

**Open to the Public  
As of September 5, 2017**

**Policy Manager/Training Coordinator – Police**

**Primary Function**

The Policy Manager / Training Coordinator is a non-sworn support position whose purpose is to coordinate, oversee, and plan the Bureau's Policy Management and ensure that employees are properly trained and educated in accordance with Bureau policies. The Policy Manager / Training Coordinator is responsible for researching and reviewing policies and protocols in law enforcement and ensuring that Bureau policies are in compliance with accepted standards. The Policy Manager / Training Coordinator should be able to acquire new skills and knowledge autonomously.

**Work Hours**

Monday – Friday; 8:30 AM – 5:00 PM

**Training and Experience**

- Bachelor's degree in a related field and a minimum of 3-5 years of related experience.

**Licenses and Certificates**

- Possession of a current valid drivers' license issued by the Commonwealth of PA is required.

**Comments**

- The employee generally maintains normal office hours but will occasionally be required to perform overtime or unscheduled work in accordance with operational and training demands.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

**Salary: \$43,623.50 - \$61,072.90, dependent upon qualifications**

**Full-Time; Excellent City benefit package**

***Applications will be accepted until September 29, 2017, at 5 PM.***

The City Job Application and full job description are available at [www.cityoflanasterpa.com/city-job-listings](http://www.cityoflanasterpa.com/city-job-listings)

**The City of Lancaster is an Equal Opportunity Employer**

# City of Lancaster Job Description



|             |  |                 |                   |
|-------------|--|-----------------|-------------------|
| Job Title:  | <b>Policy Manager/Training Coordinator</b> | Job Code:       | <b>2440</b>       |
| Department: | <b>Public Safety/Police Bureau</b>         | FLSA:           | <b>Non-Exempt</b> |
| Job Grade:  | <b>1011</b>                                | Effective Date: | <b>5/1/17</b>     |
| Reports To: | <b>Administrative Lieutenant</b>           | Revision Dates: | <b>N/A</b>        |

## **Primary Function**

The Policy Manager / Training Coordinator is a non-sworn support position whose purpose is to coordinate, oversee, and plan the Bureau's Policy Management and ensure that employees are properly trained and educated in accordance with Bureau policies. The Policy Manager / Training Coordinator is responsible for researching and reviewing policies and protocols in law enforcement and ensuring that Bureau policies are in compliance with accepted standards. The Policy Manager / Training Coordinator should be able to acquire new skills and knowledge autonomously.

## **Principle Duties & Responsibilities**

- Follows safe practices in the performance of duties and in accordance with Police policies and procedures.
- Assists the administrative and command staff in the development, research, and implementation of general and specific policies and protocols.
- Develops and prepares policy drafts, prepares written documentation and reports, maintains computer databases, develops and revises agency forms, tracks and documents all activity regarding the review and distribution of policies, and works closely with staff on policy review.
- Manages and coordinates departmental activities related to the implementation, review, and distribution of Bureau policies.
- Maintains files for departmental directives and updates as necessary.
- Assists the Training Division with developing, coordinating, and scheduling training of all Bureau personnel. Ensures that all training records are documented and maintained.
- Participates in assigned educational initiatives (eg. conferences) regarding planning, research, policy review, training, and other related matters.
- Recommends changes in policies and procedures when indicated by updates, changes, or modifications to existing laws, standards, and/or recommendations; ensures that Bureau policies comply with current standards in law enforcement.
- Composes /edits a variety of correspondence, reports, memoranda, and other material requiring independent judgment as to content, accuracy, and completeness.
- Participates in special projects such as statistical analysis, strategic planning, and seeking alternative funding opportunities.
- Maintains continuing and substantial interaction with a full range of employees, the public, various groups and their representatives.
- Performs other duties as required.

## **Position Qualifications**

### **Knowledge, Skills and Abilities**

- Follows safe practices related to the Police Bureau in the performance of the position duties.
- Knowledge of the principles, practices, and procedures of law enforcement and law enforcement management.
- Knowledge of Federal/State/Local statutes, ordinances, regulations and departmental policies/procedures
- Knowledge of demographic and geographic characteristics of the community.
- Knowledge of the principles and practices of professional and technical writing.
- Ability to write reports, policies, and correspondence.
- Knowledge of basic law enforcement accreditation standards, including management philosophies and operations and related familiarity with state, federal and other local agencies and organizations.

# City of Lancaster Job Description



|             |  |                 |                   |
|-------------|--|-----------------|-------------------|
| Job Title:  | <b>Policy Manager/Training Coordinator</b> | Job Code:       | <b>2440</b>       |
| Department: | <b>Public Safety/Police Bureau</b>         | FLSA:           | <b>Non-Exempt</b> |
| Job Grade:  | <b>1011</b>                                | Effective Date: | <b>5/1/17</b>     |
| Reports To: | <b>Administrative Lieutenant</b>           | Revision Dates: | <b>N/A</b>        |

- Knowledge of and ability to use standard office equipment (computer, telephone, fax, calculator, photocopier, printer) to include word processing, spreadsheets, records management systems, and a variety of presentation media. Thorough knowledge of computer systems, business applications, applicable software and electronic distribution policies. Proven proficiency in use of office software such as Microsoft (or similar) suite of tools (Word, Outlook, Excel).
- Ability to read, analyze, and interpret information. Thorough knowledge of research and analysis methods and techniques.
- Ability to use logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.
- Ability to evaluate the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters.
- Ability to schedule work for timely completion with minimum supervision.
- Strong interpersonal, written and oral communications skills. Ability to maintain effective working relationships and to work with and display sensitivity towards diverse groups of people.
- Ability to work both independently and as a team player.
- Ability to maintain information of a confidential, sensitive nature.
- Ability to demonstrate a high degree of accuracy and be well organized and detail-oriented.
- Proven ability to read, write, speak and comprehend English.
- Proven ability to understand and follow written and oral instructions.
- Proven ability to communicate and interact effectively with diverse community groups and the general public.
- Proven ability to multi-task in a fast-paced environment.
- Proven ability to work well under pressure and to maintain positive interactions.
- Proven ability to work as part of a team and to collaborate successfully with others.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs.
- Proven ability to commit to excellence in service and to continuously learn and improve.

## **Education, Training and Experience**

- Bachelor's degree in a related field and a minimum of 3-5 years of related experience.

## **Licenses and Certificates**

- Possession of a valid Pennsylvania State Driver's License is required.

## **Environmental Conditions**

- Indoors, environmentally controlled

## **Safety Equipment Used or Needed**

- Safety Equipment Used or Needed: None

## **Comments**

- Lifts up to 20 pounds
- The employee generally maintains normal office hours but will occasionally be required to perform overtime or unscheduled work in accordance with operational and training demands
- Ability to work primarily at a computer station

# City of Lancaster Job Description



|             |  |                 |                   |
|-------------|--|-----------------|-------------------|
| Job Title:  | <b>Policy Manager/Training Coordinator</b> | Job Code:       | <b>2440</b>       |
| Department: | <b>Public Safety/Police Bureau</b>         | FLSA:           | <b>Non-Exempt</b> |
| Job Grade:  | <b>1011</b>                                | Effective Date: | <b>5/1/17</b>     |
| Reports To: | <b>Administrative Lieutenant</b>           | Revision Dates: | <b>N/A</b>        |

- Satisfactory passing of drug screening, background investigation, polygraph, and all requirements of the Criminal History Act, Chapter 91 of the Pennsylvania Crimes Code is required.
- Skills test may be given.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.