

Position Purpose:

The primary function of this position is to perform responsible duties for all aspects of the administration and supervision of the Police Department including short- and long-term planning, staffing, rules and regulations, policies, procedures, and expenditures, and for the enforcement of all laws and relevant by-laws within the Town of Berlin's legal jurisdiction; 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.)

- Ensure that the law is enforced in a fair and impartial manner recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons.
- Responsible for the management of all department services and activities.
- Create, update and implement operating policies, rules, and regulations.
- Responsible for formulating goals and objectives for the agency. Responsible for all aspects of crime prevention and suppression programs.
- Responsible for anticipating workloads and population or activity trends, anticipated personnel levels as well as capital and equipment needs. Evaluate the effectiveness of service delivery methods and procedures.
- Direct through subordinates, all personnel to provide the Town with adequate enforcement of the law and other measures of public safety.
- Responsible for the fiscal management of the Police Department. Allocate resources accordingly. Forecast, analyze, and identify needs for staffing, equipment, and supplies. Approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Review the Department's organizational structure to assure that the available resources are accommodated effectively. Assess and monitor workload, administrative and support systems, internal reporting relationships, identify opportunities for improvement; direct and implement changes.
- Ensure, through subordinates, that the integrity of the evidence/property room is maintained.
- Responsible for ensuring that employees are adequately trained and equipped. Provide or coordinate staff training and career development in accordance with all specified laws and regulations within the Commonwealth of Massachusetts.
- Responsible for the maintenance of records and statistics as required by local, State, and Federal Law. Handle Right to Know requests and ramifications.
- Perform Authority of Internal Affairs functions. Implement discipline and/or commendation.
- Responsible for the correct handling of the departmental investigation of all complaints made against the department and of its employees.
- Enforce the Collective Bargaining Agreements between the Town of Berlin and representatives of the bargaining units.
- Collaborate with the Select Board in entering into mutual aid agreements with other agencies.
- Explain, justify and defend all aspects of the department program, policies and activities as needed. Responsible for handling and resolving sensitive and controversial issues.
- Participates as a member of the Nashoba Valley Regional Dispatch District Operations Board.
- Performs similar or related work as required, directed, or as the situation dictates.

Recommended Minimum Qualifications:

Education, Training, and Experience:

Master's Degree in Criminal Justice or related field. Must have (7-10) yrs. of progressively responsible experience in a municipal police department, of which at least three (3+) years are in a supervisory position; or an equivalent combination of education and experience. Must be a Massachusetts certified Police Officer and meet standards as dictated by the Massachusetts Police Training Committee. Must have/maintain a valid Massachusetts driver's license.

Knowledge, Ability, and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal policing and applicable provisions of the Massachusetts General Laws. Working knowledge of computer applications for report generation, budgeting, and maintaining accurate and detailed records. Thorough knowledge of the geography of the Town.

Ability: Ability to analyze and interpret data and to present findings clearly. Ability to establish and maintain cooperative relationships with Town officials and governmental representatives. Ability to communicate effectively in written and oral form. Ability to manage several projects at one time. Ability to lead and supervise departmental staff and to develop policies and procedures for the department's operations.

Skill: Excellent supervisory and management skills. Highly developed skills in computer hardware and software. Aptitude for numbers and details. Excellent organizational, budgetary, tactical, investigative, and negotiation skills.

Additional Requirement: Must reside within a 30-minute commute from the Berlin town border at the time of hire.

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.

While performing the duties of this job, the employee is frequently required to sit, walk communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 40 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at an efficient speed.

Supervision:

Supervision Scope: Performs highly responsible functions of a complex and technical nature requiring a high degree of professional judgment and initiative in ensuring that all employee actions conform to the law and professional standards as well as in formulating decisions regarding policies, procedures, operations, and plans at the department level.

Supervision Received: Works under the direction of the Town Administrator.

Supervision Given: Supervises all departmental staff.

Job Environment:

- Work is performed under typical office conditions. Some work is performed outdoors and subject to weather conditions. The work environment is moderately noisy. Incumbent required to attend evening meetings and respond to emergencies.
- Operates computer and general office equipment, such as calculator, copier, facsimile machine, and telephone. Operates a firearm, radio scanner, and other commonly used police tools.
- Makes frequent contacts with all Town departments and boards, vendors, and relevant state officials and agencies. Makes frequent contact with the general public. Contacts require considerable skill in negotiating and resourcefulness and discretion in influencing the decisions and behavior of others.
- Has access to department-related confidential information including bid proposals, contracts, negotiating positions, department personnel records, as well as sensitive resident information.
- Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, loss or delay in services, personal injury, failure to receive funds due, and/or deterioration of the Town's financial position; errors may also result in legal ramifications.

(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.)