

TOWN OF WAYLAND POSITION DESCRIPTION

Title:	Police Chief
Department:	Police
Appointing Authority:	Town Administrator with Board of Selectmen Ratification
Affiliation:	Non-Union
Grade:	N-14
Personnel Board Approved:	8/23/93
Personnel Board Revised:	2/4/04 **

Summary of Duties

In accordance with M.G.L. Chapter 41, Section 97A, performs administrative and supervisory work in directing the operations of the Police Department, in the protection of life and property and in the prevention and suppression of crime; performs responsible duties requiring a high degree of judgment and initiative in planning, organizing and directing the work of the Police Department; enforces statutes, Town By-Laws and departmental rules and regulations.

Supervision Received

Under the general direction of the Board of Selectmen on major policy matters, exercises wide discretion and independent initiative in the conduct and completion of duties; receives administrative direction and oversight from the Executive Secretary.

Supervision Exercised

Supervises all departmental personnel to include sworn police personnel, clerical, civilian staff employed by the Police Department and dispatchers assigned to the Joint Communications Center.

Job Environment

Work is generally performed under office and field conditions, frequently required to perform outdoors with exposure to variable weather conditions and exposure to hostile and potentially hazardous conditions associated with exposure to criminal conduct.

May be required to work outside of normal hours, to accommodate workflow fluctuations.

Operates a motor vehicle, medical equipment, computer, and standard office equipment.

Makes frequent contacts with the general public, other Town departments and State and Federal officials; communication is primarily by telephone and personal discussion with some written correspondence.

Frequently serves as the Town's representative or spokesperson at a variety of functions and forums.

Errors could result in personal injury or loss, monetary loss, serious delays and in processing and/or recording important information with legal repercussions. Errors could also result in poor employee and public relations.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types 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.

In accordance with Massachusetts General Laws C.41, S.97A administers the daily operation of the Police Department.

Maintains immediate control of the police officers and employees of the department and assigns them to their respective duties, shifts, and daily routines to include, but not limited to, the observance and enforcement of laws, by-laws and regulations.

Determines methods and procedures to be utilized in the investigation and suppression of crime, and the provision of policing services.

Recommends to the Executive Secretary the hiring and firing of department employees; supervises, directs, trains, reviews, disciplines and establishes work schedules and work assignments for all departmental employees consistent with Town By-laws, policies, procedures and applicable collective bargaining agreements.

Plans and administers a community oriented policing program for the Department.

Makes suitable regulations governing the Police Department, and the officers thereof, subject to the approval of the Selectmen; provided, that such regulations shall become effective without such approval upon the failure of the Selectmen to take action thereon within thirty days after they have been submitted to them by the Chief of Police. (M.G.L. C.41, S97A)

Administers the employees of the Joint Communications Center and the provision of communications for the police and fire departments.

Serves as the Emergency Management Director for the Town of Wayland and is responsible for all of the duties attendant to this position, in accordance with the law.

Maintains cooperative relations with the Police Union and town departments for the purpose of enhancing efficiency, productivity and morale.

Provides advice and counsel on Public Safety issues to Town officials and boards as requested.

Prepares and administers the annual operating budget of the Police and Joint Communications Center.

Is responsible for the purchase of equipment and supply items in accordance with Town and state statutes; maintains immediate control of all town property used by the department.

Is responsible for the issuance of licenses and permits in accordance with law, by-law and regulations and the collection and disposition of fees, fines or other payments as required or regulated by law, by-law or regulations.

Coordinates with other law enforcement agencies at local, state and federal levels; keeps abreast of laws and regulations that affect Police Department operations.

Supervises the maintenance of police records, accounts and the making of reports; prepares report for inclusion in the Annual Town Report.

Complies with rules, policies, regulations and laws governing Equal Employment Opportunity.

Performs a variety of administrative duties as assigned by the Executive Secretary to include developing and preparing annual budgets, preparing annual reports, overseeing the upkeep and maintenance of the Public Safety Building, etc.

Is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her control.

Performs similar or related work as directed, required or as the situation dictates.

Recommended Minimum Qualifications

Education:

Bachelor's Degree in criminal justice or a related field of endeavor. Masters Degree in criminal justice, public administration or related field or a juris doctorate preferred.

Experience:

Over eight (8) years experience in law enforcement of which at least five (5) years has been in a command capacity.

Considerable demonstrable experience in the prosecution of criminal complaints

Substitutions:

An equivalent combination of education and experience.

Licenses/Certificates:

Must have completed a basic police recruit academy which has been certified or is certifiable by the Massachusetts Criminal Justice Training Council.

Must possess a valid driver's license to operate a motor vehicle.

Knowledge, Abilities and Skills

Thorough knowledge of law enforcement principles, practices, methods and equipment.

Through knowledge of town, state and federal laws and regulations affecting police work.

In-depth knowledge of a departments operations and functions.

Knowledge of the full scope of a departments activities and policies.

Ability to communicate effectively in oral and written form.

Ability to work with State and Federal officials, community groups Town Departments and the general public.

Ability to direct, lead, motivate and manage staff.

Ability to organize statistical information and records.

Ability to prepare and manage budgets.

Ability to interpret and enforce laws and regulations firmly, tactfully and impartially.

Excellent communication and customer service skills.

Skills in accounting, finance and management.

Physical Requirements

Moderate and occasionally extreme, physical effort required to perform duties under office, field and variable weather conditions, with occasional exposure to occupational risks and hazards resulting from weapons and criminal activity. Vision and hearing at correctable to normal ranges. Ability to sit, stand and walk. May be required to stand for long periods of time when assisting the public. Infrequently may be required to carry or lift materials weighing in excess of 100 pounds.

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 requirements of the job change.

**** This job description was reviewed and revised on 2/4/04 for all the aforementioned components with the exception of Physical Requirements. Physical Requirements will be revised under a separate review.**