

TOWN OF BERLIN, VERMONT
POLICE CHIEF JOB DESCRIPTION

Police Chief



Department: Police

FLSA Status: Exempt

Full-time Part-time

Reports To: Town Administrator

The police chief is the chief administrative officer and the final departmental authority on all matters of policy, operations and discipline within the department. This person exercises all powers of this office and issues such lawful orders as are necessary to assure the effective performance of the department. Activities are conducted with considerable operational independence and personal judgement, under the general administrative direction of the Town Administrator. Through the police chief, the department is responsible for the effective delivery of police service to the community, as well as the enforcement of all laws coming within the legal jurisdiction. The chief of police is responsible for planning, directing, coordinating, controlling and staffing all activities of the department and the training of its personnel. This person is also responsible for its continuous and efficient operation, the enforcement of rules and regulations within the department, for the completion and forwarding of such reports as may be required by proper authority and for the department's relations with local citizens, local government and other related agencies.

Duties and responsibilities:

- Work to gain compliance with all laws which the department or its officers have the authority to enforce.
- Organize, direct and control all resources of the department to preserve the peace, protect persons and property and enforce the law.
- Establish a routine of daily duties to be performed by officers. Designate an officer to serve as acting chief in their absence.
- Assign, detail or transfer any member or employee of the department to or from any assignment whenever they deem such action to be in the best interest of the efficiency, discipline or morale of the department.
- Coordinate an adequate and progressive program of training for members and employees of the department.
- Ensure that all members have available to them copies of the department's policy manual and policies and ensure these policies are legal and updated.
- Ensure that all members receive training on policies on a regular basis

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and that they are clearly understood

- Promulgate all general and special orders of the department and issue their own authority orders, written and oral, consistent with their powers, duties and responsibilities.
- Plan and execute police programs designed to prevent and repress crime, to apprehend and prosecute offenders and to recover property. Modify these programs to meet current trends.
- Provide for investigation into all cases of alleged or apparent misconduct by department personnel.
- Enlist the suggestions of members and employees of the department to ensure maximum relevance and acceptance of all departmental regulations.
- Stay informed as to the affairs of the department, ensuring that the duties and responsibilities of members and employees are being properly and effectively discharged.
- Delegate authority as appropriate to those under their command, commensurate with their duties and responsibilities.
- Develop or adopt new technologies to improve effectiveness in the discharge of police obligations of the department.
- Submit an annual report to the town administrator outlining the activities of the department.
- Be responsible for the preparation and justification of the annual department budget and for the control of all departmental expenditures.
- Submit the appropriate data, in the proper form, to the proper authority for the purpose of fulfilling the department's obligation under the National Incident Based Reporting System (NIBRS) and other Vermont crime reporting.
- Maintain a personal record system in which will be kept all pertinent information on all departmental members and employees.
- Submit such other reports as required by law.
- Establish departmental goals, objectives, policies, regulations and procedures based on the needs of the town and the police department; continually evaluating the effectiveness and responsiveness of the department.
- Direct, coordinate and keep apprised of all department procedures, practices and functions; establish and maintain formal channels of communications through which information must flow and specific authority is delegated; take necessary steps to improve police operations.
- Serve as coach and mentor to staff;
- Provide timely performance feedback and conduct meaningful performance reviews, documented in writing, at least annually.
- Conduct staff meetings, review schedules, personnel plans and maintain discipline within the department.
- Cooperate with other municipal, state and federal law enforcement officials in the detection of crime, and apprehension of those responsible. Cooperate with other departments where activities of the police department are involved.
- Serve as a primary representative of the department with civic organizations, public interest groups, elected representatives, schools, etc. by attending meetings related to public safety problems and enforcement.
- Advise and assist departmental personnel in non-routine investigations and

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- personally participate in more difficult police problems.
- Serve as a member of town boards and committees as required.
- Advise the town administrator and Selectboard on parking, traffic and development issues and related policies; including assistance with developing such policies.
- Performs related work as required.
- Insure that evidence handling and storage meets best practice standards and is regularly audited.

Requirements and competencies:

- Bachelor's degree in Criminal Justice preferred, Police Administration, or related field with course work or equivalent work experience in Management Practices, budgeting and labor relations.
- Possess, or receive (within 12 months of appointment), and maintain, required Level III certification by the Vermont Criminal Justice Training Council.
- Strong managerial and supervisory skills.
- Excellent problem solving and decision-making skills.
- A minimum of 10 years progressively responsible experience in law enforcement and crime prevention, or any combination of education and experience which demonstrates possession of the required knowledge, skill and abilities.
- Thorough knowledge of the principles and practices of modern police administration and police methods, especially those discussed in the President's Task Force on 21st Century Policing Report.
- Extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.
- Extensive knowledge and experience in community policing.
- Thorough knowledge of statutes and ordinances relating to law enforcement. Ability to plan, organize, and direct the work of subordinates performing varied operations connected with police activities.
- Ability to develop proper training and instructional procedures.
- Ability to maintain effective working relationships with other town officials, state and federal authorities, civic leaders and the public.
- Ability to prepare and present effective oral and written material relating to the activities of the department.
- Excellent driving skills
- Possess a Vermont Motor Vehicle Operator's License (within 6 months of appointment if an out of state resident).
- Pass a comprehensive background investigation to include polygraph, pre-employment drug testing and pre-employment physical examination.

Physical Requirements:

- Duties are largely performed in the field, usually driving a motor vehicle, during an assigned shift of duty under all types of weather conditions. Some outdoor exposure, in all types of weather, should be expected.

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- Duties require evening, night, weekend, and other irregular duty hours and overtime duty.
- Exposure to physical risk and danger may occur in a variety of ways.
- Attendance at meetings, court hearings, trainings and seminars may be required.
- Incumbent will be required to wear a uniform and carry firearms during duty shifts.
- Emergency needs and departmental priorities may result in interruption and/or cancellation of scheduled days off. The chief is subject to call-in duty for whenever the need arises.

The following are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

Physical Requirements

- Seeing
- Color Perception
- Hearing/Listening
- Clear Speech
- Touching
- Dexterity Hand
- Wear police duty equipment (gun belt, firearm, soft body armor, and other issued equipment)
- Ability to Move Distances Within and Between Facilities/Offices
- Lifting – occasionally up to 40 Pounds
- Carrying – occasionally up to 40Pounds
- Driving (local/over the road)
- Standing
- Sitting
- Typing

Mental Reasoning Requirements:

- Reading - Simple
- Reading - Complex
- Writing – Simple
- Writing – Complex
- Basic math

Work Environment:

- Writing-Complex
- Clerical
- Basic Math Skills
- Analysis/Comprehension

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- Judgment/Decision Making
- Stress
- Shift Work
- Works Alone
- Works with Others
- Verbal Contact w/Others
- Face-to-Face Contact
- Inside
- Outside Extreme Heat Extreme Cold Noise

Disclaimers:

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.