

## **POLICE CHIEF**

### **DEFINITION**

As chief administrative officer, the Police Chief is the final departmental authority in all matters of policy, operations, and discipline, as well as planning and directing the operations of the Police Department in the enforcement of law, protection of life and property; other related work, as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The essential functions or duties listed below are illustrations of the various types of work 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.*

Responsible for planning, directing, coordinating, controlling and staffing all activities of the department; responsible for continued and efficient operation, enforcement of department rules and regulations, completion and forwarding of required reports, and the department's relations with citizens, town government and other agencies.

Responsible for training of all members of the department; review and file department orders to maintain policy manuals and ensure that proper procedures are followed; ensure that copies are available to all members of the department.

Issue lawful orders, as necessary, to ensure the effective performance of the department; monitor compliance with all state, federal, and local laws and regulations; work cooperatively with other municipal, state and federal law enforcement agencies.

Oversee and control all department operations and supervise department personnel; establish operating policies and procedures and rules and regulations; set policies and procedures for the Police Department and maintain discipline within the department.

Plan, execute, and modify police programs designed to prevent and repress crime, apprehend and prosecute offenders and recover property.

Submit an annual report to the Town Manager describing the activities of the department; make an annual report to the State Department of Correction indicating the number of arrests and their classification; submit required data and forms for the purpose of compiling the Uniform Crime Report.

Responsible for the preparation and justification of the annual department budget and the control of all departmental expenditures.

Establish weapons, ammunition, uniforms, equipment and vehicle specifications for the Police Department; exercise control and oversee the storage, distribution and maintenance of equipment; oversee and ensure proper storage of evidence and property in the custody of the police department.

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Police Chief*

Responsible for the communications with the public, including the media on matters related to crime, police operations and department policy; provide information and assistance to the public; explain laws and policies; attend hearings and meetings.

Perform similar or related work as required, or as situation dictates.

#### **SUPERVISION**

Works under the administrative direction of the Town Manager. Responsible for all administrative functions of the department, in conformance with applicable provisions of the Massachusetts General Laws and professional standards. Performs varied and responsible duties of a complex nature, requiring a significant degree of independent judgment and initiative.

#### **SUPERVISORY RESPONSIBILITIES**

Supervises a department of eight patrol officers, one patrol sergeant, and five reserve officers.

#### **WORK ENVIRONMENT**

Administrative work is performed in office conditions; some police work is performed with exposure to varying weather conditions and situations endangering personal safety; on-call for emergency response.

The employee operates standard office equipment, an automobile, and police equipment.

Performance of duties requires ongoing contact with the general public, town officials and departments, other local police officials, government agencies and the courts.

The employee has access to extensive confidential information, such as personnel records, criminal investigations and related records, law suits, personal information about victims and citizens, and bid documents.

Errors could endanger persons and property, cause confusion and delay of service, and have legal and/or financial repercussions.

#### **RECOMMENDED MINIMUM QUALIFICATIONS**

##### **EDUCATION AND EXPERIENCE**

Bachelor's Degree; Master's degree in public administration, criminal justice or a related field preferred; graduate of the Massachusetts Criminal Justice Institute; five to seven years of progressively responsible police experience; command experience at the level of sergeant or above preferred; or an equivalent combination of education and experience.

##### **ADDITIONAL REQUIREMENTS**

Valid motor vehicle operator's license, ability to obtain a Massachusetts motor vehicle operator's license within thirty days

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Certification by the Massachusetts Criminal Justice Training Council, or similar certification in another state, and ability to become certified in Massachusetts

**KNOWLEDGE, ABILITY AND SKILL**

Thorough knowledge of the principles and practices of modern police administration and management, the approved methods and procedures of law enforcement, and applicable federal, state, and local laws.

Ability to develop working relationships with members of the community and establish and maintain productive working relationships with town officials and law enforcement officials; ability to make public presentations; ability to respond to emergency incidents; ability to plan the work of personnel and supervise subordinates; ability to plan and manage budgets; ability to make sound judgments under stressful situations.

Demonstrated planning and supervisory skills; skill in organizing the work of subordinates; oral and written communication skills.

Demonstrated ability to use typical software for word-processing, spreadsheets, and departmental management tasks.

**PHYSICAL REQUIREMENTS**

Minimal physical effort is required to perform administrative duties. Moderate to strenuous physical effort is required when performing police work. Ability to operate firearms. Vision requirements include the ability to read and analyze documents, use a computer and operate a motor vehicle.

*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.*