

## **POLICE CHIEF**

**Definition:** The Arlington Police Department operates under a community policing philosophy that encourages the use of procedural justice and citizen participation in solving problems of crime, fear of crime, and quality of life issues. The role of the Police Chief is to plan, organize, direct and supervise a Police Department, reflective of the community's values, to: provide unbiased, just, effective and efficient law enforcement, protect life and property, prevent crime, control traffic, obtain evidence, and apprehend those suspected of violating the law. Employee is required to perform all similar or related duties.

**Supervision:** Works under the policy direction of the Town Manager with considerable latitude for independent judgement and action. Assumes responsibility for developing and achieving department policies, procedures, operations and plans.

Performs complex and highly responsible duties requiring a high level of initiative and independent judgement in the planning, administration and execution of the Department's programs and service, and in the direction of personnel; works independently in formulating decisions regarding department policies, procedures, operations and plans.

**Supervisory Responsibilities:** Supervises all departmental employees, developing job direction, assigning tasks and instructions, and monitoring personnel performance evaluation. Supervises sworn officers and civilian employees: administrative and records, parking control and public safety dispatch. Recommends hiring and disciplinary actions to the Town Manager.

**Work Environment:** Works is generally performed under typical office conditions, with exposure to varying weather conditions and situations endangering personal safety during emergencies or when conducting investigations. Work is required outside of normal business hours on a daily basis. On call 24/7.

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

The employee has frequent contact with other public officials, other Town departments, other municipal police departments, local civic and social organizations, town committees and commissions, and the legal community; makes frequent contact with regional, state, and federal governmental agencies including the DEA, the FBI, FEMA, the State Police, etc. Contacts require considerable persuasiveness, resourcefulness, discretion, and negotiating skills.

The employee has extensive access to confidential information such as personnel records, criminal investigations and records, law suits, personal information about citizens, as well as collective bargaining positions. Errors could result in decreased or less efficient protection to persons and property, confusion and delay, erosion of public trust and may result in direct financial and legal repercussions to the Town.

**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 operation of the Police Department. Prepares and presents the capital and annual operating budgets and manages the Department's operations within approved resource limits. Submits budget to the Town Manager, assists with the presentation of budget requests to the Select Board, Finance Committee and/or Town Meeting.

Keeps abreast of the law and all applicable changes in local, state, and federal laws and regulations that affect police operations. Establishes departmental policy, procedures, regulations, methods, techniques, and inspection methods to ensure consistency and compliance; establishes the assignment to shifts and duties of all department personnel.

Subject to Town Manager approval, hires personnel, assigns, supervises, promotes and reviews all departmental personnel, appraises work performance and maintains discipline of personnel.

Supervises and controls all training programs in police matters for departmental personnel and the assignment of personnel to such programs.

Interprets and administers union collective bargaining agreements and assures day-to-day compliance with them; participates in bargaining at the request of the Town Manager.

Answers questions and resolves internal problems. Conducts regular staff meetings.

Responsible for departmental communication with the public, including the media, on matters related to crime, police operations and department policy.

Submits reports to the Town Manager either orally or in writing in order to ensure proper communication between the Police Department and other Town officials and departments. Collaborates with federal and state law enforcement agencies and other local police departments and/or others on a variety of police matters.

Supervises payroll preparation and signs the payroll.

Reviews and signs departmental bills.

Signs requisitions and purchase orders for supplies within approved budgets.

Makes recommendations to Town Manager on the selection of vendors.

Supervises and controls all department equipment and motor vehicles belonging to or used by the Police Department consistent with Town policy.

Recommends specifications/standards for departmental weapons, ammunition, uniforms, equipment and vehicles.

Maintains complete and current records, reports and statistics and other data reflecting department activities.

Prepares appropriate forms and reports for the FBI and the State on criminal activities.

Attends local and distant meetings. Makes presentations to local organizations.

Ensures compliance with all laws which the Department or its officers have authority to enforce.

Keeps informed as to the affairs of the Department, ensure that the duties and responsibilities of members and employees are being properly discharged.

The Chief is responsible for the necessary delegation of authority to those under his/her command, commensurate with their duties and responsibilities.

Develops new techniques or adopts best practices to modernize and improve the effectiveness in the discharge of police obligations of the department. Identifies needs within the community and develops programs to address those needs.

Adopts a policy of covering the safekeeping of all evidence and any property recovered, found or confiscated. Designates a member of the Department to serve as Evidence Officer.

Submits an annual report outlining the activities of the Department.

Serves as the Department's primary representative to civic organizations, public interest groups, elected representatives, schools, etc. and attends meetings related to public safety issues and law enforcement.

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

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Master's Degree in Criminal Justice, law enforcement, public administration or related field; and Ten (10+) years of progressively responsible experience with at least five (5+) years of increasingly responsible command experience; or any equivalent combination of education, training and experience. Graduation from FBI National Academy or similar law enforcement leadership institute preferred

#### **Special Requirements:**

Possession of a valid MA motor vehicle operator's license

Certification with Massachusetts Criminal Justice Training Council

License to carry fire arms

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of the principles and practices of 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 labor law and collective bargaining. Knowledge of computer 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 relations with Town officials, subordinates, the general public and other law enforcement officials. Ability to analyze and interpret laws, bylaws, rules, regulations, standards, and procedures, and apply them to specific situations and cases. Ability to formulate police rules, regulations, policies and procedures. Ability to work in a high stress environment on a regular basis. Able to communicate effectively verbally and in writing at all times.

*Skill:* Managerial and organizational skills. Excellent fiscal skills. Demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of services to the community. Skill in contemporary police technologies and systems included at the station and in vehicles.

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.*

Employee is regularly required to sit, talk, hear, walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. This position requires the ability to operate a keyboard and calculator at efficient speed. During patrol work, the employee may be required to climb, stoop, crouch, kneel, run, roll, and climb a ladder; employee must be able to access all areas of buildings/structures; may lift/drag/carry/move objects weighing more than 60 pounds. Vision and hearing at or correctable to 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.)*