services, fire protection services and private agencies.
- 2) The Deputy Chief of Police will ensure that all channels of communication inside and outside of the Department remain open.
- 3) The Deputy Chief of Police will promote cooperation and otherwise maintain harmonious working relationships with other Departments within the Township government, with other outside Agencies, and within the Police Department.

E. Sunset

This Ordinance is repealed upon Borough Council's appointment of a successor to the Chief of Police holding the position on the date of this Ordinance's enactment.

SECTION II: All Borough elected and appointed officials are authorized to take all action necessary to ensure the implementation and effect the purpose hereof.

SECTION III: All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed and/or amended to the extent of their inconsistency. The Borough Council may from time to time amend, supplement, change, modify, or repeal this ordinance pursuant to the provisions of Federal, State, and Local Laws.

SECTION IV: The provisions of this ordinance are severable, and if any clause, sentence, subsection or section hereof shall be adjudged by any court of competent jurisdiction to be illegal, invalid or unconstitutional, such judgment or decision shall not affect, impair or invalidate the remainder but shall be confined in its operation and application to the clause, sentence, subsection or section rendered. It is hereby declared the intent of the Borough Council that this ordinance would have been adopted if such illegal, invalid, or unconstitutional clause, sentence, subsection, or section had not been included therein.

SECTION V: This is effective immediately upon enactment according to law, and shall remain in effect hereafter until revised, amended, or revoked by action of the Council of the Borough of Sharon Hill.

ADOPTED by the Borough Council this 28th day of May, 2015.

Scott MacNeil
Council President

APPROVED by the Mayor, this 28th day of May, 2015.

[Signature]
Mayor

ENACTED this 28th day of May, 2015.

[Signature]
Secretary

I HEREBY CERTIFY that the foregoing is a true and correct copy of the said ordinance duly adopted at a meeting of Borough Council held on the 28th day of May, 2015.

[Signature]
Secretary