

Town of Ashfield, Mass.

edited July 19,2010

CHIEF OF POLICE

A. BASIC FUNCTIONS:

The Chief of Police is the chief administrative officer of the Ashfield Police Department. The Chief is responsible for the management, supervision, and effective and efficient operation of the Department in the enforcement of law and the protection of life and property consistent with federal and state law and with the policies and standard operating guidelines of the Department and the Town.

The Chief must demonstrate the qualities of honesty and integrity, and show a strong sense of personal and professional ethics. The Chief performs a variety of sensitive duties of a complex nature, requiring a significant degree of independent judgment and initiative.

A comprehensive knowledge of the community, its character and its expectations for the Police Department, should form the basis for the Chief's recommended policies and procedures. The position requires extensive cooperation and coordination with other town departments, particularly with other public safety departments, and with the Select Board , and the establishment of positive relationships with the community.

The Chief is responsible for coordinating training for all members of the Department, and shall have general charge of the station house and all property used by the Department.

This full time position has a salary range of \$45,000.00 - \$54,000.00. The Chief will be entitled to the benefits enjoyed by other full-time employees, including vacation and sick leave, health insurance (the Town's share is 65%) and retirement. The Chief shall not be a sworn member of any other police department. As part of his or her responsibilities the Chief will perform general police duties including regular patrols and court appearances. Exceptional part-time candidates would also be considered.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities listed include the minimum requirements for the position. The position also includes other duties as discussed in the Additional Duties section below.

The Chief of Police oversees and manages all departmental operations and supervises departmental personnel. The Police Department is under the supervision of the Chief of Police, and the Police Chief may make suitable regulations governing the Police Department and the Officers thereof, subject to the approval of the Select Board.

I: Law Enforcement Duties

1. Observe and enforce all laws and regulations which the Department or its officers have the authority to enforce.
2. Patrol and perform patrol related duties;
3. Perform arrests and arrest related activities, including evidence and property management, the creation and maintenance of appropriate records, and record preparation.
4. Ensure prisoners are held and detained in compliance with applicable statutes.
5. Perform Incident Response functions and conduct investigations.
6. Ensure the safekeeping and accountability of criminal evidence and recovered property,

and be responsible for maintaining the chain of custody for evidence and property in accordance with the Massachusetts General Law and Department policies and procedures.

7. Use communication equipment (e.g. radio, computer, telephone) to exchange information relative to official duties (e.g. reporting status and location to dispatcher, maintaining contact with other agencies). Determine whether suspects require medical attention. Summon appropriate emergency medical services personnel as needed.
8. Make recommendations for equipment replacement. Maintain, store, and distribute policing equipment.
9. Organize reports, records and evidence for court appearances. Make courtroom appearances and provide testimony.
10. Oversee and issue all Department-owned firearms and authorize all firearms, ammunition and other weapons utilized by Police Officers while on duty.
11. Provide for annual in-service training of all Officers.
12. Participate in Emergency Management Team in Ashfield and in cooperation with neighboring towns.

II: Administrative Duties

1. Monitor compliance with all state, federal and local laws and regulations; work cooperatively with other municipal, state, and federal enforcement agencies through telephone, email, written, and in-person communication.
2. Develop and manage the Department budget, control expenditures to meet Select Board, and Town Meeting goals, and prepare Department payroll.
3. Seek grant opportunities and prepare grant applications. Complete and monitor grant programs and related paperwork.
4. Maintain files and policy manuals.
5. Develop, maintain and update written Department policies, procedures, rules and regulations as approved by the Select Board, ensure the dissemination of these to all members of the Department and assure compliance.
6. Promulgate all general and specific orders of the Department and issue, on his/her own authority, orders (whether written or oral) consistent with his/her powers, duties, and responsibilities.
7. Plan and execute police policies designed to prevent and repress crime, to apprehend and prosecute offenders, and to recover property. These policies should be modified as needed to meet trends.
8. Develop/maintain a professional organizational structure for the Department.
9. Establish procedures to implement Town and Department policies and ensure that procedures are followed.
10. Review Department policies and recommend changes to the Select Board on at least an annual basis, or more often as-needed.
11. Propose new departmental policies to the Select Board as needed.
12. Seek/maintain Department accreditation.
13. Coordinate maintenance of vehicles.
14. Maintain and update an inventory of all Department-owned equipment.
15. Recommend and implement maintenance and capital improvement programs for Department buildings in coordination with the Select Board .

