

POLICE CHIEF

Characteristics of the Class, General Nature of Work:

This is a responsible working supervisory position involving the management of the Town's Police Department. Individuals in this classification must be able to effectively plan, organize, and direct Police Department operations and officers in the performance of a variety of law enforcement duties.

The Chief of Police is the chief administrative office of the Department and the final departmental authority in all matters of policy, operations, and discipline. The Chief exercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective performance of the Department.

Supervision and Performance:

Employees in this classification work under the general supervision of the Town Manager with performance being evaluated on results achieved.

Examples of Work:

The following examples are illustrative of the duties assigned to positions of this class. No attempt has been made to be exhaustive in this listing.

- Enforces Federal and State laws and statutes and civil ordinances of the Town of Randolph.
- Develops policies and training to implement a community program consistent with the President's 21st Century Policing Model.
- Develops a professional organizational structure for the Department, sets departmental priorities and work activities consistent with Town goals and objectives.
- Supervises and participates in the investigation of criminal offenses and accidents.
- Investigates complaints regarding the activities of the Police Department and takes disciplinary action where necessary.
- Directs and participates a progressive training program for subordinate officers.
- Submits Federal and State reports and data concerning the activities of the Department and its operations.
- Maintains liaison with state police, sheriff's department and other law enforcement agencies.
- Coordinates police operations during declared emergencies and during joint operations with other law enforcement or public safety agencies or organizations.
- Prepares, implements, and submits budget request for the department.
- Ensures that departmental purchases follow town purchasing policies and practices.
- Develops and monitors preventive maintenance programs for all equipment.
- Represents department at public functions and to other police agencies. Dispenses information to the public regarding departmental policies and activities and maintains contact with individuals and groups in the community regarding matters affecting police activities.
- Conducts an annual evaluation of officers and their job performance.
- Works a regular shift fulfilling patrol duties as available.
- Performs other duties as assigned in support of police or other town department.

Required Knowledge, Skills, and Abilities

- Considerable knowledge of 21st Century principles and practices of police administration, personnel management, and labor law.

- Thorough knowledge of Vermont State Penal Law, Code of Criminal procedure, Vehicle and Traffic Law and all local laws, ordinances and regulations.
- Thorough knowledge of scientific methods of crime detection and criminal investigation,
- Considerable skill in the management of organizations, activities, and personnel.
- Considerable ability to exercise independent judgment and to utilize independent problem solving techniques in the performance of assigned duties
- Considerable ability to organize and evaluate personnel, resources, and program operations.
- Considerable skill in dealing with the public.

Training and Experience

The following standards express the minimum background of training and experience desirable as evidence of an applicant's ability to qualify for positions of this class. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

- Full certification by the Vermont Criminal Justice Training Council
- Degree in law enforcement or an associate degree or equivalent in a relevant field.
- At least six year's experience in the public sector as a supervisor of police operations.
- Full background check coordinated through the Vermont Criminal Justice Training Council
- Possession of current valid Vermont driver's license.

Physical Abilities

Must be able to

- Lift 50 pounds
- Stoop, kneel, crawl, walk, and stand
- Reach, lift, and use hands and fingers
- Differentiate colors
- Talk and hear
- Read and interpret technical manuals

Work Environment

Loud noise occasionally; indoor and out door work in all weather and all seasons, both heat and cold

This is an exempt position.