

## ***POLICE CHIEF***

### **SUMMARY:**

Supervisory, administrative, and professional work in the planning, organizing, and directing of the operations of the Athol Police Department and its staff and equipment; the protection of life and property and the prevention and suppression of crime; oversight for comprehensive police services and law enforcement programs; provides expert technical assistance to Town management staff in areas of expertise; fosters cooperative working relationships with other Town departments, intergovernmental, regulatory and other outside agencies, various public and private groups, and the public served; 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.

### **DISTINGUISHING CHARACTERISTICS:**

Works under the policy direction of the Town Manager and in accordance with Town policies and applicable provisions of Massachusetts General Laws, Chapter 41, § 97 (“*strong chief*”).

Performs complex and highly responsible duties requiring a high level of initiative and independent judgment

Required to work independently in formulating decisions regarding all department activities.

Supervises all department employees. Has an active and influential role in the recruitment and hiring process of all department employees, provides daily direction, and counsels and disciplines staff consistent with law and department policies.

Work is generally performed under typical office conditions. During emergencies or when conducting investigations, the Chief 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 including firearms, computers 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/committees, 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 of services, possible personal injury/injury to others, and have direct financial and legal repercussions for the Town.

**DUTIES:**

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.

Compiles periodic reports that include comparative crime statistics, traffic enforcement statistics, personnel concerns, equipment needs, or any other issue deemed necessary.

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

Directs and oversees all financial matters of the police department.

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

Oversees and directs 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 periodic meetings with the Town Manager, Board of Selectmen, other town departments/boards, and civil groups or organizations.

Oversees the issuance of firearm identification cards, and licenses to carry firearms.

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 Manager 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.

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

**KNOWLEDGE, ABILITY AND SKILLS:**

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 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.

Must have 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.

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.

**RECOMMENDED MINIMUM QUALIFICATIONS:**

Graduation from a four-year college or university with major coursework in criminal justice, police science, public administration or a related field and five years of progressive command or supervisory experience in law enforcement; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Must possess a valid license to operate a motor vehicle.

Must be certified, or able to obtain certification as a police officer through the Massachusetts Police Training Committee.

NIMS 100, 200, 400, 700 required.