

ORDINANCE NO. 709

**AN ORDINANCE OF THE BOROUGH OF SLATINGTON,
LEHIGH COUNTY, PENNSYLVANIA, ADDING
SUBSECTION 48-1.C (RELATING TO THE CHIEF OF
POLICE) TO INCLUDE A DETAILED JOB DESCRIPTION.**

NOW THEREFORE BE IT ORDAINED AND ENACTED by the Borough Council of the Borough of Slatington, Lehigh County, Pennsylvania, in lawful session assembled, as follows:

Section 1. Subsection 48-1.C (relating to the Chief of Police) of the Borough Codified Ordinances is hereby added and shall read as follows:

- C. Subject to supervision in the manner allowed by the Borough Council and Mayor by the Pennsylvania Borough Code and the Ordinances of the Borough of Slatington, the Chief of Police shall be the head of the Department and shall be the final Department Authority in all matters of policy and operations. The Chief of Police shall perform and do the following functions and things as part of Chief of Police job description:
1. formulate and enforce Departmental policies and shall exercise such powers connected with his office as may be provided by statute and ordinance;
 2. be responsible for the proper and efficient enforcement of all laws and ordinances which the Police Department is authorized to enforce;
 3. discharge the responsibilities imposed on his office;
 4. perform any tasks that may be assigned to him from time to time by the Mayor and Borough Council;
 5. require the employees of his force to do likewise;
 6. promulgate such orders to the employees of the Police Department as the Chief may deem proper, but the orders shall conform to law. All such orders shall remain in full force and effect until rescinded;
 7. attempt to anticipate the nature of probable emergencies and formulate procedures to be used in the event such emergencies occur.
 8. formulate plans to meet both the immediate and the future needs of the Police Department.
 9. prepare annual budget estimates for the Police Department which shall include recommendations, as needed, for the requisition of new equipment, supplies, training, staffing, or other improvements, and/or the reduction and/or discontinuance in the same and the projected effects thereof on the funds required by the Department.

10. organize the police force so that related tasks and activities may be grouped for assignment and to maintain a logical and clear-cut chain of command with definite channels of communication, responsibility, and authority;
11. organize personnel and equipment to meet the current needs but with sufficient flexibility so as to be readily adapted to new and changing situations;
12. schedule personnel and the distribution of equipment so as to obtain maximum results.
13. provide an adequate in-service training program for all employees of the Police Department.
14. direct and discipline the subordinates under his command.
15. formulate and maintain Department procedures so as to be in continual current compliance with all prevailing legal authority and publish them in one or more procedural manuals;
16. revise the procedures and duty assignments as needed to maintain a high level of effective operation.
17. establish such control devices as the Chief may deem necessary to insure the effective administration of the Department, including systems of inspections, performance appraisals, activity reports and follow-up;
18. investigate the manner of operation and the effectiveness of the Department and take such actions which will effectively and efficiently discharge the police function and maximize public safety, including, but not limited to:
 - a. Attend meetings in the community.
 - b. Control/monitor overtime expenditures;
 - c. Coordinate activities among patrol, investigative and administrative personnel;
 - d. Review crime statistics, analyze crime patterns, and institute counter measures;
 - e. Evaluate effectiveness of manpower deployment; and
 - f. Ensure accountability of property and evidence.
19. investigate any charge or allegation of inadequacy against any person under his direct or indirect supervision;
20. maintain discipline throughout the Department, including the strict enforcement of the Department rules, regulations and codes and for the satisfactory conduct and general behavior of Police Officers and any other persons under his direct

or indirect supervision.

21. require Police Officers and any other persons under his direct or indirect supervision to give close attention to their duties and to conform to Department procedures;
22. assure that all evidence relating to any charges or allegations pertaining to persons under his direct or indirect supervision, including but not limited to disciplinary matters, is discovered and properly documented, as well as report such charges or allegations for which reasonable grounds exist to the Mayor and the Council for further consideration, along with any information which he, the Mayor, or the Council may deem desirable;
23. assure that a complete written record of each disciplinary case is made a part of the personnel file of the disciplined member and that an entry of the action is made on his service record;
24. conduct periodic surveys of physical equipment, arrange for the salvaging of discarded or impaired equipment, and the requisitioning of new equipment and supplies;
25. represent the Police Department in all external relations, including media relations, contacts with other public officials and law enforcement agencies;
26. maintain personal contacts with the public and represent the Department when citizens feel that they have been unjustly treated;
27. create and maintain favorable relations between the public and the police;
28. establish basic policies governing the various phases of public relations for the guidance of the members of the Police Department;
29. create, complete and/or promptly deliver such forms as needed for daily, monthly, and annual reports to the Commonwealth or Federal Government, or as directed by the Council or Mayor;
30. provide prompt copies of monthly, and annual reports to the Commonwealth or Federal Government to the Mayor;
31. work at least 40 hours per week, unless both the Mayor and Public Safety Committee of Borough Council would authorize fewer hours;
32. patrol the Borough on a regular basis and perform the duties of patrol officers and sergeants to ensure the proper and efficient enforcement of all laws and ordinances which the Police Department is authorized to enforce.

Section 3. Repealer. All ordinances and resolutions, or parts thereof, insofar as the same shall be inconsistent herewith, are hereby repealed.

Section 4. Severability. In the event any provision, section, sentence, clause or part of this Ordinance shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or any part of this Ordinance, it being the intent of the Borough of Slatington that such remainder shall be and shall remain in full force and effect.

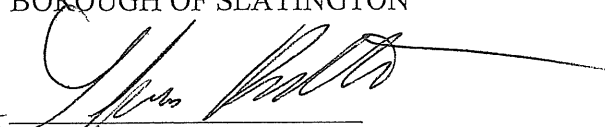
Section 5. Effective Date. This Ordinance shall take effect pursuant to 8 PaCS §3301.3(b) in the manner hereafter provided, as applicable:

- A. The date when the Mayor approves the ordinance;
- B. The date of enactment by the Council over any veto of the Mayor; or
- C. For an ordinance not returned by the Mayor at the next scheduled meeting of Council occurring at least ten days after the meeting at which the ordinance was enacted by the Council, the date of the succeeding scheduled meeting of Council.


ENACTED, ADOPTED AND ORDAINED BY BOROUGH COUNCIL on this 14th day of February, 2022.

BOROUGH OF SLATINGTON

By:


Thomas Bartholomew
President of Council

ATTEST:


Daniel L. Stevens
Borough Secretary

Approved:


Jeralyn Schoch, Mayor