

TOWN OF PRINCETON POSITION DESCRIPTION

Title: Chief of Police

Definition:

Professional administrative and supervisory work in directing the operations of the Police Department, protection of life and property, and in the prevention and suppression of crime in accordance with Massachusetts General Laws, M.G.L. Chapter 41 Section 97A, and the Bylaws of the Town of Princeton. Related work as required.

Supervision:

Works under the administrative direction of the Board of Selectmen but has independence in setting own work plan and directing and administering departmental functions. Supervises full-time and part-time uniformed officers, full and part-time Dispatch Center staff, and department clerk.

Job Environment:

Performs highly responsible duties requiring a significant measure of independent judgment and initiative in the planning, development, and operation of the Department and the enforcement of state and federal laws, local ordinances, and departmental rules and regulations. Has complete access to a wide variety of town and department related confidential information as well as information relating to criminal investigations. Errors may have extreme consequences and result in threat to public health or safety, delay in service, legal repercussions, civil and criminal penalties, danger to employees and other individuals, damage to buildings or equipment. Extensive contact with other town departments, outside law enforcement agencies and departments, court personnel, general public, state, and federal officers involving a high degree of tact, judgment, and the ability to deal with and influence persons in all types of situations.

Work is generally performed under typical office conditions with occasional exposure to varying weather conditions and situations endangering personal safety during emergencies or when conducting investigations. May be required to work evenings or weekends as situation demands. Moderate noise levels resulting from radio transmissions, telephone, computer, and office equipment.

Essential Duties and Responsibilities:

Enforces the laws of the Commonwealth, town bylaws, and departmental rules and regulations. Ensures that all personnel observe and enforce all laws and regulations of the Department.

Recruits, screens, and recommends for appointment to Board of Selectmen, personnel for police department, and appoints dispatch personnel.

Determines methods and procedures to be used to combat conditions that may be conducive to the commission of felonies and misdemeanors.

Prepares and submits departmental budget for personnel, equipment, capital needs and special services. Makes recommendations for service, program, or equipment improvements.

Provides status reports to the Board of Selectmen which may include comparative crime trends, personnel levels, traffic and safety problems, and any other issue deemed necessary for the information of the Board as requested.

Organizes, directs, and controls departmental resources to preserve the peace, enforce the law, and protect persons and property. Routinely solicits staff feedback on operations and policies to achieve departmental goals, objectives, rules, and regulations.

Develops and implements training programs for all staff ensuring that personnel are suitably trained and knowledgeable of duties to be performed. Assigns personnel to shifts, supervises special assignments.

Conducts performance evaluations of staff .

Conducts confidential and internal investigations.

Serves as issuing authority for pistol permits.

Promulgates and issues general and special orders, written or oral, covering departmental functions.

Ensures that all departmental records and evidence are secure, accurate, and complete and maintained in accordance with state and local bylaws.

Coordinates departmental actions with other law enforcement agencies in cooperative crime prevention and law enforcement measures. Notifies appropriate agencies depending on circumstances involving injuries or death, missing persons.

Reviews and handles incidents received and processed by Department personnel for court procedure.

Approves the purchase of all equipment, supplies, and uniforms. Ensures that all equipment is maintained and in working order.

Keeps the public adequately informed of department activities of interest and importance and supervises the release and dissemination of police department information to the news media.

Formulates and implements policies to ensure that law enforcement and public safety activities of the community are met.

Attends meetings and conferences for purposes of public relations, regional discussion, and information gathering and exchange. Pursues professional development opportunities for the growth, development, awareness, and education of the department and its staff.

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

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's Degree in law enforcement or related field and five years of progressive law enforcement experience, a minimum of three years of which shall have been in a supervisory capacity; or an associate degree in law enforcement and seven years progressively responsible experience of which two years shall have been supervisory in nature. Any equivalent combination of education and experience with not less than nine years' experience in total.

Special Requirements:

Mandatory Certification as Police Officer issued by Massachusetts Criminal Justice Training Council.

Massachusetts Class D Driver's License.

Firearms Certification and License to Carry

Certification in First Responder and C.P.R.

L.E.A.P.S. Certification

Non-smoker

Ability to respond to demands of 24-hour department

May be required to undergo physical and psychological examinations prior to appointment.

Desirable Knowledge, Skills, and Abilities:

Comprehensive knowledge of law as it pertains to law enforcement. Thorough knowledge of police practices, procedures and methods, court procedures and statutes. Knowledge of motor vehicle laws, traffic accidents prevention, firearms, and radio equipment. Ability to supervise, instruct, advise, direct, and discipline personnel. Ability to establish and maintain effective working relationships with subordinates and public. Excellent oral and written communication skills required.

Physical Requirements:

The physical demands described herein are representative of those that must be met by an employee to perform the essential functions of the position successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most work requires light effort required to perform duties. Moderate lifting between 30 and 60 pounds. During emergencies may be required to bend, stoop, crouch, twist and/or kneel, and stand or walk for extended periods of time. Required to use hands to finger, handle, or operate objects, tools, or controls. Vision abilities include close and distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Ability to operate a computer and view screen. Ability to operate, maintain, and discharge a firearm and use portable radios, pager, radar units.

The duties listed above 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.

June 1999

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***Currently under Revision and Update by the Collins Center**