



# BOROUGH OF ENGLEWOOD CLIFFS

## PUBLIC SAFETY DIRECTOR

Submit cover letter, resume, & salary requirements to Borough Administrator, Catherine Steinel  
Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, NJ 07632.

**Borough shall begin the review and interview process for all advertised positions  
immediately upon receipt of resumes. EOE**

### **Definition:**

- A. Public Safety Entities. The Public Safety Director shall assume governance of the Borough's Police Department, Emergency Management Coordinator and emergency medical services (collectively referred to as the "Public Safety Entities"). The Public Safety Director's governance of the Public Safety Entities shall be exercised in accordance with this Article and other applicable Code provisions and applicable State Statutes. The Public Safety Director shall be subject to the governance and authority of the Mayor and Council.
- B. The Public Safety Director shall regularly report to the Mayor, and in the absence of the Mayor, to the Borough Administrator. He/she shall serve as the administrative and executive head of the Public Safety Entities. The Public Safety Director shall establish policies for the operation of the Public Safety Entities and the discipline of the employees and members of the Public Safety Entities.
- C. Appropriate Authority. The "Appropriate Authority" shall be determined as provided in New Jersey Statute *N.J.S.A. 40A:14-118*.
- D. Discipline of Members of Police Department. No member or officer of the Police Department shall be disciplined, suspended, removed, fined or reduced in rank for any cause other than as provided in applicable New Jersey Statutes, the Borough Code, the Borough Personnel Manual, the Police Department's rules and regulations, and/or, if such is applicable to discipline, a union agreement between the Policeman's Benevolent Association and the Borough.

## **Requirements / Qualifications:**

The qualifications for appointment to the position of Public Safety Director shall be as follows:

- A. Education or experience. The appointee shall minimally possess a Bachelor's Degree from an accredited college or university with major course work in political science, criminal justice, police science, fire science, behavioral science, business or public administration or a related field. At the Borough's sole discretion, an applicant's employment and experience in a related field for a continuous period of more than ten (10) years may be substituted for the educational requirement; and,
- B. The appointee shall possess such qualifications, licenses and permits as are required by any applicable law, rule or regulation, shall be generally on call for off-hour emergencies and shall attend at same; shall be generally available for attendance, as necessary, at meetings of the Mayor and Council; and shall possess or obtain the American Red Cross CPR certification; and,
- C. The appointee shall generally possess the knowledge and ability required to enter the job and/or be required to obtain such knowledge within a reasonable period of time in order to successfully perform the assigned duties; and,
- D. Demonstrated knowledge and ability may include the following:
  - 1. Administration of police and/or paid fire departments, emergency management and emergency medical services, code enforcement and/or public information programs;
  - 2. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;
  - 3. Law enforcement theory, principles and practices and their application to a wide variety of services and programs, including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, crime prevention and internal affairs investigation;
  - 4. Principles and practices of disaster preparedness, response and recovery;
  - 5. General operational characteristics of police vehicles and equipment;
  - 6. General knowledge of hazardous materials and mitigation management;
  - 7. Ability to manage and prevent litigation;
  - 8. Court decisions and how they affect public safety operations;
  - 9. Methods and techniques of public relations;
  - 10. Pertinent Federal, State and local laws, codes, and regulations;

11. Principles and practices of municipal organization, administration and personnel management;
12. Principles and practices of municipal budget preparation and administration; and/or,
13. Principles of supervision, training and performance evaluation.

**Duties, Functions and Responsibilities.**

The examples of work for this title are for illustration purposes only. A particular person in this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job description may not be listed.

- A. Subject to Section 2-31.3(B) herein, the Public Safety Director's efficient governance of the Public Safety Entities shall include, but not be limited to, the following duties, functions and responsibilities:
  1. Responds to any police, fire, school and/or community emergency or disaster;
  2. Assumes full management responsibility for all services and activities of the Public Safety Entities; manages the development and implementation of entity goals, objectives and priorities for each assigned service area; and recommends and administers policies and procedures;
  3. Oversees the hiring, supervision, training and discipline of all members and employees of the Public Safety Entities. Ensures that all local, State and Federal laws and ordinances are properly enforced;
  4. Keeps and maintains all records, reports, documents and other data required by the Federal and/or State government and/or any of their respective subdivisions. Keeps track of necessary training and certification requirements for members and employees of the Public Safety Entities;
  5. Keeps and maintains accurate records for each of the Public Safety Entities of all member and employee appointments, promotions, rank reductions, suspensions, dismissals, removals, resignations and deaths as they take place, with such other information as may be necessary;
  6. Plans, organizes and directs the activities of the Public Safety Entities, by providing supervision over law enforcement, emergency management, rescue services and emergency medical services, disaster responses, nuisance abatement and property maintenance;
  7. Provides supervision over all criminal, internal affairs and disciplinary investigations. Develops long term plans to improve operations. Evaluates pending legislation and statutes and responds to changing regulations and technology regarding law enforcement

and emergency medical services and management through review of technical materials and professional education.

