

## Police Chief Hiring Rubrics

To be hired as a police chief in Massachusetts, candidates are evaluated based on a core requirements rubric that includes specific criteria for certification, education, experience, and leadership skills.

### Certification and legal requirements

- **Massachusetts Police Certification:** Must be a graduate of the Massachusetts Municipal Police Training Committee (MPTC) Basic Recruit Officer Academy or be eligible for permanent exemption.
- **Massachusetts Police Officer Standards and Training (POST) Certification:** Must satisfy all requirements for certification as a police officer in the Commonwealth.
- **Driver's and Firearms License:** Must possess a valid Massachusetts driver's license and be able to obtain a Massachusetts License to Carry a Firearm.

### Education and experience

- **Bachelor's Degree:** A bachelor's degree in criminal justice, public administration, or a related field; a master's degree in a relevant field is preferred.
- **Executive Training:** Graduation from prestigious executive development programs like the FBI National Academy or the Police Executive Research Forum (PERF) Senior Management Institute for Police is highly valued.
- **Command Experience:** Candidates must have extensive law enforcement experience with a minimum of 10 years of supervisory and command experience in law enforcement (such as Lieutenant or higher), or an equivalent combination of education and experience.
- **Assessment Center:** Candidates are evaluated through an Assessment Center process. This will provide a comprehensive and objective evaluation of leadership qualities and practical skills through simulated job-related exercises.

### Leadership and professional qualifications

- **Management Skills:** Candidates must possess strong administrative, budgetary, and personnel management skills. This includes the ability to develop and manage department budgets and write comprehensive reports.
- **Integrity and Accountability:** Demonstrable integrity, transparency, and accountability are considered paramount.
  - **Community Policing:** A commitment to community-oriented policing, public engagement, and building relationships with residents and stakeholders is a critical requirement.

- **Strategic Planning:** The ability to develop and implement department policies, procedures, and strategic plans is essential.
- **Communication Skills:** Excellent interpersonal, oral, and written communication skills are necessary to interact with the public, other agencies, and the media.
- **Collaborative Approach:** Chiefs are expected to work cooperatively with other town departments, public safety agencies, and governmental bodies.
- **High-Pressure Management:** The ability to exercise sound judgment under stress, especially during high-pressure situations or emergencies, is a core competency.

### Leadership and management

- **Executive experience:** Proven track record of senior-level management, with several years in a command role (e.g., lieutenant or higher). Understands the role as a key member of the town's management team; has the ability to balance the needs of the police department with the overall needs of the town.
- **Organizational skills:** Ability to oversee, direct, and administer all police department operations, including strategy, performance, and day-to-day activities.
- **Fiscal management:** Experience preparing and administering operational and capital budgets, pursuing grant opportunities, and developing team structures that support effective budget, payroll, benefits, and overtime management.
- **Personnel supervision:** Demonstrated skill in leading, training, and evaluating department staff, as well as handling matters of discipline. Ability to oversee an internal departmental promotional process and recruitment of qualified entry level police officers.
- **Contract management and negotiation skills:** Thorough understanding of state and federal labor laws. Experience in administering existing collective bargaining agreements and navigating contract clauses related to the operating budget, disciplinary procedures, hours, and working conditions. Ability to collaborate effectively with police unions.
- **Policy development:** Successfully led or supported the development of key departmental policies, procedures, and standards, resulting in the achievement of or progress toward official department accreditation.
- **Ethical leadership:** Models and fosters a culture of professionalism, integrity, and accountability within the department.
- **Diversity, Equity and Inclusion:** The individual must be committed to an organizational culture of inclusivity, equity and diversity. Must be an advocate for the advancement of diversity in the police force, and for policies and procedures that foster trust between the community and the police department.

## Technical and law enforcement expertise

- **Massachusetts Law:** Comprehensive knowledge of federal, state, and local laws, particularly Massachusetts General Laws, Chapter 41, Section 97.
- **Investigations:** Oversees and directs complex criminal investigations.
- **Emergency management:** Skilled in crisis management and coordinating with other emergency services.
- **Current methods:** Strong knowledge of modern police practices, technology, and crime prevention techniques.

## Community relations

- **Community policing:** Commitment to and experience with building positive police-community relationships and practicing community-oriented policing.
- **Public engagement:** Approachable, visible, and deeply engaged with the community through formal and informal settings.
- **Communication:** Exceptional communication skills to act as a departmental representative with the Select Board, media, and the public.
- **Problem-solving:** Responsive to citizen inquiries and complaints with fairness and professionalism.

## Educational and professional credentials

- **Education:** A bachelor's degree in criminal justice, Public Administration, or a related field is typically required, with a master's degree preferred.
- **Certifications and training:**
  - Completion of the Massachusetts Municipal Police Training Committee (MPTC) Basic Recruit Officer Academy or equivalent.
  - Certification by the Massachusetts Peace Officer Standards and Training (POST) Commission.
  - Possession of a valid Massachusetts Class D driver's license.
  - Possession of a valid Massachusetts Class A License to Carry a Firearm (LTC-A).
  - Executive development training, such as the FBI National Academy or similar programs, is highly desirable.
- **Other requirements:**
  - Successful completion of a comprehensive background investigation.
  - A high degree of integrity, as outlined in Belmont's policies.
  - Ability to respond to emergencies 24/7.
  - Be able to respond to emergencies within a reasonable time, when off duty.