



RECRUITMENT PROFILE

DEPUTY CHIEF OF POLICE – SUPPORT SERVICES DIVISION

MT. LEBANON, PENNSYLVANIA



Mt. Lebanon, Pennsylvania is pleased to announce the recruitment and selection process for **Deputy Chief of Police - Support Services Division**. This brochure provides background information on Mt. Lebanon, the municipal organization and the Police Department, as well as the requirements and qualifications for the position. Candidates should submit a cover letter and resume by June 22, 2018 to the attention of: HR Manager, Mt. Lebanon Municipality, 710 Washington Road, Pittsburgh, PA, 15228. Questions about this opportunity may be sent to Bonnie Cross at bcross@mtlebanon.org.

This Profile will be used as a guide in the recruitment process, providing specific criteria by which resumes will be screened and individuals selected for evaluation, interview and appointment consideration.

COMMUNITY BACKGROUND

The Municipality of Mt. Lebanon, Pennsylvania (population 33,137) is a historic, livable community located in Southwestern Pennsylvania only a short commute by car or by the light rail mass transit "T" to the City of Pittsburgh. The Municipality has acquired the sophistication of a city but also has retained the charm and neighborliness of a small town. Mt. Lebanon is a walkable community of six square miles and is considered by many people as a green refuge from urban challenges. Unlike many suburbs, Mt. Lebanon has a main street with an active business community. The main street business district is the focus for a number of activities such as the Farmer's Market and First Friday street festivals. Also in Mt. Lebanon are the Beverly Road Shops, the Shops on Castle Shannon and the Galleria Mall.

Mt. Lebanon is an economically diverse community with a mix of single-family, multi-family and commercial establishments. This diversity has contributed to a sense of community that welcomes new arrivals, values the contributions of longtime residents, and adds to the vitality of this city environment. Even though it is only six miles from Downtown Pittsburgh, Mt. Lebanon's cultural identity sets it apart. The Mt. Lebanon Public Library is a community hub. In addition to its ever-expanding collection, the library offers archives from the Historical Society, discussion groups, guest speakers, concerts, and reading clubs.

Recreation is provided by a first class Recreation Department. Twenty public parks on 150 acres, 14 ball fields, eight basketball courts, a nine-hole golf course, and a recreation center with a swimming pool, ice rink, indoor and outdoor tennis courts, platform tennis, sand volleyball and bocce make Mt. Lebanon a draw for people seeking an active lifestyle. At Bird Park, the Mt. Lebanon Nature Conservancy maintains trails and conducts educational programming throughout the year.

Mt. Lebanon is a unique community that offers the positives of suburban America coupled with the opportunities of a high growth metropolitan area. The business, culture and activity level in the community is more similar to cities of a much larger size. Mt. Lebanon honors its distinctive heritage in historic neighborhoods, parks and a continued effort towards renovation and architectural preservation of a vibrant downtown.

The vision of the community is to preserve healthy, vibrant neighborhoods that offer qualitatively better places for people to live, shop and work. Houses range from \$100,000 to more than \$1 million, and

residents strive to update their homes while preserving the architectural integrity. The average resident is about 44 years old, has attended college and has a family income of \$123,661 a year. Three out of four residents are homeowners, and real estate values have remained relatively strong, even in tough economic times. The community is served by St. Clair Hospital, an award-winning regional hospital located in Mt. Lebanon. The hospital is constantly upgrading to meet community needs, as are the community's first responders. In addition to the excellent police department, a combined professional/volunteer fire department and a medical rescue team that provides both emergency and non-emergency medical transport serve the Municipality.

Mt. Lebanon recently earned accreditation through the National Safety Council by being recognized as a "Safe Communities America". Mt. Lebanon is one of only 30 communities nationwide to earn this accreditation. For thirteen consecutive years, MLPD has earned AAA's Platinum Award, the highest award given by AAA for pedestrian and traffic safety initiatives.

