

Position Purpose:

Plans, organizes, and directs the operations of the Police Department, its staff and equipment, in the protection of life and property, and in the prevention and suppression of crime. Plans, organizes, direct, supervises and coordinates Police and joint dispatch operations. Performs all other related work as required.

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, organizes, coordinates, and directs through appropriate police personnel, all Town police functions including patrol, and investigations. Provides supervision and direction of staff using the chain of command.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the department.
- Provides and oversees the performance of all department staff including professional development, training, discipline, maintenance of equipment, crime prevention, suppression of crime, community policing as well as maintaining the efficiency and effectiveness of all personnel.
- Confers with citizens and Town officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.
- Represents the Town and the Police department and works closely with citizen groups, public and private officials, and outside agencies, and serves as liaison for other law enforcement agencies to provide technical assistance, and to ensure responsive, appropriate delivery of law enforcement services.
- Prepares and recommends long-range plans for town police service programs; develops specific proposals for action on current and future Town needs.
- Prepares and coordinates the presentation of the department's annual operating and capital budget. Directs the implementation of the department's budget. Plans for and reviews specifications for new or replace equipment and controls the expenditures of the department.
- Directs the selection, supervision, and work evaluation of department personnel; participates with various personnel matters, including investigating complaints, and in conducting internal investigations when appropriate, and provides corrective action as appropriate.
- Provides information and reports regarding the Police department's activities and operations as required.
- Participates in regional/county law enforcement and emergency management programs.
- Responds to incidents and assumes command at the scene of emergencies in accordance with department policies. Provides back-up to other police personnel in accordance with NIMS and the Incident Command System.
- Provides for staff development and supervisory training programs.
- Directs the development of management systems, procedures, and standards for program evaluation; monitors developments related to police service matters, evaluates their impact on Town operations, and implements policy and procedure improvements
- Communicates with and attends public events as requested by various local organizations, service clubs and civic groups. Represents the Town at various ceremonial events and other town-sponsored events.
- Serves on committees participating in the Town's strategic planning efforts, and addressing Town wide policy and management issues. Researches and approves state/federal grant applications.
- Directs and oversees planning and presentation of public involvement programs for neighborhoods, business, and other community groups.
- Develops and has direct participation in recruitment and hiring of all department employees
- Attends meetings, hearings, and community activities, as necessary.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in criminal justice or public administration, or a related field; Master's Degree and advanced professional training are preferred; and a minimum of 10 years' supervisory experience; or an equivalent combination of education and experience. Certification as a Police Officer in Massachusetts. Must possess a valid Massachusetts motor vehicle operator's license with good driving record. Must possess a valid Massachusetts Class A License to carry Firearm, CPR and First Responder Certified.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of modern police administration, and of approved police methods and procedures. Thorough knowledge of state and federal laws and regulations affecting police work. Knowledge of the principles and practices of law enforcement, investigation, patrol, community services and related police services. Knowledge of criminal law and modern techniques of criminal investigations. Knowledge of traffic laws and traffic control.

Ability: Ability to lead and supervise subordinates and to transmit general instructions in the form of detailed orders. Ability to plan, organize, administer, coordinate, and evaluate comprehensive police services programs. Ability to establish and maintain effective working relationships with town officials, subordinates, the general public and other law enforcement officials. Ability to analyze and interpret laws, by-laws, rules, regulations, standards, and procedures, and apply them to specific situations and cases. Ability to formulate police rules, regulations, policies, and procedures. Ability to work in a high stress environment on a regular basis. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Able to communicate effectively and efficiently verbally and in writing at all times.

Skill: Demonstrated skills in working cooperatively with other agencies, town employees, and individuals in promoting the best delivery of services to the community. Excellent managerial, organizational and communication skills. Proficient skill in operating office, computer applications and police equipment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to sit and talk or hear, walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. This position requires the ability to operate a keyboard and calculator at efficient speed. Occasionally may need to move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs complex and highly responsible duties requiring a high-level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, incumbent works independently in formulating decisions regarding department policies, procedures, operations, and plans. (This is a strong Chief position)

Supervision Received: Works under the administrative direction of the Select Board.

Supervision Given: Supervises all department employees, developing job direction, assigning tasks and instructions, and monitoring personnel performance evaluation, directly and indirectly through subordinates. Administers discipline to departmental staff. (84 employees; 47 carry Firearms)

Job Environment:

- Work is generally performed under typical office conditions, with exposure to varying weather conditions and situations endangering personal safety during emergencies or when conducting investigations. Employee is required to work outside of normal business hours on a daily basis. In addition, employee is on call for emergencies 24 hours a day, 7 days a week.
- Operates motor vehicle, all police equipment/firearms, computer, and other standard office equipment.
- Makes frequent contacts with elected and appointed officials, town departments and personnel, other law enforcement agencies (local state, federal), courts, and Mass Chief's Association. Contacts are by phone, in person, in writing and by email, Zoom, and involve an information exchange dialogue.
- Has access to extensive confidential information such as personnel records, criminal investigation and records, lawsuits, and personal information about citizens, CORI information and medical and psychological reports.
- Errors could be costly in terms of decreased or less efficient protection to persons and property, possible personal injury/death, and have direct financial and legal repercussions. The position requires employee to make decisions that can have catastrophic consequences to the town.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer