

Job Description

Title: Chief of Police

Supervision: This position reports directly to the Town Administrator acting under the direction of the Select Board.

Hours/Compensation: This position is a full time, FSLA, exempt position. Due to the nature of the job additional hours beyond the normal workweek may be necessary.

Benefits: Full benefits. Please see the Employee Manual for more details.

Job Summary:

This position oversees, directs, and administers the activities and operations of a municipal police department. The Chief of Police performs administrative and supervisory work in directing the operations of the Police Department, in the protection of life and property and in the prevention and suppression of crime in accordance with M.G.L. Chapter 41, Section 97.

Supervisory Responsibilities:

- Oversees the ongoing operations of all Police Department employees.
- Manages and directs the Police Department toward its primary goals and objectives.
- Collaboratively oversees employment decisions with the Town Select Board.
- Promotes communication and cooperation among the Police department and other departments to create a spirit of unity in the organization.

Duties/Responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

- Oversees the activities of all employees (civilian and non-civilian) engaged in departmental operations.
- Sets general policy and administrative standards for the department.
- Prepares and submits an annual budget and is responsible for the proper allocation of department funds and other resources.
- Circulates rules and regulations of the department in order to provide for improved departmental efficiency and effectiveness.
- Ensures the implementation and enforcement of all departmental rules and regulations.

- Is responsible for all matters of fiscal management, policy, operations and discipline.
- Represents the Police Department and maintains a positive working relationship with other departments, elected officials, media, and outside agencies.
- Administers performance evaluations for all members of the department.
- Acts as hearing officer upon disciplinary charges brought against any department employees.
- Respond and resolve difficult and sensitive citizen inquiries and complaints.
- Serves as a resource for law enforcement personnel and coordinates information, resources and work teams necessary to support a positive, productive, and harmonious work environment.
- Is on call at all times for police emergencies.
- Plans, supervises, trains and evaluates subordinates; assigns members of the force to shifts and establishes daily routines; supervises special police assignments; determines disciplinary action as required; interviews and recommends appointment or promotion of all applications for positions within the police department.
- Provides regular reports to the select board for the purpose of reporting various aspects of the police department's operations; participates in meetings, conferences and regional discussions for the purpose of information gathering and exchange.
- Prepares grants to apply for federal and state funding; administers grants.
- Has town-wide access to all types of confidential information regarding criminal investigations, personal information about citizens, as well as personnel records, law suits, and other department-related confidential information.
- Acts as the Animal Control Officer
- Acts as the Town's Harbormaster
- Performs related duties as needed.

Required Skills/Abilities:

- Thorough knowledge of the laws, rules, regulations and procedures governing the operations and activities of a municipal police department.
- Thorough knowledge of the principles and practices of law enforcement organization, administration and budgeting; ability to communicate effectively, both orally and in writing.
- The ability to plan, direct and evaluate employee performance through subordinate supervisors.
- The ability to identify critical operating problems and formulate realistic solutions.
- The ability to make appropriate, effective and timely decisions based on available information.
- The ability to act with integrity, stability, intelligence, sound and mature judgment, tact, initiative, and resourcefulness.

- Physical condition commensurate with the duties of the position.
- Training and qualification in the use of firearms and radar equipment.
- Possession of a Massachusetts Class D motor vehicle operator's license.
- Certified as a police officer by the Ma Municipal Police Training Council
- The applicant must be a graduate of the Massachusetts Municipal Police Training Committee Basic Recruit Officer and he/she must satisfy all requirements set forth by the Massachusetts Peace Officer Standards and Training Commission for certification as a Police Officer in the Commonwealth of Massachusetts.

Education and Experience:

Either (a) ten years of experience in law enforcement, including two years at a rank higher than that of Police Officer; or (b) graduation from a recognized college or university with a Bachelor's Degree in police science, management, business, public or government administration and six years of experience as specified above, including the two years of specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Physical Requirements:

Administrative work is performed in an office setting subject to continuous interruptions. There is unusual stress in performing the role of the Chief of Police in a rapidly changing social environment. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Ability to work in poor weather conditions, including heat, cold, rain or snow. There is exposure to life-threatening situations in police investigations for which precautionary measures must be taken.

Operates motor vehicles, all police equipment, computer, Microsoft Office software, IMC software and other standard office equipment; required to wear appropriate uniform and equipment.

Must have the ability to attend Select Board meetings as requested.