BOROUGH OF EAST BERLIN
Chief of Police — Employment Opportunity

The Borough of East Berlin, located in Adams County, Pennsylvania, is accepting resumes for the position of Chief of Police. The Borough has a population of 1,542 residents according to the 2020 U.S. Census.

The Chief of Police serves under the direction of the Mayor and works collaboratively with Borough Council and Borough Administration/Treasurer. The Chief will serve as the Borough's sole law enforcement officer, responsible for both operational and administrative functions of the Police Department.

Minimum Qualifications

1. Pennsylvania residency and a valid Pennsylvania driver's license at the time of hire.
2. High school diploma or GED required; college or other postsecondary education preferred.
3. Current Pennsylvania Act 120 certification or eligibility to obtain certification within 60 days of hire, subject to applicable MPOETC requirements and Borough approval.
4. Minimum of ten years of prior law enforcement experience.
5. Strong leadership, communication, organizational, and independent decision-making skills, including sound judgment and de-escalation abilities.
6. Computer proficiency, including Microsoft Office or equivalent software, with the ability to independently prepare reports, correspondence, departmental records, and other required documentation.

Position Responsibilities

Responsibilities include, but are not limited to:

- Providing professional, proactive, community-oriented police services while maintaining a visible and approachable presence throughout the Borough.
- Conducting traffic and speed enforcement, including school-zone safety, responding to community traffic concerns, and utilizing VASCAR or other authorized speed-enforcement equipment.
- Independently identifying and addressing public safety concerns, conducting routine patrols and property/business checks, and proactively enforcing applicable laws and ordinances.
- Establishing and maintaining positive working relationships with local schools, businesses, residents, and community organizations to promote public safety, communication, and community engagement.
- Investigating complaints, responding to emergencies, and handling situations requiring sound judgment, de-escalation, and crisis intervention.
- Managing Police Department operations, required reporting, equipment, records, and other administrative functions.
- Working collaboratively with the Borough Treasurer to develop the Police Department's annual budget requests, including equipment needs, operational priorities, and anticipated expenditures.
- Developing and recommending departmental policies, procedures, and operational priorities in coordination with the Mayor, Borough Council and Borough Administrator, consistent with their respective legal authorities.
- Coordinating with other law enforcement and emergency service agencies and providing updates to Borough officials on departmental activities and public safety priorities.

Compensation and Benefits

Compensation for this position is salaried. The level of compensation will depend on experience.

The position is intended to be non-civil-service, subject to applicable law. Benefits will be provided in accordance with the employment terms approved by Borough Council.

Application Process

Interested candidates should submit a resume and letter of interest to:

Borough of East Berlin – Administrator
Email: ebsectreas@comcast.net
Email Subject Line: Chief of Police Application
Application Deadline: December 31, 2026

The Borough of East Berlin is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other status protected by applicable law. Veterans' preference will be applied in accordance with Pennsylvania law.