

POLICE CHIEF

Definition

Administrative, technical and supervisory work in directing the operations of the Police Department in the maintenance of law and order, in the protection of life and property, and in the prevention and suppression of crime through the enforcement of pertinent laws and bylaws; all other related work as required.

Supervision

Works under the policy direction of the Board of Selectmen and under the administrative direction of the Town Administrator.

Performs varied and highly responsible duties of a complex nature requiring a significant degree of independent judgment and initiative.

Supervises the equivalent of twenty-five or fewer full-time equivalent employees.

Job Environment

Works primarily in an office under typical office conditions; often works in the field with exposure to various weather and environmental conditions; frequent exposure to circumstances having the potential to endanger public and personal safety.

Operates automobile, firearms, hand tools, and various office equipment.

Makes frequent contact with the general public, human service organizations, community groups, other town officials and departments, other police departments, the district attorney's office, and state and federal agencies.

Errors could endanger persons and property, cause confusion and delay of service, have legal and/or financial repercussions, and result in adverse public relations.

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, directs, and coordinates the operations of the Police Department including personnel, budget development, and equipment use.

Assigns subordinates to shifts and establishes daily routines; details or transfers officers to different assignments; supervises personnel records system.

Ayer, Massachusetts
Police Chief

Institutes and maintains progressive training program for employees and officers; distributes police manuals to all officers.

Promulgates all general and special orders consistent with the Chief's authority and responsibility.

Plans and executes police programs designed to prevent and repress crime, to apprehend and prosecute offenders, and to recover stolen property; coordinates departmental actions with other law enforcement agencies and police departments.

Prepares annual budget for review by the Board of Selectmen; oversees the monitoring of expenditures and the maintenance of records; submits reports as required by regulatory agencies; submits annual report of activities to the Board of Selectmen.

Develops and adopts new departmental policies, regulations, or techniques, subject to the approval of the Board of Selectmen.

Issues permits and licenses and oversees collection of fees and supervises the inspection of all licensed establishments.

Attends meetings and conferences for purposes of public relations, regional discussions, and information gathering and exchange.

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

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in law enforcement, criminal justice or a related field; ten years of police experience, five years in a supervisory capacity; or any equivalent combination of education and experience.

Special Requirements

Possession of a Class D motor vehicle operator's license; C.P.R. and First Responder certification; firearms certification; Command Training certification; Police Academy certification.

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of the principles and practices of police administration. Thorough knowledge of the approved methods and procedures of law enforcement. Thorough knowledge of applicable federal, state, and local laws. Thorough knowledge of court procedures and prosecution methods.

Ability: Ability to supervise subordinates in a positive and effective manner and to delegate authority efficiently. Ability to establish and maintain harmonious and productive working relationships with Town officials, law enforcement officials, and the general public. Ability to enforce the law impartially and to make sound judgments under stressful situations. Ability to deal with the general public in a diplomatic and effective manner.

Skill: Strong oral and written communication skills.

Physical Requirements

Minimal physical effort required in the performance of duties under typical office conditions. Moderate physical effort required during periodic field work. During emergencies, may be required to run, stoop, kneel, crouch, reach with hands and arms. Ability to fire a gun. May be required to lift objects weighing up to 50 pounds. Vision and hearing well within "normal ranges."

(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.)