

Position Title: Chief of Police

Statement of Duties

Senior management level position that is responsible for administrative, technical and supervisory work in directing the operations of the Police Department, in the maintenance of law and order, in the protection of life and property, and in the prevention and suppression of crime through the enforcement of pertinent laws and bylaws; all other related work as required.

Supervision

Works under the policy direction of the Board of Selectmen as appointing authority in accordance with MGL, Ch. 41 § 97A; working from municipal policies and objectives, consulting with supervisor only where clarification, interpretation, or exception to municipal policy may be required.

Performs varied and highly responsible duties of a complex nature, requiring a significant degree of independent judgment and initiative.

Supervises a department of 15 full-time sworn officers, 5 sworn dispatchers [central dispatch system]; and more than 15 Reserve and Special Police Officers; and represented by two labor unions.

Job Environment

Work is generally performed under typical office conditions, with exposure to varying weather conditions and situation endangering personal safety, during emergencies or when conducting investigations. Required to work outside of normal business hours on a daily basis. Employee is on-call in response to emergencies 24 hours a day.

Operates automobile, various office equipment, firearms, and other police-related equipment.

Employee makes frequent contact with the public, human service organizations, community groups, other town officials, departments, and the media. Contact is made by telephone, e-mail, in person, and in writing.

Employee has access to extensive confidential information, such as personnel records, criminal investigation records, lawsuits, personal information about citizens, as well as collective bargaining negotiating positions.

Errors could endanger persons and property, cause confusion and delay of service, have legal and/or financial repercussions, and result in adverse public relations.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Plans the development of long and short-range goals for the department in all areas of police operations.

Prepares and manages the department budget; prepares and submits reports of Police Department operations to the Board of Selectmen, Town Administrator, various state and federal agencies, and the media.

Interacts positively with the Board of Selectmen, Town Administrator, Department Heads and the public.

Directs and controls all operations of the Police Department, including personnel, budget development, and equipment use.

Assigns subordinates to shifts and establishes daily routines, details or transfers officers to different assignments.

Promulgates all general and special orders consistent with the Chief's authority and responsibility.

Plans and executes police programs designed to prevent and repress crime, to apprehend and prosecute offenders, and to recover stolen property; coordinates departmental actions with other law enforcement agencies and police departments.

Minimum Qualifications

Education and Experience

Must possess a Bachelor's degree or higher from an accredited college or university in criminal justice, public administration or a related field; a masters degree is preferred. Must have at least fifteen (15) years of progressive career experience as a certified police officer, have worked in at least three different functional areas, have command level experience at a minimum command level of sergeant or a higher rank of no less than five years and be a person of good financial and personal standing.

Special Requirements

A minimum command level of sergeant or a higher rank
Certified Police Officer
Massachusetts motor vehicle operator's license
Firearms certification
CPR certification

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of the principles and practices of police administration. Thorough knowledge of the approved methods and procedures of law enforcement. Thorough knowledge of applicable federal, state, and local laws. Ability to plan, design and review the work of subordinates, prepare and manage budgets; maintain good public and community relations.

Ability: Ability to supervise subordinates in a positive and effective manner and to delegate authority efficiently. Ability to establish and maintain harmonious and productive working relationships with town officials, law enforcement officials, and the general public. Ability to enforce the law impartially and to make sound judgments under stressful situations. Ability to deal with the public in a diplomatic and effective manner.

Skill: Strong oral and written communication skills; computer skills are essential.

Physical and Mental Requirements

While performing the duties of this job, the employee frequently is required to sit, talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms; is occasionally required to climb, balance, stoop, kneel, crouch, and to taste or smell; frequently lifts and/or moves.