SUMMARY STATEMENT

ITEM NO.: DRPA-13-054 B  SUBJECT: Appointment of Chief Public Safety Officer

COMMITTEE: New Business

COMMITTEE MEETING DATE: New Business

BOARD ACTION DATE: April 17, 2013

PROPOSAL: That the Board appoints John L. Stief to serve as Chief Public Safety Officer for the DRPA and for PATCO effective April 17, 2013.

PURPOSE: To fill the vacant position of former Chief of Police due to the retirement of former Chief of Police David McClintock.

BACKGROUND: The DRPA and PATCO By-Laws provide for appointment of Chief Public Safety Officer. Jack Stief is currently the Acting Chief of Police for the Delaware River Port Authority. Mr. Stief has over 28 years of experience with the DRPA Police Department. In his current position, Stief oversees all daily operations of the Police Department including staffing, budget, disciplinary and union issues. He also manages and develops overall goals and policies for the Police Department. During his career with the DRPA, Stief has overseen policing of the bridge facilities, served as a panel member for police hiring and promotions and supervised all of the department’s specialized units, including Marine, Truck Enforcement and Internal Affairs. During his career with the DRPA, Jack Stief has risen from entry level patrolman to Acting Chief of Police. He has held every leadership position with the department. Mr. Stief is also a graduate of the FBI National Academy and Northwestern University Staff and Command Academy. Mr. Stief also attended the Federal Emergency Management Agency Emergency Management Institute and received his certification in the National Incident Management System.

SUMMARY: Amount: as graded
Source of Funding: Revenue funds
Operating Budget: 2013
Capital Project #: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
RESOLUTION

RESOLVED: That the Board of Commissioners of the Delaware River Port Authority hereby appoints John L. Stief to serve as Chief of Public Safety (See Attached Job Description) for the DRPA and PATCO; and be it further

RESOLVED: That the Board of Directors of the Port Authority Transit Corporate (PATCO) hereby appoint John L. Stief to serve as Chief Public Safety Officer for DRPA and for PATCO.

SUMMARY: Amount: as graded
Source of Funding: Revenue Funds
Operating Budget: N/A
Capital Project #: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: N/A
Other Parties Involved: N/A
Delaware River Port Authority
Job Description/Specifications

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<th>Job Title:</th>
<th>POLICE CHIEF</th>
<th>Job Code:</th>
<th>239</th>
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<td>Public Safety</td>
<td>Grade:</td>
<td>E3</td>
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<td>Date:</td>
<td>November 19, 2008</td>
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<td>Reports to:</td>
<td>Deputy Chief Executive Officer</td>
<td>FLSA Status:</td>
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**Position Purpose**
Under the direction of the Deputy Chief Executive Officer, this position is responsible for planning, directing, managing, and overseeing the activities and operations of the Authority's Public Safety Department including law enforcement, criminal investigations, and crime prevention. This position provides a safe and secure environment for all employees, customer, and neighbors. Ensure customer service by all police personnel.

**Qualifications**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the duties, responsibilities, knowledge, skill and/or ability required. The Authority will adhere to all applicable laws and regulations in accessing an employee’s ability to carry out or otherwise meet the job requirements set forth herein in a satisfactory manner.

**Essential Duties and Responsibilities**
1. Assumes management responsibility for all Public Safety Department services and activities with respect to maintaining safety on the DRPA bridges, connected highways and Port Authority Transit Company (PATCO) trains and facilities.
2. Functions as the “Chief of Police” as the position is known in Municipal Police Departments.
3. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
4. Plans, organizes, and directs the Public Safety Department’s security activities within the DRPA Port District; develops and implements policies and procedures to ensure program effectiveness; manages operating budget; tests staff utilization against budgeted strength. Adjust staffing or equipment needs through monitoring, and reviewing all activity reports for: increases or decreases in accidents; suicide attempts; and other bridge related issues.
5. Serves as liaison to external law enforcement agencies serving local cities and municipalities, regional transportation agencies, local university security forces and neighborhood security associations; handles all issues related to the department.
6. Analyzes crime trends and incident reports; develops program utilizations of staffing to offset the trends; maintains pertinent statistics for reporting purposes. Monitor statistical/monthly patrol pattern and traffic enforcement reports, to determine the best method of traffic accident and suicide attempt reduction.
7. Issues crime alerts as appropriate; participates in supporting Authority-wide response efforts.
8. Oversees and handles Authority investigations. Maintains an internal investigative unit that will root out police misconduct, and confidentially investigate crimes committed within the DRPA Port District.
Job Title: Police Chief
Job Code: 239

Essential Duties and Responsibilities (cont.)
10. Regularly updates all emergency plans and communicates these updates to the Director, Emergency Management & Homeland Security, and adopts an “all hazards” approach with regard to all emergency plans and exercises.
11. Establish, within Authority policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
12. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
13. Plan, direct, and coordinate, through subordinate level staff, the Public Safety Department’s work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
14. Direct, motivate, and evaluate assigned personnel; provide or coordinate staff and new officer training; work with employees to correct deficiencies; implement discipline and termination procedures. Handle personnel issues through meetings with union officials, human resources, and senior staff. Review results of issues presented, and make adjustments as needed.
15. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
16. Oversee the acquisition and maintenance of Department equipment and vehicles; maintain safety standards for personnel and equipment.
17. Provide staff assistance to the Deputy Chief Executive Officer; prepare and present staff reports and other necessary correspondence; attend Board and other meetings as required.
18. Provide professional and efficient police response to emergencies, and requests for assistance for all DRPA bridges and facilities, adjoining roadways and PATCO trains and facilities.
19. Assists in maintaining a safe and secure work environment by participating in required training, recognizing and reporting hazards and suspicious activity, and using all required personal protective equipment.
20. Performs other related duties as required and assigned.

