

Duties:

Under the general direction of the Chief of Police, plan and direct a shift operation of the Town Police Department, providing law enforcement, protection of property and life, crime prevention, traffic control and safety, obtaining evidence and apprehending those suspected of violation of the law.

Inspect the daily log to familiarize self with important matters pending since last duty. Pass information along to other police officers at roll call, with instructions when their attention is required. Organize and assign duties to ensure appropriate coverage of department functions.

Keep abreast of the laws and all applicable changes in department rules, local, state, and federal laws and regulations that effect police operations, as well as the civil rights of community personnel. Assist in the communications process to provide this information to other department members.

Supervise patrol officers on assigned shift and be responsible for their appearance, conduct, proficiency, and discipline; review performance to ensure effective and consistent standards of conduct in the carrying out of police duties are met. Take steps to encourage and/or correct officers as necessary.

Submit written reports on serious breaches of department regulations or other conduct or where conduct has not improved after warnings.

Answer questions, complaints, and/or problems initiated by townspeople, department heads, union, and/or officers as they arise. Perform miscellaneous related duties as required.

Basic Knowledge:

Work requires Associates Degree or equivalent in Public Administration with basic police training and/or law enforcement.

Experience:

Duties require three to five years of related experience in police work and patrol duty.

Independent Action:

Work independently, referring policy and/or sensitive matters to supervisor.

Supervisory Responsibility:

Incumbent supervises 5 - 7 police officers.

Physical and Environmental Standards:

Governed by Massachusetts General Laws.

SERG.