8. Recommends, within the Borough's policies and code, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly;
9. Plans, directs and coordinates, through subordinate level staff, the work plan of the Public Safety Entities; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems;
10. Develops annual department budgets for operations, equipment and capital in general. Develops long-range capital budgets for the programs of the Public Safety Entities. Monitors the departmental budgets throughout the fiscal year to prevent cost overruns, including overtime. Keeps and maintains accurate records of all financial transactions by the Public Safety Entities and approves all bills for the expenditures of same, including overtime, stipends or other payments made to employees or members;
11. Establishes procedures to be followed by the Public Safety Entities for the purchase of services, vehicles, equipment and supplies and for the maintenance of the Borough's real and personal property purchased by or in use by the Public Safety Entities. Such procedures may include the requirement that the Public Safety Director approve all expenditures before same are incurred. Such procedures shall be in accordance with the State Local Public Contracts Laws and such other laws and regulations as may be applicable. The Public Safety Director shall submit the procedures to the Borough Administrator for review and approval;
12. Ensures that all members and employees of the Police Department are compensated in accordance with wage and hour requirements and such other benefits and employment emoluments as are duly required under applicable law or applicable contract or agreement;
13. Prepares and presents staff reports and other necessary correspondence. Keeps and maintains accurate records and submits an annual report to the Mayor and Council, on or before January 1, which shall assess the functions and operations of each of the Public Safety Entities and their personnel, equipment and property;
14. Represents the Public Safety Entities to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations;
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends the programs, policies, and activities of the Public Safety Entities; negotiates and resolves sensitive and controversial issues;
16. Participates on a variety of boards, commissions and committees; serves as the Borough's representative to committees and community organizations concerned with improvements

in law enforcement, education of the public on safety matters and departmental public relations;

17. Analyzes and assesses crime trends, statistics and issues to ensure that the Police Department makes the best use of available funds, personnel, equipment and supplies;
18. Evaluates the effectiveness of units, bureaus, work programs and procedures of the Public Safety Entities so as to ensure effective and efficient work methods. Develops strategies for deployment of personnel in an efficient manner so as to keep track of and decrease use of overtime;
19. Develops strategies for complete and confidential recordkeeping of all units of the Police Department for all criminal and other investigated incidents, including the Police Internal Affairs Division;
20. Develops strategies for preservation and transmittal of confidential and/or other Borough or Police Department information, records and/or other tangible items required to be maintained by the Public Safety Entities. Reviews and directs responses of the Public Safety Entities to or for OPRA requests and/or discovery demands in litigation against the Borough, the Police Department and/or against any individual member of the Police Department who has been sued for conduct that occurred in the course of his/her employment. Signs off on all communications regarding OPRA requests and/or litigation demands as described herein;
21. Establishes and maintains helpful and cooperative relations with civic and business organizations, schools, court offices, citizen groups, public authorities and other jurisdictions and with others interested in law and order and public safety; and/or,
22. Will be required to learn to utilize various types of electronic and / or manual recording and information systems used by the agency, office or related units.
23. All such other duties, functions and responsibilities that are not specifically reserved to the Chief of Police; and such other duties, functions and responsibilities as are allowable under New Jersey Statutes; and such other duties, functions and responsibilities as are reasonably inferred from the duties, functions and responsibilities listed herein.

**Term of Appointment:**

1. Appointment and Term. The Public Safety Director shall be appointed by the Mayor with the advice and consent of the Council and the term of the office of Public Safety Director shall be at the pleasure of the Mayor and Council. The Public Safety Director may be removed by the Mayor and Council at their discretion, with or without cause. Any vacancy in the office shall be filled by appointment of the Mayor with the advice and consent of the Council.
2. Compensation. The Public Safety Director shall receive a salary established by the Mayor and Council in a Salary Ordinance.