

**Town of Natick  
Job Description**

<b>Position Title:</b>	Deputy Chief of Police	<b>Grade Level:</b>	5
<b>Department</b>	Police	<b>Date:</b>	
<b>Reports to:</b>	Chief of Police	<b>FLSA Status</b>	Exempt

**Statement of Duties:** Under the direction of the Chief of Police, the principal responsibilities of the Deputy Chief of Police shall include, but not be limited to, assisting the Chief of Police as directed, resolving and coordinating issues, concerns and grievances from the collective bargaining representatives, and providing training and motivation. Required to frequently work outside of normal business hours and is on call for emergencies at all times. In addition, the Deputy Chief of Police is responsible for following principal activities to attain accountability in the fulfillment of the responsibilities and objective of the Police Department and assumes responsibility for the Department in the Chief's absence.

**Supervision Required:** The employee carries out responsibilities under the general supervision of the Chief of Police. Employee carries out responsibilities with a high degree of independence in all work-related matters. Guidelines in the form of applicable Federal, State and local laws and regulations and Town charter, must be observed and followed.

**Supervisory Responsibility:** The employee exercises full supervisory and managerial control over a substantial work force, consisting of uniformed and non-uniformed employees. A substantial number of employees do not work on the same shift and police activities are performed in all locations within the community. Because of the nature of law enforcement itself, work activities are subject to sudden and unplanned forces. Assists the Police Chief in supervising all Department employees, including having direct report of the Department Lieutenants and the major divisions, developing job descriptions and assigning tasks and instructions.

**Accountability:** This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations.

**Judgment:** Individual judgment and the application of professional knowledge and experience is required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

**Complexity:** Work at this level consists of broad managerial and administrative responsibilities in an era where law enforcement activities have become highly complex and intricate, due in no small part to continuing and changing court decisions affecting law enforcement work. Extensive judgment and ingenuity are necessary to develop new approaches and to deal with unusual requirements. Employee is looked to as the Town's authority on all law enforcement matters.

**Confidentiality:** Individual judgment and the application of professional knowledge and

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experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

**Work Environment:** A great deal of work is performed in pleasant surroundings of a comfortable office with some exposure to varying weather conditions. However, dangers are always present in this work, particularly when facing violators of the law who are often troubled and angry, since emergencies are commonplace, so too is stress in meeting and resolving them.

**Nature and Purpose of Contacts:** Personal contacts are extremely varied, ranging from public officials to members of the general public. Contacts are with persons in trouble with the law, with parents of missing children, with civic organizations looking for information, with attorneys and court officials in litigation matters, and with other law enforcement officials. The list is extensive.

**Occupational Risks:** Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

### **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. Under the direction of the Chief of Police, oversees the general operations of the Police Department, delegating daily supervision of operations of subordinates.*

- Assist in maintaining sound union and management relations, including participating on behalf of management in grievance hearings, collective bargaining meetings, and other union and management meetings or forums.
- Establish and maintain sound union and management relations, while upholding the rights and interests of management. Adhere to the collective bargaining agreements for and between the Town of NATICK and Organized Labor Unions.
- Oversee the training needs of department personnel to ensure that all officers are receiving assigned training. Provide training opportunities to enhance the management and supervisory skills of command and supervisory officers.
- Oversee overtime and paid detail assignments, ensure compliance with departmental policies, orders, rules, and procedures, as well as related collective bargaining contractual obligations.
- Ensure that the integrity of the department is not compromised by the misfeasance, malfeasance or nonfeasance of any employee.

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- In accordance with M.G.L. c.31, apply disciplinary sanctions for violations of department rules, policies, orders, or procedures, not to exceed a suspension without compensation for one (1) day, and if necessary, with a recommendation to the Chief of Police that additional or greater discipline be imposed.
- Monitor and/or conduct internal affairs investigations, to include those allegations of criminal wrong-doing on the part of police officers.
- Maintain all records of internal affairs and/or criminal complaints against police officers in a secure manner.
- Participate in the processes associated with the presentment of management's case before hearing officers of the Department of Personnel Administration, Labor Relations, Arbitrators, etc.
- Oversee and coordinate the various elements and requirements of the recruitment selection and promotion processes.
- Ensure that the Police Department is in compliance with the equal employment opportunity policies, rules and procedures of the Town of NATICK and as required by law.
- Supervise the daily activity of the Department personnel, issuing verbal and written directives to ensure that the department is providing efficient and effective policing services.
- Provide and exchange information with command and supervisory personnel concerning the performance of officers in their command. Where performance is below acceptable standards, ensures that the measures taken to correct the situation are designed to be responsive to the deficiency.
- Monitor the daily attendance and deployment of patrol personnel to ensure a proper level of police coverage in the community, re-assigning personnel and/or positions to meet the needs of the community.
- Monitor the quality of work performed for adherence to acceptable policing standards, identifies areas of deficiency and recommends improvements to enhance the efficiency and effective utilization of police department resources.
- Acts as a liaison with news media, the Chamber of Commerce, other business organizations, and other individuals and organizations as assigned by the Chief of Police.
- Monitor advances in technology, such as computerization and other equipment utilized in providing professional police services within the NATICK Community.

