



Job Description

Position: Police Chief
Primary Location: Police Station
Employment Status: Full-time, Salaried, Exempt
Reports To: Select Board
Description Updated On: March 3, 2023

Summary/Objective

- The Chief of Police is responsible for the management and administration of the department's personnel, equipment and financial resources to accomplish the following purposes: maintenance of peace and order; provision of emergency and non-emergency law enforcement and public safety services; peaceful resolution of interpersonal differences in the community; prevention and detection of criminal activity; apprehension and prosecution of persons engaged in criminal activity; and, enforcement of statutes, ordinances and regulations. The Chief of Police is responsible for maintaining and improving the efficiency and effectiveness of all areas under his/her direction and control and to protect and to serve the community at large. The employee is required to perform all similar or related duties and is responsible for the supervision of more than 90 full and part-time employees.

Essential Functions

- Establishes department goals, objectives, policies, regulations, and procedures based upon the needs of the Town and the Police Department; consults with Town Administrator and governing body, as necessary, on any major policy changes, and continually evaluates the effectiveness and responsiveness of the Department. Reviews and revises various department policies due to changes in the law.
- Directs, coordinates, and keeps others apprised of all Department procedures, practices, and functions; establishes and maintains formal channels of communications through which information must flow and specific authority is delegated; takes necessary steps to improve police operations.
- Oversees work assignments, evaluates performance of police personnel and other office staff, and supervises the records system of the department.
- Cooperates with other Town, state and federal law enforcement officials in the apprehension and detention of wanted persons with other Town departments, where activities of the Police Department are involved.
- Serves as primary representative of the Department with civic organizations, public interest groups, elected representatives, schools, etc. by attending meetings related to public safety and enforcement; appears before the State Legislature and Select Board to present testimony on proposed statutes, bills, and ordinances affecting the Police Department.
- Oversees the preparation and management of the Department's operating budget and seeks financial grant assistance from state and federal agencies.
- Oversees the operation and maintenance of department issued firearms and other Police Department

equipment. Plans and directs the management of department activity records and statistics including all calls for service, complaints, and files on all accident reports and cases.

- Implements and administers the department's personal integrity program.
- Advises and assists Department personnel in investigations and personally participates in more difficult police enforcement or investigative matters.
- Oversees Department's training program ensuring that all training activities are consistent with Departmental goals and objectives; ensures that proper training is provided to all personnel in accordance with state law and Department regulations.
- Prepares annual reports of Departmental operations and activities.
- Assists with collective bargaining with the designated collective bargaining representatives; is involved in the handling of grievances.
- Conducts and maintains effective public relations for the department.

Required Qualifications, Education, and Experience

Bachelor's Degree with major course work in police administration or related field; a minimum of ten (10) years of progressively responsible experience in law enforcement and crime prevention work including five (5) years in a command or supervisory capacity 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 Motor Vehicle License, firearms certification, POST certification, and must have graduated from a police academy.

Preferred Qualifications, Education, and Experience

Master's Degree with major course work in police administration or related field

15 years of progressively responsible experience in law enforcement and crime prevention work

Rank of Lieutenant or higher

Residence within the surrounding town area or within the limits set forth by law

Bi-lingual ability, especially in Portuguese and/or Spanish

Training in social work or mental health intervention

Knowledge, Skills, and Abilities

- Extensive knowledge of:
 - The principles and practices of modern police administration and police methods;
 - The standards by which the quality of police service is evaluated and the use of police records and their application to police administration;
 - Statutes and ordinances relating to law enforcement.
- Demonstrated, solid interpersonal and communications skills; excellent computer skills; skilled in use of firearms.
- Must possess high degree of initiative and judgment and be able to work independently
- Ability to plan, organize, and direct the work of a large number of subordinates performing varied operations connected with police activities; the ability to develop proper training and instructional procedures and to maintain a high level of discipline and morale and to establish and maintain effective working relationships with other Town officials, state and Federal authorities, civic leaders and the public.

Physical and Mental Job Requirements

- Work requires some agility and physical strength, such as standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be a need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the workday.

- 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
 - Preparing/analyzing numerical figures
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

Work is performed primarily in offices, vehicles, and outdoor settings and may be performed under variable conditions. Incumbent may be exposed to and may participate in life threatening public safety activities, incidents, and emergencies. Work requires a high degree of individual tolerance due to physical and/or mental stress from constantly conflicting urgent time and attention demands.

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, and the individual is expected to work as required to complete the duties of the position; this may mean hours beyond 40 per week are required.

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_____