Mt. Lebanon schools can boast of many examples of educational excellence. The Mt. Lebanon School District has always been a leader in instructional excellence in the country. This reputation, along with continuing achievements by faculty and students, combine to be a strong attraction for young families to the community. In 2017, the Pittsburgh Business Times' Guide to Western Pennsylvania Schools ranked the School District #2 in the region and #7 in the state of Pennsylvania. Additionally, US News and World Report ranked Mt. Lebanon High School as #638 in the nation, #11 in the state and #2 in Western PA in 2017. Mt. Lebanon is close to major universities such as the University of Pittsburgh, Carnegie Mellon, Duquesne, Point Park and Robert Morris.

See the web site at www.mtlebanon.org for a wealth of information about Mt. Lebanon and the surrounding area.



MUNICIPAL GOVERNMENT

The Municipality operates under a Home Rule Charter with five elected commissioners, one from each ward for overlapping four-year terms. Under the Charter, which also provides for the council/manager form of government, the Municipality has a higher degree of local freedom and initiative than governments controlled by state statutes. In 1928, Mt. Lebanon became the first Township in Pennsylvania to adopt the council-manager form of government. The Home Rule Charter provides that the Municipal Manager has the power and the duty to appoint and remove all municipal employees, including the Deputy Chief of Police. The Deputy Chief of Police is subject to the rules outlined in the Rules and Regulations of the Mt. Lebanon Civil Service Commission.

The Municipality provides a full range of services including fire and police protection, recreation facilities and programs, library and intergovernmental services, economic development and planning, zoning and building inspection, public works, and general administration.



POLICE DEPARTMENT

The Mt. Lebanon Police Department is comprised of 45 sworn employees, 10 full-time civilian employees, and 42 part-time school crossing guards. The 45 sworn officers include the Chief of Police, 2 Deputy Chiefs of Police, 8 Lieutenants, 8 Corporals and 26 Police Officers. The Department's annual budget is approximately \$10 million. The 10 civilian personnel are primarily assigned to the Support Services Division and the Animal Control Unit. The community is divided into three patrol beats. Shift Officers work a scheduled four days on, two days off on a month long rotating schedule. The Civil Service Board has authority over the hiring and promotion of sworn police and fire personnel. Disciplinary appeals may be taken to the Civil Service Board or the provisions of the collective bargaining agreement governing the appeals process.

The Mt. Lebanon Police Department is a regional leader in law enforcement. The Department consists of various full-time law enforcement units, which include Patrol, Investigations, Traffic, Crime Prevention, Records, and Animal Control. In addition, many officers have added part-time concurrent responsibilities including; Regional Critical Incident Response Team (CIRT), bicycle patrol, canine, field training officer, honor guard, Motor Carrier Safety Assistance Program (MCSAP), as well as various narcotics and DUI task forces.

The Mt. Lebanon Police Department has taken an active role in the formation and continued leadership of the multi-jurisdictional SHACOG Critical Incident Response Team. The Critical Incident Response Team (CIRT) includes tactical operators, negotiators and tactical EMS personnel who are capable of responding to high-risk incidents where specialized weapons and advanced tactics may be necessary.

The Traffic Services Unit is responsible for traffic enforcement efforts, crash investigations, driver training and education, motor carrier safety inspections, child passenger safety, abandoned vehicles and storage complaints. The Unit also coordinates and administers the Mt. Lebanon Area DUI Task Force. The Task Force area covers 12 communities in the South Hills of Allegheny County.

The Investigative Services Unit is responsible for the investigation of all significant crimes reported to the Mt. Lebanon Police Department. Detectives have received specialized training in investigating crimes related to narcotics, vice, juveniles and fraud, as well as crime scene processing.

The Department employs one Police canine (K9) in the Patrol Unit of the Operations Division. This canine was obtained through donations, at no cost to the Municipality.

The Crime Prevention Unit focuses on all community outreach activities and initiatives. Crime Prevention Officers teach well over 600 lessons to children throughout the school year focusing on various safety-related subjects, including decision making, internet safety and responsible citizenship. Recent community education efforts by the Crime Prevention Unit have also been centered on critical facility safety and security, and violent intruder response.

The Support Services Division is responsible for the operations of the Records Unit, Crime Prevention Unit, Animal Control Unit, and staff responsibilities of Information Technology, Fleet and Facilities Management, Accreditation Management, Media Relations, Payroll and Attendance, Grants Management, Equipment and Inventory.

