

40 hours	Deputy Chief of Police		Job Description
<b>Direct Report</b>	Chief of Police	Grade	K expected hiring range \$81,825 - \$88,570
<b>Department</b>	Public Safety - Police	FLSA	Exempt
<b>Division</b>	Police	Bargaining Unit	Non- Union
<b>Date</b>	March 2016	Location	Police

**Summary**

Under the general direction of the Chief of Police, the Deputy Police Chief is responsible for the supervision, coordination and control of all officers, constantly directing their best efforts towards providing the highest level of safety, security and service for the Town of Reading and its citizens.

**Essential Functions**

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

1. In the absence of the Chief of Police, the Deputy Police Chief will assume the powers, duties and responsibilities of the Chief, subject to any limitations set by the Chief.
2. Serves as the Internal Affairs Officer for the Department, conducting and/or overseeing investigations, recommending appropriate discipline in all cases of misconduct by Department members to the Chief in accordance with MGL's.
3. Responsible for accreditation, budget control, including preparation and monitoring of Department's annual budget, planning and research development, including project forecasts;
4. Carries out all orders and directives from the Chief, clearly communicating to Department personnel the nature and directives of any orders.
5. Supervises the daily activity of Department personnel exercising authority and discretion over policies, performance of personnel, maintaining discipline, resolving and coordinating issues, concerns, and grievances.
6. Conducts periodic staff meeting with Command staff soliciting input on efficiencies improvements, and other matters of departmental needs and improvements, advising the Chief of outcomes.
7. Responsible for annual performance review process for all Department personnel.
8. Prepare and submit the annual report of Department activity to the Chief of Police.
9. Prepare and submit appropriate reports to the Chief regarding revisions, protocol efficiencies and other Department policy improvements or reviews.
10. Assist the Chief with coordination of various elements and requirements of the recruitment, selection and promotion processed, including obtaining lists of qualified individuals, interviewing, insuring proper background investigations and making recommendations to the Chief.
11. Responsible for ensuring all aspects of Departmental training are met.
12. Assumes the duties of Accreditation Manager.
13. Responsible for oversight of Departmental appearance, efficiencies, initiatives and capability of all personnel exercising appropriate advise, counselling and motivation to those individuals requiring improvement plans.
14. Assists the Chief in establishing disciplinary procedures.
15. Attends meetings and conferences for purposes of public relations, regional discussions, and information gathering and exchange.
16. Along with the Chief, represents the Department and maintains mutual cooperation as a liaison with all town, state, county and federal agencies.
17. Performs other duties as directed by the Chief of Police.

**Minimum Qualifications**

1. Graduation from an accredited four-year college or university with a Bachelor's Degree in law enforcement, or a closely related field; and
2. Minimum of ten (10) years of progressively responsible experience in the field of law enforcement; and
3. Five (5) years of supervisory experience; or
4. 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 Massachusetts State driver's license or have the ability to obtain one prior to employment.
2. Must possess and maintain a license to carry firearms or have the ability to obtain one prior to employment.
3. Certification as a Police Officer through an approved MPTC course of study or ability to obtain within one year of hire.
4. Designation of a certified Accreditation Manager status or the ability to obtain such status within one year of appointment.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for Deputy Chief of Police. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at [www.readingma.gov](http://www.readingma.gov) or e-mail [jperkins@ci.reading.ma.us](mailto:jperkins@ci.reading.ma.us) open until filled.

A full Job Description is available upon request  
Judith Perkins  
Human Resources Director  
The Town of Reading is an Equal Opportunity Employer