



| 37.5 | Chief of Police | Job Description | |
|---------------|-----------------|-----------------|----------------|
| Direct Report | Town Manager | Grade | M |
| Department | Police | FLSA | Exempt |
| Division | Public Safety | Bargaining Unit | Non- Union |
| Date | January 2015 | Location | Police Station |

Summary

Performs a variety of complex administrative, supervisory, and professional work involved in the planning, coordinating, and oversight of all aspects of the entire Police Department, including the Public Safety Dispatch Center, all patrol and law enforcement work, the animal control function, the Criminal Division, and all administrative operations. Responsible for all budgets, policies and procedures, and oversight of day to day operations.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Plans, coordinates, supervises, and evaluates all Department operations.
2. Develops and implements all policies and procedures for the Department as mandated by law.
3. Plans, implements, and supervises an effective law enforcement program for the Town to ensure public peace and safety.
4. Supervises all staff within the Department. Coordinates and supervises the training, assignment, and development of subordinate police officers.
5. Promotes employee relations, handles grievances, and maintains discipline and appropriate conduct. Implements internal investigations as appropriate. Interacts and negotiates with labor unions as needed.
6. Directs the investigation of major crime scenes.
7. Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of Department operations.
8. Prepares and submits periodic reports regarding Department activities.
9. Prepares, presents, and implements the annual budget for the Department. Oversees the purchasing process and controls expenditures.
10. Analyzes and recommends improvements to equipment and facilities as needed. Reviews specifications for new or replacement equipment received from Department staff.
11. Cooperates with County, State, and Federal law enforcement agencies as required.
12. Maintains the public image of the Department through various interactions with media, community groups, business, etc.
13. Responds to emergencies as required.
14. Performs all duties of a Police Officer, as required.

Peripheral Duties

1. Participates in various committees;
2. Regularly updates knowledge by reading and studying journals, studying periodicals in the area of expertise, meeting with others in the field, and/or attending specialized training courses/seminars.



Chief of Police, Cont.

Supervisory Responsibility

1. Provides direct and/or indirect supervision to all personnel within the Police Department. Supervisory responsibilities include interviewing and selection, scheduling, counseling and discipline, evaluating performance, and recommending pay increases. Responsible for departmental budget of approximately \$5,000,000.

Competencies

| | | |
|------------------------|-----------------------------------|------------------------------------|
| Personal Effectiveness | Credibility / Confidentiality | Thoroughness & Attention to Detail |
| Collaborative Skills | Communication Proficiency | Resource Management |
| Technical Knowledge | Supervision/Management Excellence | Quality Control |
| Discernment/Judgment | Problem Solving | Planning & Organizing |
| Customer Service | Emergency Management | |

Work Environment

Work is mostly performed in an office environment. The noise level is usually quiet. Some field work is performed at various locations within the community.

Physical Demands

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to balance, stoop, kneel, crouch, use hands to finger, handle, or operate objects, tools, or controls, reach with hands and arms, and operate a motor vehicle. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work Hours

This is a full time position with typical 37.5 hours per week, 8:30 AM to 4:30 PM Monday through Friday.

Minimum Qualifications

1. Graduation from an accredited college or university with a Master's Degree in Criminal Justice Administration; and
2. A minimum of ten (10) years of progressively responsible law enforcement experience, including at least five (5) years in a supervisory capacity; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Special Requirements

1. Must possess and maintain a valid State driver's license or have the ability to obtain one prior to employment;
2. Must be a Certified Police Officer.



Chief of Police, Cont.

Additional Knowledge, Skills and Abilities

1. Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment;
2. Thorough knowledge of all applicable laws, ordinances, and Town and Department rules and regulations;
3. Ability to maintain the ethics and integrity of the Police Department and its operations;
4. Ability to manage conflict and stressful or crisis-oriented circumstances;
5. Knowledge of budgeting and related financial management practices;
6. Excellent organizational and multi-tasking skills;
7. Ability to communicate effectively, orally and in writing;
8. Excellent public relations, public speaking, and negotiating skills;
9. Ability to establish and maintain effective working relationships with employees, supervisors, Town Officials, other Town departments, outside agencies, union officials, and the public;
10. Skill in the operation of computers and assigned software, including Microsoft Office;
11. Skill in the operation of all required equipment;
12. Ability to supervise, guide, direct, and motivate employees and volunteers;
13. Ability to maintain confidential information.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

Signatures

This job description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____