In 2017, the Department responded to 23,094 calls for service; including 307 traffic crashes. The MLPD also made 443 adult criminal arrests, including 57 DUI arrests and 122 juvenile arrests. Officers conducted over 4,200 traffic stops and issued more than 5,900 parking tickets.



DEPUTY CHIEF OF POLICE – SUPPORT SERVICES DIVISION QUALIFICATION CRITERIA

Mt. Lebanon Municipality is seeking high energy, service-oriented, proven and progressive candidates who are committed to excellence in the police profession and public service. The following education, experience, management and leadership criteria have been identified by the Mt. Lebanon Police Department as important for the candidates to possess and demonstrate. The salary range for the position is \$85,950 to \$107,438 with an excellent benefit package. The final salary is dependent on qualifications and experience. The successful candidate must also maintain residency within 20 air miles of Mt. Lebanon Municipality within 12 months of appointment.

ESSENTIAL JOB FUNCTIONS

The Deputy Chief of Police - Support Services Division is expected to build and maintain effective relationships with the community, department personnel, municipal staff, and outside agencies. Policy enforcement, research, development and implementation are key tasks. This position entails day-to-day command of personnel, oversight of information systems, programs and other department activities such as budgeting and payroll, public information activities, liaison with external stakeholders, Information Technology systems, police records management, vehicle fleet management, equipment research and acquisition, and various other administrative tasks. A Deputy Chief of Police must possess strong leadership ability and excellent verbal and written communications skills.

EDUCATION AND EXPERIENCE

Successful completion of Pennsylvania Act 120 Municipal Police Officers' Training Academy or equivalent from another State police academy with MPOETC reciprocity. Successful completion of the Pennsylvania Act 120 Municipal Police Officers Education and Training Commission Certification Exam is also required.

Possession of a Bachelor's Degree in Criminal Justice, Law Enforcement Management, Public Administration or related field is required; a Master's Degree is highly desirable. Graduation from the FBI National Academy, Southern Police Institute, Northwestern University School of Staff & Command or equivalent police command training is a bonus.

Candidates must have at least 10 years of progressively responsible experience in law enforcement with at least 5 years of police management / command experience.

Possess a broad range of experience in all areas of Police operations. Candidates should have in-depth experience and understanding of modern techniques, equipment, computer systems, technology, and methods & practices related to community policing.

Candidates must demonstrate a customer service-oriented skill set, setting the tone for effective and positive relationships with those who interact with the police department.

Have management experience in creating an environment of trust and integrity where employees respect one another and where the department consistently functions at a high level of service.

Have thorough knowledge of the principles of personnel management including recruiting, hiring, training, promoting, disciplining, and terminating employees within a civil service and labor relations' context.

Have successful experience in collective bargaining/labor relations and contract administration, working in an active union environment; possess the ability, temperament, and commitment to be fair, reasonable, and equitable in such matters, establishing positive relationships between management and labor representatives.

Have sufficient experience and ability to accurately evaluate operational performance, adequacy of staffing and appropriateness of organizational structure toward superior performance.

Have a track record of developing subordinates to a point that they can assume leadership positions in the Mt. Lebanon Police Department.

Candidates should be able to demonstrate experience in inspiring and communicating a shared vision for the Police Department and ensuring all employees are working together toward that common goal.

Candidates must be highly motivated, goal-oriented leaders with a proven ability to quickly earn respect, gain cooperation and communicate clear direction.

Be a strong financial manager, capable of preparing and controlling budgets and have a background of successful cost-effective administration of human and financial resources.

Have experience in working with other communities and agencies utilizing a regional approach to sharing resources while still maintaining a high level of service.

Have demonstrated experience in advanced Police leadership, possess the ability to foresee trends and issues both locally and nationally, and respond in a thoughtful, strategic manner. Must have the capacity to adapt to and recommend changes that are appropriate and justifiable.

Have in-depth experience/understanding of modern technology, operation techniques, methods and practices relating to administration and management in a progressive and technologically advanced police service organization.

Experience in the administration of various police computer systems and databases is desirable. These would include police records management systems, automated scheduling systems and MDT systems, as well as oversight of compliance standards related to JNET, CLEAN and CHRIA.

