

POSITION DESCRIPTION**Employment Agreement****Town of Needham****Chief of Police****3/2017*****Duties:***

The essential functions or duties listed are intended as illustrations of various types of work that is 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. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

Under the general direction of the Town Manager, plan, organize, and direct the Town Police Department to provide effective and efficient law enforcement, protect life and property, prevent crime, control traffic, promote safety, obtain evidence, and apprehend those suspected of violating the law.

Keep abreast of the law and all applicable changes in local, state and federal laws and regulations that affect police operations, as well as the civil rights of all citizens; and provide a means of communicating this information to other members of the Department.

Establish departmental plans, broad strategies and directions, policies, procedures, regulations, methods, techniques, and inspection methods to ensure consistency and compliance.

Recommend staff for hiring and promotion; train staff and review and appraise work performance as well as maintain discipline; in conjunction with Personnel Director, interpret and administer union agreements; answer questions and resolve internal problems; conduct regular staff meetings.

Promote good relations with the community. Develop and manage programs relevant to community needs, such as community policing, school safety programs, etc.; and provide pertinent information to the media.

Cooperate with federal and state law enforcement agencies, local police departments and others on a variety of police matters, including national security programs.

Supervise the preparation of payroll; review and sign departmental bills; sign requisitions and purchase orders for supplies within approved budget; and prepare budget for Town Manager, Board of Selectmen, Finance Committee and Town Meeting. Oversee development of grant applications and management of grant funds and programs.

Oversee licensing and permit activities within the jurisdiction of the department.

Participate in a variety of Town committees, commissions and boards to provide Police input into community planning and policy development.

Maintain complete and current records, reports and statistics and other data reflecting departmental activities; attend local and distant meetings; give talks at local organizations.

Serve on relevant committees and boards as assigned and perform related duties as required.

Basic Knowledge:

Work requires broad knowledge of law, public administration, management, basic police training, administration, constitutional law, and law enforcement equivalent to four years of college.

Experience:

Duties require ten (10) or more years of related experience with progressive responsibility. A valid Massachusetts motor vehicle license is required for this position.

Independent Action:

Work independently, referring matters of Town policy to the Town Manager and Board of Selectmen.

Supervisory Responsibility:

Responsible for supervision of approximately 60 FTE's.

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Occasional periods supervising or inspecting in non-office environments, including crime scenes and other disasters.
- Regular lifting and carrying of files, documents, records, etc.
- Some work is performed under adverse weather and road conditions.
- Some travel within the Town to plan, oversee, or provide departmental services.

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 the requirement of the job change.