

**Town of Ashfield, Massachusetts
Job Description**

Position Title:	Police Chief	Draft Number:	3
Department	Police Department	Date:	02-03-2017
Reports to:	Select Board	FLSA Status:	Exempt

Statement of Duties:

The Police Chief, as chief administrative officer of the Ashfield Police Department, is responsible for the overall planning, administration, staffing, and operation of the Police Department with maintenance of law and order and the protection of life and property in accordance with applicable local, state, and federal laws and regulations.

The Police Chief oversees and manages all departmental operations and supervises departmental personnel. The Police Department is under the supervision of the Police Chief who may make suitable regulations governing the operations of police department and the officers thereof, subject to the approval of the Select Board.

Supervision Required:

Under the administrative direction of the Select Board, working from municipal policies and objectives; the Police Chief establishes short and long-range plans and objectives for a major department of the Town. The Police Chief is required to determine department performance standards and assumes direct accountability for department results, according to acceptable standards and practices. Consults with the Select Board where clarification, interpretation, or exception to municipal policy may be required.

Supervisory Responsibility:

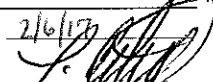
The Police Chief is accountable for the direction and success of department services and programs. Responsibilities include, but are not limited to, coordinate program efforts within the department; delegate authority to subordinate officers and hold them responsible for performance of their work; review work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; oversee the personnel functions in conjunction with the Select Board, including recommendations for hire, training, and discipline; provide direct supervision for all officers and staff members.

Confidentiality:

The Police Chief is responsible for maintaining a variety of confidential information, including official personnel records, law suits, client records, and criminal investigations, on a department-wide basis during the performance of regular position responsibilities.

Accountability:

Duties include department level responsibility for technical processes, service delivery, contribution to municipal-wide plans and objectives, and fiscal responsibility for the

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department including records, evidentiary integrity, equipment, and staffing utilization. Consequences of errors, missed deadlines, or poor judgment could severely jeopardize department programs or services.

Judgment:

Sound judgment, integrity, critical thinking, and strong interpersonal skills, and awareness and regard for public relations are required. The Police Chief must be able to develop new or adapt existing methods and approaches for accomplishing goals and objectives, or to deal with new or unusual requirements within the limits of established laws, regulations, or department policies. The Police Chief is recognized as the department's authority in interpreting these guidelines, in determining how they should be applied, and in developing operating policies and procedures for the department. Failure to use good judgment could result in loss of life (self or other), danger to public safety, extensive financial and/or legal repercussions, and adverse public relations to the Town.

Complexity:

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to the law enforcement field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

Work Environment:

Work operations are subject to frequent, abrupt, and unexpected changes in deadlines, volume of work, sudden emergencies, and goals due to uncontrollable or unpredictable circumstances.

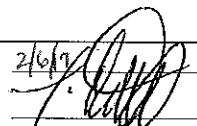
The work performed requires a high degree of individual tolerance to combinations of extremely unpleasant elements, or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the Police Chief's personal well-being and/or safety may be compromised at any time. The Police Chief may be required to work beyond normal business hours in response to emergency situations on a 24/7 basis or to attend evening meetings.

Nature and Purpose of Public Contact:

The Police Chief must demonstrate the qualities of honesty and integrity, and show a strong sense of personal and professional ethics. The Police Chief performs a variety of sensitive duties of a complex nature, requiring a significant degree of independent judgment and initiative.

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The Police Chief deals with the public and other individuals on behalf of a department to communicate departmental practices, procedures, regulations, or guidelines. The Police Chief serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The Police Chief has constant interaction with local, state, and federal government officials, other departments of the Town, other municipalities, other law enforcement agencies on a local, county, state, or federal level, community leaders and any other individuals to protect and promote government relations and the municipality's overall interest. Relationships are predominantly with, but not limited to, co-workers, the general public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The Police Chief may be required to discuss controversial matters where tact and diplomacy are vital.

Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well-being of the municipality.

