

**Town of Natick
Job Description**

Position Title:	Chief of Police	Grade Level:	6
Department	Police	FLSA Status	Exempt
Reports to:	Town Administrator		

Supervision Required: The employee carries out responsibilities under the general supervision of a Town Administrator, receiving general administrative and policy guidance. The Town Administrator is consulted on such matters as: staffing, programs and budgets, and evaluated performance of incumbent. 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 no 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.

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 is 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 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. 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,

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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.

- Performs highly responsible managerial and administrative responsibilities in planning, directing and overseeing the staff of the Police Department.
- Provides supervision to the work force, seeing to it that they are trained, performance is evaluated, discipline is administered as needed, and performs all other duties relating to personnel relations.
- Develops and oversees departmental policies and operating procedures; delegates authority, as necessary; monitors daily assignments; reviews reports and incidents.
- Ensures compliance of department personnel with all applicable laws and regulations (Federal, State and local).
- Develops and promulgates general and special orders of the department; provides for the investigation of apparent and alleged misconduct on the part of department personnel.
- At own discretion, may take charge at scenes of crime and other emergency situations and accidents, making final decisions as to appropriate courses of action; cooperates with law enforcement officials of other jurisdictions in the investigation of crimes and the apprehension of suspects.
- Prepares department budget and monitors the expenditure of department appropriations, maintaining sufficient records to control expenditures; analyzes operational costs; conducts or supervises the preparation of special and periodic reports and studies.
- Enlists the suggestions of members of the department to ensure maximum relevance and acceptance of departmental regulations.
- Designates officer to be responsible for department in his absence; carries out all

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responsibilities of a police officer.

- Consults with Town Administrator on the development of activities and program needs of department.
- Keeps self abreast of all law enforcement changes and improvements, including revisions to applicable laws, court decisions affecting law enforcement and new techniques and equipment.
- Initiates procurement of equipment materials and supplies; maintains an effective record-keeping system.
- Performs other related duties of the class, as required.

Recommended Minimum Qualifications:

Education and Experience: 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.

- In addition to formal training, incumbent must have had a minimum of five (5) years of progressively responsible work experience in law enforcement, at least three (3) years of which should have been in a supervisory position.
- A candidate for this class of positions must be a high school graduate and hold a Bachelor's degree in law enforcement, police science or criminal science, or related field, and must have had a minimum of five (5) years of progressively responsible work experience in law enforcement, at least three (3) years of which should have been in a supervisory capacity.
- Candidates must be in general good health.
- Must have a Motor Vehicle Operator's license and permit to carry firearms.
- Candidates must be able to demonstrate possession of the required knowledge, skills and abilities to perform this work.

Knowledge, Abilities and Skill

Knowledge:

- Extensive knowledge of the principles and practices of modern police management and law enforcement methods.
- Extensive knowledge of Federal, State and local laws and regulations, pertinent to

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law enforcement, including applicable court decisions.

- Considerable knowledge of modern personnel management, including labor relations.

Abilities:

- Ability to plan, organize and direct the activity of a police department, including ability to develop policies, rules, procedures and instructional programs.
- Ability to motivate staff and achieve a high degree of discipline and employee morale.
- Ability to analyze complex law enforcement issues and problems.
- Ability to prepare technical reports and studies.
- Ability to communicate effectively to others, both orally and in writing.
- Ability to establish and maintain harmonious relationships with public officials, with the media and with members of the general public.
- Ability to command the respect of work force and to direct and supervise their work.

Skill:

- Skill in the use of firearms and of all police equipment in normal use in the department.

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:

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

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Visual Skills:

- Ability to read, see, and differentiate between colors.

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.