

**TOWNSHIP OF HOPEWELL
MERCER COUNTY, NEW JERSEY**

R E S O L U T I O N #20-

**A RESOLUTION APPROVING THE JOB DESCRIPTION
FOR POLICE DIRECTOR**

WHEREAS, it is necessary to create and/or update the job description for the following job title: Police Director; and

WHEREAS, the attached job description has been reviewed and adequately covers the scope and duties for Police Director in the Police Department; and

WHEREAS, the Township Administrator be authorized to update these job description as needed, to reflect new tasks, responsibilities and skills that are required of the job titles mentioned above in the future.

NOW, THEREFORE, BE IT RESOLVED, on this 3rd day of August 2020, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey that these job descriptions be and are hereby approved.

Date Adopted:

HOPEWELL TOWNSHIP

Job Title: Police Director

Date: August 2020

Department: Police

Supervisor: Township Administrator

Position Summary:

A highly-qualified, community-oriented, and innovative civilian Police Director to serve within Hopewell Township Police Department. The position offers the successful applicant the opportunity to lead thirty (30) sworn officers and eight (8) civilian employees responsible for protecting and serving all who live, work and travel in Hopewell Township. The position will be a temporary position to instill executive-level command and control within the Hopewell Township Police Department in the wake of the recent retirement of the Chief of Police.

Essential Functions:

- * Serve on a temporary basis in a civilian capacity, and shall be directly responsible for the development, review and revision of the administrative policies that support the delivery of public safety services by the members of the Police Department.
- * Develop a Strategic Plan outlining the shared priorities of the community, the Township Committee, and the Police Department.
- * Oversee and participate in the development and administration of the Police Department budget; approve the forecast of funds needed staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- * Serve as a resource for law enforcement personnel, Township staff and other organizations; coordinate information, resources, and work teams necessary to support a positive, productive and harmonious work environment.
- * Monitor and evaluate the efficiency and effectiveness of the delivery of public safety services, methods and procedures by using quantitative data-driven policing strategies to foster smarter and more efficient allocation of law enforcement initiatives.
- * Assess and improve existing systems, processes, and policies within the Police Department.

Essential Functions (Cont.):

- * Embrace inclusiveness and diversity in the workplace by implementing training, mentoring, and outreach programs with the goal of ensuring the Police Department is representative of the community.
- * Represent the Police Department by regularly attending public meetings, civic club meetings, churches, schools, and other places of public gathering to explain the activities, functions, policies and goals of the Police Department, and to foster favorable improved relationships between the police and the community.
- * Foster effective communication and positive relationships with the community as well as elected officials regarding the Police Department.
- * Instill community policing, intelligence-led policing and problem oriented policing philosophy throughout the Police Department.
- * Utilize quantitative data driven policing strategies to support police operations.

Other Functions:

- * Responsible for the condition of the police station when on duty.
- * Performs related duties as required.

Qualifications:

- * Graduation from an accredited college or university with a bachelor's degree.
- * Ability to prepare and present effectively oral and written information materials related to the activities of the Police Department.
- * Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, and the general public.
- * A minimum of ten (10) years of progressively responsible law enforcement experience, no less than five (5) of which shall have been in a responsible capacity in police administration.
- * Demonstrated experience in developing and managing police budgets.
- * Ability to develop proper training and instructional procedures for employees based upon historical risk factors.