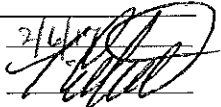
Occupational Risk:

Duties may involve frequent, recurring exposure to hazardous conditions, such as danger of physical attack, exposure to communicable diseases, and driving vehicles in extreme weather conditions. Job frequently entails the possibility of serious personal injury, danger to public safety, or exposure to conditions that could result in total permanent disability or loss of life. Extreme care and safety precautions are required at all times.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Plan, coordinate, and direct the provision of police law enforcement services for the Town in order to continuously improve the training, readiness, and capabilities of the police department;
2. Respond to incidents and assumes command at the scene of emergencies in accordance with department polices; provides back-up to other police personnel in accordance with NIMS and the Incident Command System;
3. Review search and arrest warrants; appear and testify as a witness in an official proceeding to assist the department's role in the judicial and administrative process.
4. Oversee the design and implementation of the department's community relations programs; attend related meetings as required;

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5. Prepare and coordinate the presentation of annual budgets; administers and directs implementation of the departmental budgets, both operational and capital;
6. Oversee the maintenance of the police department equipment and fleet, ensure adequate execution of all plans for new or replaced equipment, and control the expenditures of the department;
7. Develop, maintain, and update written department policies, procedures, rules and regulations as approved by the Select Board, ensure the dissemination of these to all members of the department, and assure compliance, maintains and controls access to police department records, statistical data, evidence, and property control;
8. Provide and oversee the performance of all department staff including professional development, training, discipline; conduct investigations of subordinates as required; ensure performance of crime prevention and suppression, community policing, as well as maintaining the efficiency and effectiveness of all personnel;
9. Conduct independent research and prepare reports regarding police department operations and activities, and provide such information to local, state, and federal authorities;
10. Coordinate and cooperate with local, regional, state, and federal law enforcement authorities as necessary, including communication with and attendance at meetings for training purposes and continuing education requirements in law enforcement;
11. Communicate with the public, media, local, state, and federal officials relating to all activities of the department;
12. Represent the Town at various ceremonial and public events, as requested by local, regional, state, and national organizations; and
13. Perform all other duties as assigned.

Recommended Minimum Qualifications:

Education and Experience:

A two-year college degree in law enforcement or a related field with more than ten- (10) years of experience in the law enforcement field full time of which five (5) of those years were at a command staff level; 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.

Special Requirements:

1. Valid Class D Driver's License;
2. Graduate of the Massachusetts Criminal Justice Training Academy for full-time

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- police officers, or other accredited full-time Police Academy;
3. License to Carry Firearms
 4. Must have the following Certifications:
 - First Responder Training,
 - Certification to use Taser and Pepper Spray,
 - CORI Certification,
 - Standard Breath Testing Certification, and
 5. Must successfully complete a pre-employment physical and ability test (PAT).

Knowledge, Abilities, and Skills

Knowledge:

Extensive knowledge of Mass. General Laws, U.S. Constitution, and Town By-laws as well as the principles and practices of modern police administration and law enforcement methods and techniques; extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration; thorough knowledge of statutes and ordinances relating to law enforcement; the ability to plan, organize, and direct the work of a large number of subordinates performing varied operations connected with police and emergency management activities. Working knowledge of the criminal and juvenile justice systems.

Abilities:

Ability to supervise subordinates in a positive and effective manner and to delegate authority efficiently; ability to establish and maintain harmonious and productive working relationships with Town officials, law enforcement officials, and the public; ability to plan, assign, direct and review the work of subordinates and to direct large scale operations of personnel and equipment making sound judgments under stressful life-threatening situations; ability to deal with disgruntled members of the public in a diplomatic and effective manner. Ability to perform the duties and functions of an Incident Commander in emergency situations. Ability to exercise sound judgment and to enforce laws and regulations in an impartial manner.

Skills:

Proficient oral and written communication skills. Effective supervisory and personal computer software skills in support of department operations. Effective budgetary management skills.

Physical and Mental Requirements

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

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accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Mental Attributes:

Work requires certain mental attributes including, but not limited to strong observational skills, concentration, ability to assess hazards and risks, ability to formulate multiple approaches in evolving circumstances, and ability to anticipate possible consequences of decisions.

Physical Demands:

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 over rough terrain or barriers, or the potential need to subdue or restrain violent persons or animals.

Motor Skills:

Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that require extreme accuracy are critical. The manual skills required are comparable to those which might be needed operating various mechanized (such as marine, all-terrain, and Class B) vehicles under adverse weather and/or road conditions, discharging a firearm, or using a Taser or pepper spray. The Police Chief is required to run, bend/stoop, crawl/kneel, carry, reach, climb/balance, push, pull, and lift. In addition, the Police Chief is required to talk, hear, stand, sit, walk, smell, and to use a computer keyboard to write for extended periods of time.

Visual Skills:

Visual demands require the Police Chief to routinely read documents for general understanding and for analytical purposes. The Police Chief is also required to constantly determine color differences.

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