

CHIEF OF POLICE

Position Purpose:

The purpose of this position is to perform complex supervisory, administrative, and professional work in planning, organizing, and directing the operations of the Ashby Police Department and its staff and equipment, in the protection of life and property and in the prevention and suppression of crime; all other related work as required. The Chief of Police is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

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, and in the direction of personnel. Required to work independently in formulating decisions regarding all department activities.

Supervision Received: Works under the policy direction of the Board of Selectmen, establishing short- and long-range plans and objectives, and assuming responsibility for department results. Works according to established professional, department and town policies and procedures, standards, special directives, instructions and intent. The position is subject to review and evaluation according to the town's personnel policies and any relevant employment contract.

Supervision Given: Supervises all department employees. Assists in the hiring process, provides daily direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with town policies.

Job Environment:

Work is generally performed under typical office conditions. During emergencies or when conducting investigations, the employee is exposed to varying weather conditions and situations seriously endangering personal safety. Required to work outside of normal business hours. May be contacted at home at any time to respond to important situations and emergencies.

Operates a motor vehicle, all police equipment, computer, and other standard office equipment; required to wear appropriate uniform and equipment.

Makes frequent contacts with the general public, other public officials, other town departments/boards, other municipal police departments, local civic and social organizations, members of the legal community, vendors, and the media; makes frequent contacts with regional, state, and federal governmental agencies including the DEA, the FBI, the State Police, etc. Contacts require considerable persuasiveness, resourcefulness, discretion, and negotiating skills to influence the decisions and behavior of other parties.

Has access to extensive confidential information such as personnel records, criminal investigations and records, lawsuits, personal information about citizens, as well as collective bargaining negotiating positions.

Errors could be costly in terms of decreased or less efficient protection to persons and property, significant confusion and delay, possible personal injury/injury to others, and have direct financial and legal repercussions.

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.)

Supervises the daily operations of the Police Department and its personnel.

Oversees, either personally, through staff meetings, or through the delegation of authority, discipline, morale, training, scheduling, assignments, programs, activities, and any other issues affecting the department.

Formulates and implements department goals, objectives, policies, procedures, rules and regulations subject to the provisions of Mass. Gen. Laws, Chapter 41, Section 97A to insure that the law enforcement and public safety needs of the community are met.

Provides periodic status reports to the Board of Selectmen which include comparative crime statistics, traffic enforcement statistics, personnel concerns, equipment needs, or any other issue deemed necessary to bring to the Board's attention.

Prepares and submits the annual department budget for personnel, services, equipment and capital needs. Makes recommendations to the Town Administrator concerning the budget and to insure that the budget is effectively managed.

Promulgates and issues general and special orders, written or oral, covering departmental functions and insures compliance by all department personnel.

Conducts confidential and internal investigations.

Coordinates departmental actions with other law enforcement agencies in cooperative measure in the investigation of crime and the apprehension of suspects.

Keeps the public adequately informed of department activities. Supervises the release and dissemination of police department information to the public.

Approves the purchase of all equipment, supplies, and uniforms for department use. Insures that all equipment is maintained and in working order.

Attends regular meetings with the Town Administrator or Board of Selectmen, other town departments/boards, and groups or civic organizations.

Serves as the issuing authority for firearm identification cards, and licenses to carry firearms. Oversees the inspection of all licensed firearms dealers.

Insures that all department records and evidence are secure, accurate, complete, and maintained in accordance with all state and local laws.

Consults with the Town Administrator and participates in collective bargaining sessions.

Attends professional meetings, seminars, and conferences in order to stay abreast of changes or trends in the law enforcement field. Participates in regional discussions and information gathering and exchange.

Pursues professional development opportunities for the growth, development, awareness, and education of the staff.

Serves as Keeper of the Lock-up; ensures that cells are maintained at all times in order to pass semi-annual inspections by the Massachusetts Department of Public Health.

Performs the duties of a Police Officer as necessary.

Acts as Constable; posts all legal notices for the Town of Ashby.

Regular attendance and punctuality at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in law enforcement; ten years of progressively responsible command experience in a full-time law enforcement agency including five years in a supervisory role; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid motor vehicle operator's license.

Graduation from the Police Academy.

Certification in CPR. Certification as a First Responder.

Possession of a License to Carry Firearms.

Training and qualification in the use of handguns.

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 criminal law and modern techniques of criminal investigations. Knowledge of traffic laws and traffic control. Knowledge of the laws pertaining to collective bargaining, budgeting, and personnel management. Knowledge of computers applications as they are used in police work.

Ability: Ability to lead and supervise subordinates and to transmit general instructions in the form of detailed orders. 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 organize the Police Department in such a manner as to recognize needs and provide applicable social and protective services to the community. 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. Ability to prepare technical and complex narrative and statistical reports.

Skill: Good fiscal skills. Demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of services to the community. Excellent managerial, organizational and communication skills. Imagination, innovation and judgment relating to planning and achieving department goals.

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. Regularly required to walk, run, stand, jump, climb, stoop, crouch, kneel, and climb a ladder/fence/stairs; must be able to access all levels of a building/structure. Manually operates all department vehicles, tools, equipment, office equipment, and firearms. Must occasionally lift and/or move objects weighing up to 60 pounds. Required to detect odors and have temperature sensitivity. Communicates verbally and in writing.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)