

TOWN OF BERLIN POSITION DESCRIPTION

Title: Police Chief

Definition:

The employee serves as the chief administrative officer of the department responsible to the Board of Selectmen. As a salaried employee, that responsibility is on a 24 hour, 7 day a week basis. He/she is responsible for the overall objectives of the Department and should be reasonably available for situations for law enforcement requirements. He exercises all lawful orders of his office and issues such lawful orders as are necessary to assure the effective performance of the Department. Related work as required.

Supervision:

Works under the policy direction of the Board of Selectmen in accordance with provisions of the General Laws.

Job Environment:

The job environment characteristics described here are representative of those an employee will encounter performing in this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs highly responsible duties requiring independent judgement and initiative in planning, organizing, training, and direction of work of the Police Department, and in the enforcement of statute law, Town By-laws and departmental rules and regulations. Through the Chief of Police, the Department is responsible for the enforcement of all laws coming within its legal jurisdiction. The Chief is responsible for the continued and efficient operation and the enforcement of rules and regulations within the Department, the completion and forwarding of such reports as may be required by proper authorities, and for the Department's relations with local citizens, the local government and other related agencies.

Supervises the equivalent of up to 15 full time employees. Has contact with public officials and the general public which requires considerable persuasion and discretion. The Chief of Police is considered a community leader and shall act accordingly so as to not reflect poorly in any manner upon his/her office or department. Has access to confidential information the disclosure of which could have serious legal and/or personal repercussions. Errors could be costly in terms of decreased or less efficient protection of persons and property and/or have direct financial and legal repercussions for the Town. Work in general is performed under typical office conditions, with exposure to varying weather conditions and situations endangering personal safety during emergencies, when conducting investigations or when on patrol.

Essential Duties and Responsibilities:

Supervises the operation of the Police and Communications Departments in the observance and enforcement of all laws and regulations. Ensures compliance with all laws which the Department or its officers have the authority to enforce. Organize, direct and control all resources of the

Department to preserve the peace, protect persons and property and enforce the law.

Assigns members of the force to shifts and establishes daily routines; determines disciplinary action as required. Develop a professional organizational structure for the Department. Establish a routine of daily duties to be performed by officers. Designate an officer to serve as Commanding Officer in his absence. Be responsible for the necessary delegation of authority to those under his command, commensurate with their duties and responsibilities.

Plans and supervises the training of subordinates; institute an adequate and progressive program of training for members and employees of the Department. Develop or adopt new techniques to improve effectiveness in the discharge of police obligations of the Department.

Be responsible for the preparation and justification of annual departmental budget and for the control of all departmental expenditures. Maintain a personnel record system in which shall be kept all pertinent information on all departmental members and employees. Responsible for the requisition or purchase of equipment and supplies, the preparation of budgets, the keeping of records and making reports. Responsible for the safekeeping of all evidence and any property recovered, found or confiscated.

Reviews motor vehicle accident reports and makes recommendations for reduction or elimination of hazardous areas to reduce accident frequency.

Submit an annual report to the appointing authority outlining the activities of the Department. Supervises the maintenance of police records and accounts. Submits all reports required of the State and Federal governments. Makes recommendations or notifies appropriate authorities of all particulars within his knowledge, relating to potential hazards and threats of public safety. Submit such other reports as required by law.

Formulates and reviews policies to ensure law enforcement and public safety needs of the community are met; promulgates and issues general and special orders, written and oral, covering all departmental functions not inconsistent with his powers, duties and responsibilities. Shall develop, implement (including obtaining all necessary approvals), and maintain a departmental manual incorporating all policies, procedures and general or special orders. The manual shall also outline the required behaviors for officers. Ensure that all members have available to them copies of the Department's Police Manual.

Performs all duties required of subordinates when required. Patrols the community monitor changes, assists at emergency ambulance and fire calls, monitors street markings and signs, orders appropriate signs when needed. Exercise general supervision and inspection of all licensed public places within the community.

Plans and executes police programs designed to prevent and repress crime, to apprehend and prosecute offenders and to recover property. Modifies these programs to meet current trends.

Enlist the suggestions of members and employees of the Department to ensure maximum

relevance and acceptance of all departmental regulations. Keep himself/herself informed as to the affairs of the Department, ensuring that the duties and responsibilities of members and employees are being properly discharged. Perform regular performance evaluations of all employees. Provide for investigation into all cases of alleged or apparent misconduct by departmental personnel. Assign, detail or transfer any member or employee of the Department to or from any unit or assignment whenever he shall deem such action to be in the best interest of the efficiency, discipline or morale of the Department.

Attends meetings and conferences for purposes of public relations, regional discussions, information gathering and exchange. Investigates all complaints and concerns registered in regards to the department. Plan and administer all educational and civic action programs. Maintain positive relations with citizens and the community.

Recommended Minimum Qualifications:

Bachelor's degree in law enforcement or related field and five years of police experience, two of which shall have been in a supervisory capacity; or any equivalent combination of education and experience. Graduate of a certified police academy recognized by the Commonwealth of Massachusetts.

Special Skills or Experience:

Thorough knowledge of the principles and practices of police administration, and of approved police methods and procedures. Thorough knowledge of town, state, and federal laws and regulations affecting police work. Ability to establish and maintain effective working relationships with Town officials, subordinates, the general public and other law enforcement officials. Ability to lead and supervise subordinates and to delegate authority. Training and qualification in the use of handguns. Possession of a Class 3 motor vehicle operator's license. EMT certification or ability to obtain desirable.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort generally required to perform work in the office. Moderate to strenuous effort occasionally required in performance of work at emergencies which require long periods of time walking or standing. Must be capable of subduing a prisoner through the use of proper techniques. Must be able to lift equipment or persons up to 125 pounds. Physical agility required to access sites for investigative purposes. At emergency scenes, may be required to stoop, kneel, crouch, crawl, reach with hands and arms and climb and balance on ladders. Ability to operate standard office equipment including computer and view computer screen. Ability to operate a variety of police tools and equipment including vehicles. Must be able to pass and maintain a score acceptable by the Commonwealth of Massachusetts for qualifying with required weapons, including but not limited to pistol and shotgun.

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The duties listed above 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. This position 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 Town and requirements of the position change.