

Dear Applicant,

A tremendous career opportunity awaits the next Chief of Police for the City of Sunbury. We are located in Northumberland County, Pennsylvania, the Heart of the Susquehanna River. The City of Sunbury is classified as a “City Third Class” and the Government is comprised of a Mayor, four-Councilmembers, and a City Administrator which serves approximately 9,500 citizens covering 2.12 square miles and a median household income of \$33,525. Our Police Department is currently staffed with one-Sergeant, two-Corporals, three-Patrolman, two non-uniformed employees (Clerk & Parking Enforcement) with plans to hire five additional full-time officers within the next year.

We are seeking a highly qualified, goal-oriented Chief of Police to lead and expand our City Police Department with innovative and evidence-based policing practices and goals toward becoming an accredited agency. The Chief of Police must have an excellent record of performance and possess utmost integrity & honesty. The scope of responsibilities include policy, planning and administration of police activities and management of a \$2.1 million department budget.

The Chief of Police salary is dependent on experience and qualification within a range beginning at \$80,000 and includes an outstanding benefits package. The Chief of Police is required to reside within twenty-five (25) miles of the Sunbury City limits within six-months of employment. The Mayor retains the authority to grant an exception to this residency requirement on a case-by-case basis.

**Instructions:**

Read the Cover Letter, Chief of Police Job Description, Supplemental Questionnaire and Chief of Police Application. Make sure to print clearly, complete and attach all required information and sign each document where indicated. An incomplete and unsigned document or application will not be accepted.

In this application packet, you must provide information on yourself that will be used in an extensive background investigation to evaluate your suitability for employment. Your cooperation and full disclosure will aid in this investigation and expedite the results. The application must be fully completed. Failure to do so will result in the rejection of your application. It is to your advantage to respond openly and honestly. The same standard applies in the hiring and selection process. If you are untruthful, dishonest, knowingly omit, falsify, conceal or obscure required information, or engage in any similar misconduct or deception during any part of the application or hiring process, you will be permanently disqualified for employment with the City of Sunbury.

**Three documents require the witness of a Notary.**

They are;

1. Authorization for Release of Records and Information,
2. Authorization for Release of Credit Information
3. Certification and Penalty.

***You are required to submit photocopies of the following documents and attach to the Application Packet:***

1. Photocopy of High School Diploma or G.E.D. Certificate
2. Official College or University Transcripts
3. MPOETC Certification
4. Act 120 Certificate
5. Valid PA Driver’s License
6. Any other Certifications or Licenses that pertain to Law Enforcement.
7. Current Credit Report obtained from Trans Union, Equifax, or Experian.

8. Pennsylvania Child Abuse Clearance (Obtained from the PA. Department of Welfare, form CY 113)
9. Pennsylvania Criminal Record Check. (Obtained from PA State Police)
10. Naturalization or Citizenship papers (If applicable)
11. DD-214 (If applicable)
12. Official Letter of Verification from Selective Service. (If applicable)
13. Name change documents (If applicable)

**Chief of Police Application Packet includes:** Chief of Police Job Description, Supplemental Questionnaire, and the Chief of Police Application with required attachments.

**An interested Chief of Police candidate must submit a compelling cover letter, and a completed and signed Chief of Police Application Packet by **Friday, June 14<sup>th</sup>, 2019, at 1600 hrs.** (No Exceptions) to:**

Via UPS:  
**Sunbury Administration Office**  
**225 Market Street**  
**Sunbury, PA 17801**

Or

Via EMAIL:  
**[jbarner@sunburypa.org](mailto:jbarner@sunburypa.org)**

**Questions may be directed to:**  
Executive Administrative Assistant Jolinn Barner at (570) 286-7820 or [jbarner@sunburypa.org](mailto:jbarner@sunburypa.org)