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- Inform the Chief of Police of all investigations and/or other issues or areas of concern that might have an effect upon the Police Department or the Town of NATICK.
- Initiate, compile, and write General Orders, Policies, Procedures, Rules and Regulations, reports, memoranda, and other documents necessary for the governance or operation of the Police Department.
- Participate in the preparation of the Police Department Budget for presentment to the Select Board, Finance Committee and Town Meeting.
- Conduct both announced and unannounced staff inspection patrols to ensure the maintenance of proper standards of police duty, supervision and command.
- Meets with the shift/unit commanders and supervisors on a regular basis to discuss important activities of the particular tour of duty or unit. Convey information from the Chief of Police to the shift/unit commanders and supervisors and advises the Chief of Police of all issues or areas of concern that might have an effect upon the Police Department or the Town of NATICK.
- Ensure compliance with all laws that the Police Department or its officers are charged with the responsibility and authority to enforce.
- Recommend to the Chief of Police, the assignment, reassignment or transfer of any member or employee of the Department to or from any unit or assignment whenever it is deemed that such action is in the best interest of the efficiency, effectiveness, discipline or morale of the Police Department.
- Ensure that all members of the Police Department have been provided with a copy of the Department's Policies and Procedures and Rules and Regulations, and that they have acknowledged receipt of same, in writing or electronic signature.
- Plan and execute police programs designed to enhance the police and citizen partnership while preventing and repressing crime, apprehending and prosecuting offenders, recovering property for the rightful owners. Engage in problem solving, and respond to the issues and concerns confronting individuals and neighborhoods of the community, modifying these programs to meet current trends, changes in acceptable policing standards and practices, and in responding to the issues and concerns of individuals and the neighborhoods of the community.
- Enlist the suggestions and input of members and employees of the Department to ensure participation at all levels.
- Be responsible for the necessary delegations of authority to those under his/her command, commensurate with their assignment duties and responsibilities.

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- Exercise general supervision and inspection of all licensed person and public places with the community.
- Submit such other reports as are required by law or as required by the Chief of Police.
- In the absence of the Chief of Police, and upon his direction, the Deputy Chief of Police will assume the powers, duties, and responsibilities of the Chief of Police, subject to any limitations set by the Chief of Police.
- Shall perform such other duties as may be assigned by the Chief of Police.

### **Recommended Minimum Qualifications:**

#### **Education and Experience:**

- Bachelor's Degree, Master's Degree preferred, in Law Enforcement, Criminal Justice, Public Administration or related field.
- Or any equivalent combination of education, relevant training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
- Have a attained a minimum rank of sergeant.

#### **Special Requirements:**

- **Possession of a valid Massachusetts motor vehicle operator's license**
- **Possession of a license to carry a firearm, training and qualification in the use of handguns**
- **Ability to be certified as a full-time law enforcement officer in the Commonwealth of Massachusetts**
- **Ability to pass a physical and psychological examination**

#### **Knowledge, Abilities and Skill**

**Knowledge:** Thorough knowledge of the principles and practices of police administration and of approved police methods and procedures. Thorough knowledge of state and federal laws and regulations affecting police work. Knowledge of criminal law and modern techniques of criminal investigations. Knowledge of labor law and collective bargaining. Thorough knowledge of computer applications, software and technology used in police work. Knowledge of the ethical standards in police work.

**Abilities:** Ability to train and supervise subordinate personnel. Ability to establish and maintain effective working relationships with supervisors, peers and subordinates. Ability to exercise good judgement in evaluating situations and determining appropriate response.

**Skill:** Excellent organization skills. Excellent written and oral communication skills.

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Competence in using general office computer programs and equipment and specialized law enforcement computer systems.

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

**Physical Skills:** Work is typically in an office setting, involving sitting with intermittent periods of stooping, walking and standing. When in the field, may require some agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50lbs). There may be need to stretch and reach to retrieve materials.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination including use of firearms.

**Visual Skills:** Visual demands require routinely reading documents for general understanding and analytical purposes.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*