Knowledge and experience in public relations and interaction with the media is a plus, including the management of effective communication tools like social media pages and websites.

Have knowledge of and experience in applying ordinances, laws, regulations, operating guidelines, safety standards, etc. that are applicable to a municipal police department.

Experience in an accredited police department and an understanding of and commitment to gaining and maintaining accreditation a plus.

Have experience in and a commitment to the principle that the entire range of services provided by a modern police department requires continual training of all staff throughout the organization.

Have experience in developing positive, cooperative, and supportive relationships with other police departments and agencies at the local, state, and federal level.

Have experience in working in a management environment where Police Department services are coordinated and work cooperatively with other Municipal departments.

LEADERSHIP STYLE AND TRAITS

Be a participative, team-building, people-oriented leader who involves all employees of the Police Department in researching, developing, and implementing organizational changes and improvements to move the department forward.

Have a background of complete integrity and honesty, gaining the respect of people, and leading and motivating personnel by example with no favoritism.

Be an excellent communicator who is open minded and comfortable in seeking input from all employees of the Police Department in a non-confrontational style.

Be a visionary goal oriented leader who can develop and articulate a long-term plan for the Police Department with the charisma to help lead the Department to a higher level of excellence.

Be flexible and take an open-minded problem solving approach to resolving differences between opposing viewpoints but be a decisive police manager and set standards after discussions are completed.

Set high standards of performance, productivity, and initiative by Departmental personnel and be able to administer discipline fairly and consistently.

Be capable of identifying and developing supervisory talent in others, delegating authority, and striving for excellence in the police and public service, while holding subordinates accountable.

Be free of bias in actions involving an individual's race, gender, creed, color, sexual orientation, marital status, religion, ancestry, age, or mental or physical impairment.

Have excellent verbal and written skills through public speaking and initiated personal contacts to enhance the public understanding of police services, activities and programs.

Be able to gain the credibility and respect of Police Department personnel and others based on professional knowledge, positive attitude, fairness, strong interpersonal skills, and strong leadership abilities.

Have successful experience in managing personnel at varying stages of career development from younger entry-level employees to more seasoned and experienced personnel.

Be skilled in evaluating personnel performance, enforcing an appraisal system, and in evaluating the effectiveness of law enforcement activities.

Be an effective listener, be responsive to employee input (both sworn and civilian), make decisions and provide prompt feedback.

Be able to demonstrate confidence and leadership within the department and in public during crisis situations.



PROFESSIONAL ANNOUNCEMENT

DEPUTY CHIEF OF POLICE - SUPPORT SERVICES DIVISION

Mt. Lebanon, PA (33,137) Mature, sophisticated 6.2 sq. mile Pittsburgh area community seeks experienced, proven, progressive Deputy Chief of Police to lead the Support Service Division of this innovative department consisting of 45 sworn, 10 civilian, 42 School Crossing Guards and a \$10M operating budget. The Department responded to 23,094 calls for service in 2017. Mt. Lebanon is recognized for its excellent public safety services, extensive recreation facilities, well-maintained infrastructure, and sound financial management. Position is supervised by the Chief of Police and appointed by the Municipal Manager. Qualified individuals will be expected to have advanced leadership/command training with a minimum of five years experience in an upper management position in a law enforcement agency. Requires Bachelor's degree in law enforcement or related field; Master's preferred. Also requires Pennsylvania Act 120 certification. Candidates should possess strong skills and/or experience in leadership, community policing, budgeting, scheduling, payroll, technology, information systems, records management, personnel management, labor relations, community partnerships, community outreach, media relations, grant administration, fleet & equipment management, and crime intervention strategies. Problem solving and communication/interpersonal skills needed with a team-management orientation. Additional information regarding the position can be found on the employment section of the Mt. Lebanon website: <https://mtlebanon.org/86/Employment>. The salary range for the position is \$85,950 to \$107,438 with an excellent benefit package. The final salary is dependent on qualifications and experience. Candidates should submit a cover letter and resume by June 22, 2018 to the attention of HR Manager, Mt. Lebanon Municipality, 710 Washington Road, Pittsburgh, PA, 15228. Questions about this opportunity may be sent to Bonnie Cross at bcross@mtlebanon.org.