This is a safety sensitive position and is subject to all provisions of the DRPA/PATCO’S Substance Abuse Testing and Control Policy including random drug testing and periodic physical testing requirements.

Skills/Knowledge/Abilities
1. The individual must display leadership qualities through motivating others to perform well, by inspiring the trust and respect of staff and mobilizing others to fulfill the vision and goals of the organization.
2. The individual must be an effective manager of staff by including staff in planning and decision-making process, providing regular performance feedback and encouraging the growth and development of the skills of the staff.
Skills/Knowledge/Abilities
3. The individual must be able to effectively delegate work assignments by matching the responsibilities to the appropriate staff person. He or she must set expectations and monitor the delegated responsibilities and provide recognition for successful results.
4. The individual must display a thorough understanding of the business implications of his or her decisions and the impact of same on the organization.
5. The individual must demonstrate the ability to organize, and analyze complex and diverse information and use same to resolve problems in a timely manner. The individual must understand the business implications of decisions he or she makes and must align his or her work with organizational goals and strategies.
6. Must have an understanding of the Organization’s strengths, weaknesses, external threats, opportunities, its markets, and competition in order to develop and implement strategies that are aligned with and designed to achieve organizational goals and successes.
7. The individual must be willing to continuously build knowledge and skills and share expertise with others and set and achieve challenging goals.
8. The individual must be able to manage difficult customer situations and respond promptly to customer needs. Maintenance of confidentiality is essential.
9. The individual must be able to speak and write clearly in order to communicate effectively. Must be able to demonstrate group presentation skills.
10. The individual must display openness to others views; must be able to balance team and individual responsibilities. Must contribute to building positive team spirit by supporting everyone’s efforts to succeed.
11. The individual must show respect and sensitivity for cultural differences and work toward promoting a harassment free environment and a diverse workforce. The individual must treat everyone with respect, work with integrity, and uphold and support organizational values and goals.
12. The individual must follow all organizational policies and procedures, complete tasks correctly and on time.
13. The individual must display a willingness to make timely decisions and be able to support said decisions, exhibit sound and accurate judgments and include the appropriate people in the decision-making process. Must be willing to adapt to changes in the work environment.
14. The individual must be able to prioritize and plan work activities using time efficiently. He or she must react well under pressure and accept responsibilities for his/her own actions. The individual must respond to management direction.
15. The individual must demonstrate accuracy and thoroughness, apply feedback to improve performance and monitor own work to ensure quality. Generate suggestions to improve individual and departmental performance.
16. The individual must be punctual at all times and ensure that work responsibilities are covered in his/her absence.

Supervisory Responsibilities
This position has supervisory responsibility for the following positions:
  Captain
  Lieutenant
  Sergeant of Police
  Administrative Secretary
Job Title: Police Chief
Job Code: 239

**Education and/or Experience Required:**
- Minimum of fifteen (15) years law enforcement experience.
- Documented law enforcement training within the past 3 years.
- Minimum of ten (10) years of progressive supervisory experience, including a minimum of five (5) years at a command or executive level.
- Ability to obtain a secret clearance from the Federal Bureau of Investigations (FBI).
- Documented Executive Level Incident Command System (ICS) Training.
- Experience with Emergency Management using the Incident Command System.
- State law enforcement certifications in Pennsylvania and/or New Jersey, or the ability to obtain said certification within one year from the date of hire.
- Must have budgetary, planning and organizational experience.
- Proficiency with computer spreadsheet and word processing software.
- Experience with labor union relations/negotiations.
- Strong written and verbal skills.
- Ability to operate police equipment and weapons.
- Ability/willingness to be available on all shifts.

**Desired:**
- Bachelors’ Degree, preferably in related field (e.g. Criminal Justice, Criminology, Political Science, Sociology, etc.).
- Master’s Degree or advanced law enforcement training (e.g., FBI National Academy, Northwestern University School of Police Staff & Command, Southern Police Institute).

**Physical Requirements**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to sit (85%). The employee is required to stand and walk (10%) and lift, climb, bend (5%). The employee must occasionally lift, hold, and carry objects up to 25 + pounds. Have normal day and night time vision, corrected or uncorrected. Have normal hearing, corrected or uncorrected. Must be able to perform all position functions. Must be able to physically operate all job related equipment for the position functions. The employee must maintain a neat and clean appearance.

**Working Conditions**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

1. The employee must be organized, work well under pressure, and be able to prioritize assignments appropriately.
2. The employee must communicate well with the public, and remain poised under pressure.
3. The employee must understand the importance of discretion and adhering to deadlines.

**Reviewed and Approved By:**

Prepared By: KLF/MJC/TEE
Revised: July 19, 2012