



Job Description

Position: Deputy Police Chief
Primary Location: Police Station
Employment Status: Full-time, Salaried, Exempt
Reports To: Police Chief
Description Updated On: October 5, 2021

Summary/Objective

The Deputy Police Chief performs routine and specialized police law enforcement administrative and supervisory work assisting the Police Chief in overseeing the day-to-day operations and business of the department including field operations, criminal investigations, administration, and emergency management divisions to protect lives and property in carrying out the enforcement of laws and ordinances in the Town of Milford. May serve as the Department Head in the event of the temporary absence of the Police Chief. Employee is required to perform all similar or related duties.

Essential Functions

- Oversees the daily activity of department personnel, issues verbal and written directives and oversees the training needs of department personnel to ensure that all officers are receiving assigned training; recommends personnel actions to the Chief including promotions, demotions, and shift assignments or transfers, etc.
- Oversees and coordinates the various elements and requirements of employee recruitment, selection, and promotion process.
- Develops, implements, and distributes copies of the Department's Policies and Procedures, Rules, and Regulations.
- Responsible for department-wide inventory of equipment.
- Coordinates the Personnel Evaluation System for the department.
- Coordinates and directs the department's Evidence and Property Management function.
- Develops and maintains professional standards and accreditation.
- Coordinates and directs crime analysis, crime mapping, planning, research and development activities.
- Maintains all records of internal affairs and/or criminal complaints against officers.
- Assists the Police Chief in all labor relations matters including grievance hearings, union/management relations, collective bargaining, and appearances before State or Federal agencies.
- Oversees the overtime and paid detail assignments, ensuring compliance with department policies, orders, rules, and procedures as well as collective bargaining obligations.
- Ensures that the department complies with Equal Employment Opportunity policies, rules, and procedures of the Town as required by law.

Deputy Chief Operational Duties

- Conducts both announced and unannounced staff inspection of patrols to ensure proper standards of police duty, supervision, and command.
- Meets with the shift/bureau/area commanders and supervisors on a regular basis to discuss activities of that duty or unit; conveys information from the Chief of Police and advises the Chief of Police of all issues.
- Directs, coordinates, and plans activities of the School Resource Officers.
- Directs, coordinates, and plans the activities of the Investigative Services Bureau, Uniform Patrol Division and the Anti-Crime unit.
- Provides and exchanges information with command and supervisory personnel concerning the performance of officers in their command. Ensures that measures are taken to correct situations that are deficient, to include administering discipline; may administer up to a 5- day suspension to meet the Civil Service laws for those officers who have civil service protection.
- Coordinates the direct Crime Scene Services personnel and activities.
- Directs the Department's Communication section.
- Assists the Housing Authority and Neighborhood Task Force.
- Participates in a wide range of community service boards and coordinates, hosts, and participates in community or neighborhood meetings.
- Communicates to the Massachusetts Police Officer Standards and Training (POST) by submission of mandatory reports for complaints against police officers.

Deputy Chief Emergency Management Duties

- Manages the four (4) major areas of emergency management for the Town (Planning, Mitigation, Response and Recovery).
- Responsible for updating the Town's Emergency Management Plan and reporting changes to MEMA.
- Advises the Town Manager and Board of Selectmen during major emergencies and disasters and makes recommendations for local disaster declarations and assistance from State and/or Federal agencies.
- Serves as the Town's liaison to State and Federal emergency management agencies.
- Coordinates Town-wide requests for financial assistance from MEMAS and/or FEMA and other state and federal agencies related to storm-related expenses and disaster services.
- Manages the Town's Emergency Operations Center including site security and message center and provides resource support to the Incident Commander during activation.
- Participates in planning for large-scale events, emergencies, and disasters that are classified as long duration incidents and mass evacuations throughout the Town including the sheltering provisions for evacuees at various locations within the Town and coordinates planning for mutual aid agreements for sheltering Framingham residents in other communities.
- Coordinates volunteer resources and training for first responders and public employees including the maintenance of training records in compliance with the National Response Plan and the National Incident Command System (NIMS).
- Serves as the Director of Homeland Security for the Town; collaborates with the School Department to coordinate transportation assets during emergencies; responsible for planning, training and exercising the Notification and Alerting capabilities of the Town.
- Researches innovative technology and communications in an effort to enhance interoperability and redundancy of public safety systems within the Town.
- Attends various State and/or Federal meetings as representative of the Chief of Police and the Town.

Required Qualifications, Education, and Experience

Bachelor's Degree; minimum of ten (10) years of progressively responsible law enforcement operational and supervisory experience or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Must have a valid Massachusetts Driver's License and possess a First Responder/CPR Certification.

Graduate of the MA Police Training Academy or must be properly waived by Massachusetts Police Training Committee (MPTC). Must attend a minimum of 40 hours of in-service training and maintain a level of proficiency in accordance with the standards as established by the MA Police Training Committee.

Knowledge, Skills & Abilities

- Knowledgeable about Massachusetts Laws, the U.S. Constitution, and Town ordinances related to the operating divisions of the police department (Support Services, Field Operations and Criminal Investigations; knowledge of and ability to safely handle weapons, search and seizure, evidence and court proceedings and to apprehend violent persons; knowledge of proper operation of various police equipment including radar; working knowledge of department administrative and budgetary practices and procedures.
- Excellent oral and written communication skills; excellent physical skills to be able to protect self and others. Common sense operational and employee management skills to determine the most appropriate response to emergency situations; technical skill in operating police vehicles, firearms, and various types of police equipment such as radar in a safe and effective manner often under adverse weather and life-threatening conditions; self- motivational skills; good computer and negotiation skills.
- Ability to handle and carry out law enforcement duties during emergency situations often under adverse weather and stressful, life threatening conditions in an impartial manner; ability to deal with disgruntled or violent members of the public in a safe and tactful manner; ability to independently research laws or legal briefs for guidance. Prior experience supervising personnel; maintains confidential information.
- Must have knowledge of emergency response procedures; public disaster preparedness organizations, plans, and communications; search and rescue operations; the National Incident Management System (NIMS); emergency communications techniques such as automated alerts; and conducting risk assessments and implementing mitigation procedures.

Physical and Mental Job Requirements

- Work involves frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting and carrying on a continuous basis for extended periods of time, or regular travel on foot or bicycle over rough terrain or barriers, or the potential need to subdue or restrain violent or uncooperative persons.
- Duties may involve exposure to hazardous conditions. Job duties may entail the possibility for serious personal injury or exposure to conditions that could result in total permanent disability or loss of life such as when restraining violent persons. For example, danger of physical attack or work during extreme weather conditions. Extreme care and safety precautions are to be taken at all times in order to prevent personal injury.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services

- Make decisions that have significant impact on a department's credibility, operations, and/or services
- Communicate and exchange routine/basic information
- Communicate and explain a variety of information
- Communicate in-depth information for the purpose of interpreting, and/or negotiating
- Memorization/concentration
- Learning/knowledge retention
- Emotional/behavioral self- regulation
- Interacting with others

Work Environment

Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements, such as mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well- being and/or safety may be compromised.

Hours of Work

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 40 hours during a Monday through Friday workweek. However, this is a salaried position; therefore, the individual is expected to work as required to complete the duties of the position. Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____