

Police Chief

Summary of Position Responsibilities:

The Police Chief is a position of high responsibility, performing complex supervisory, administrative, and professional work, and exercising independent judgment and initiative, in the planning, organizing and direction of the operations of the Police Department. The Police Chief is responsible for developing and achieving the department goals and objectives. In this position, the employee has access to, and must exercise discretion regarding, confidential and sensitive information such as personnel records, criminal investigations and records, lawsuits, and personal information about citizens. Errors could result in personal injury, loss of life, and/or property damage, improper disclosure of confidential information, have legal and financial repercussions, and/or cause adverse public relations, for the Town.

Description of Supervision/Supervisory Responsibilities:

The Police Chief is appointed by the Select Board and reports to the Select Board. The employee is required to work independently, within established policies and procedures and the requirements of federal, state, and local law (as applicable), with minimal direct supervision. The Police Chief supervises the Brimfield police officers and staff.

Essential Functions of Job:

- Responsible for the overall management of the Police Department; plans, directs and supervises the work of the Department, including the preparation and administration of the department budget
- Exercises powers and duties as set forth in G.L. c. 41, §97/§97A
- Promulgates rules and regulations for operation of the Police Department, subject to approval of the Select Board
- Establishes a system of reporting that will keep the Board of Selectman advised on mission critical status of officers, department equipment, training requirements and any problem that is interfering with the effectiveness of department personnel.
- Establishes short- and long-range department goals, objectives, policies, regulations, and procedures based upon the current and future needs of the town and the Police Department. Consults with the Board of Selectman, as necessary, on any major policy changes, continually evaluates the effectiveness and responsiveness of the Department.
- Supervises full-time and part-time personnel in all aspects (i.e., recruitment of personnel, assignment of duties, performance evaluations and supervision, discipline, payroll preparation, maintenance of the department's personnel records)
- Provides leadership and guidance to all police personnel, setting goals and expectations, and addressing issues and concerns affecting the department. Manages all personnel matters, including investigating complaints, conducting internal investigations, and providing corrective action as appropriate, in collaboration with the Select Board.
- Assist department personnel to secure POST training to meet minimum standards.
- Determines methods and procedures to be utilized in the investigation and suppression of crime, and the provision of policing services; formulates policies/operating procedures for the Department
- Oversees the operation, maintenance and upkeep of the Police Department facility, communications system and department-issued firearms, equipment, vehicles, and apparatus.
- Responsible for the purchase of equipment and supply items in accordance with state and local law, and the policies and procedures of the Town

- Plans and administers an effective and positive community oriented policing program for the Department
- Implements and administers the department's personal integrity program.
- Ensures that all Department personnel are properly trained, certified and/or licensed, as appropriate
- Acts as shift commander or officer-in-charge when needed
- Responds as necessary to serious motor vehicle and industrial accidents, and other emergency incidents, including any other incident that the staff has determined his/her presence is needed; performs the duties of a police officer as necessary
- Prepares and submits annual and special reports on department operations and activities; maintains complete and accurate records of departmental activities
- Reviews, prepares, and files all state and federal reports as required.
- Issues Firearms Identification Cards and Licenses to Carry Firearms, and any other licenses or permits required by law
- Expected to implement and maintain implicit bias awareness training for all police department officers.
- Serves as primary representative of the Department with civic organizations, public interest groups, elected representatives, schools, etc., 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.
- Cooperates with other town, county, state and federal law enforcement officials for crime prevention and law enforcement; negotiates and maintains mutual aid agreements
- The candidate will perform related administrative duties such as maintaining a close working liaison with the Commanding Officer of the Massachusetts State Police barracks, Police Chiefs and ranking supervisors from adjoining towns, Brimfield Fire Department and EMS Supervisors and Supervisory Court personnel at the Palmer District Court and Springfield Superior Court.
- Serves as primary representative of the Department with civic organizations, public interest groups, elected representatives, schools, etc., 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.
- Identifies available grants and prepares and submits grant applications; administers grant funds received and ensures compliance with grant requirements
- Responds to complaints/inquiries from a variety of sources, relative to matters involving the jurisdiction of the Police Department
- Position is always on call
- Performs similar or related work as required or assigned

Minimum Competencies:

- Thorough knowledge of all federal, state, and local laws, rules, regulations, and policies pertaining to matters under the jurisdiction of the Police Chief and Police Department
- Thorough knowledge of modern principles and practices relating to law enforcement and public safety, police administration, criminal investigation, and approved police methods and procedures including de-escalation techniques
- Working knowledge of Open Meeting Law, Public Records Law, State Ethics Law
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, other municipal police departments, regional, state, and federal officials, and/or the public
- Leadership ability, strong interpersonal skills, and a high degree of motivation, initiative, and resourcefulness

- Ability to analyze and interpret laws, bylaws, rules, regulations, standards, policies, and procedures, and apply them to specific situations and cases; ability to formulate appropriate police rules, regulations, policies, and procedures
- Ability to communicate effectively in written and oral form; ability to prepare technical and complex narrative and statistical reports
- Ability to exercise command authority quickly, calmly, and prudently in life-threatening or other high-pressure situations, considering a wide variety of factors and concerns
- Good organizational skills; detail oriented, and able to work independently
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines
- Ability to plan and effectively manage Department budget
- Proficiency in the use of word processing and spreadsheet computer applications (such as MS Word and Excel), and computer applications used in police work.
- Honesty, reliability, discretion, and good judgment essential

Education and Experience/Other Requirements:

- Bachelor's Degree in Law Enforcement, Criminal Justice, or related field
- Minimum of ten (10) years active experience as a police officer, including at least five (5) years of progressively responsible supervisory experience (i.e., as Deputy Chief, Captain, or Lieutenant); experience with an on-call/volunteer or combination full-time/on-call/volunteer department preferred/required; 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
- Graduate of a Massachusetts Police Academy (full time) or equivalent, certified or is certifiable by Massachusetts Municipal Police Training Committee
- Valid License to Carry Firearms; must meet Departmental requirements for firearms certification
- Valid Massachusetts Driver's License, and satisfactory driving record, required
- Residence within 15 or less miles of the town limits, border to border, at hire or within 12 months of hire [per G.L. c. 41, §99A, if no local residency requirement imposed by charter or bylaw]
- Advanced training in law enforcement management and general management practices, such as FBI National Academy graduate, preferred

Physical Requirements/Work Location:

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.

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This position splits its duties between an office-based job in a dynamic municipal setting, and off-site work to investigate and respond to emergencies, and criminal activity. Off-site work is performed under varying weather and other conditions, with exposure to occupational risks, which may involve significant personal danger. Administrative work is performed under typical office/police department conditions.

The Police Chief: is required to exercise moderate to significant physical effort in performing police functions, which includes being required to physically subdue combative subjects; must wear standard protective equipment and gear; occasionally must lift/move objects weighing up to 100 pounds; operates all departmental vehicles, equipment and apparatus, including weapons and firearms; must access and perform duties in areas of limited access and/or confined spaces; must be able to operate standard office equipment including computers and keyboards, at efficient speed.

The Police Chief also interacts and communicates frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the Town. The Police Chief is always on call, even when “off duty.” Evening meetings with the Select Board and/or other boards, commissions, committees required regularly.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. 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/or requirements of the job change.

Date adopted/revised: _____