16. Oversee computer systems and ensure their operation. Have extensive knowledge of applicable computer software.
17. Coordinate equipment, training and procedures with other public safety departments.
18. Prepare and submit data and required reports related to departmental operations.
19. Submit computer generated Annual Report and regularly report to the Select Board regarding budget and departmental operations.
20. Institute an adequate and progressive program of training for members and employees of the Department.

III: Personnel Duties

1. Organize Department personnel, establish daily duties to be performed by designated officers and designate an officer to serve as Officer-In-Charge in the Chief's absence.
2. Establish schedules and provide for backup.
3. Carry out discipline of Department employees in accordance with Town of Ashfield personnel policies. Recommend employees for hiring and dismissal to the Select Board.
4. Implement mutual aid and other support agreements with other towns.
5. Complete annual personnel evaluations on all Department staff.
6. Distribute personnel policies and other related documents to Department employees.
7. Appoint personnel for specialized duties based on the officer's performance and ability.
8. Ensure all personnel are provided with appropriate and regular training and conduct training in areas where qualified.

IV: Community Duties

1. Meet with the public and concerned citizens and provide information and assistance to the public. Explain local, state and federal laws, policies and regulations when called upon to do so. Provide information concerning social service agencies and available services when needed.
2. Meet with Select Board on a regular basis for the purpose of reporting on various aspects of the Department's operations; with the approval of the Select Board or governing bodies, participate in meetings, conferences, and regional discussions for the purpose of information gathering and exchange.
3. Issue firearms licenses and other permits
4. Attend and convene hearings and meetings with the public and town boards as needed and when requested by the Select Board .
5. Maintain posted weekly office hours at the Police Station.

C. ADDITIONAL DUTIES:

The position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

Supervision – This position is a 97A Strong Chief position. The Chief is responsible for all administrative functions of the Police Department. The Chief of Police supervises all police officers and Department staff.

D. WORK ENVIRONMENT

1. Administrative work is performed under typical police department conditions. Incident response, emergencies, patrol and related police work are performed with exposure to varying weather conditions and some situations endangering personal safety. Regular and on call duty hours are negotiated with the Select Board and may be subject to change.
2. The employee operates standard office equipment, medical equipment, vehicles, and police-related equipment, including lidar gun, breath testing equipment, firearms, pepper spray, police radio, and handcuffs. The employee is required to wear police uniform and equipment when on duty. There will be times when civilian attire is more appropriate for wear than a police uniform; the chief will have discretion to wear civilian attire at those times.
3. Performance of duties requires ongoing contact and coordination with the general public, town officials and departments, other local police officials, the District Attorney, and the courts. Contact is by telephone, in person, in writing and by email.
4. The employee has access to extensive confidential information, such as personnel records, criminal investigations and related records, lawsuits, personal information about victims and citizens, and bid documents. All information will be handled in accordance with Mass General Laws relating to privacy and confidentiality.

E. MINIMUM QUALIFICATIONS

1. Bachelor's Degree in criminal justice or public administration and ten years of progressively responsible law enforcement experience (preferably in a small town with a SelectBoard), including five years of supervisory experience. Must have completed advanced police management training.
2. Graduate of the Massachusetts Municipal Police Training Committee Full-time Basic Police Officer Academy or Massachusetts Certification of equivalent training from another state. A favorable advisory letter from MPTC leading to a certificate of permanent exemption is required.
3. Valid Commonwealth of Massachusetts motor vehicle operator's license.
4. Massachusetts residents must possess a Valid Massachusetts Class A high capacity license to carry firearms; out-of state applicants must obtain a Massachusetts Class A high capacity license to carry firearms prior to appointment as Chief of Police.
5. Certification as a First Responder. Certified in Cardiopulmonary Resuscitation (CPR). Certified to use an Automated External Defibrillator.
6. Residence within 15 miles of the Ashfield town line or the ability to relocate within a reasonable time period after appointment.
7. Prior to employment, must satisfactorily complete physical and psychological tests, Drug and alcohol testing, and undergo a full background check, including criminal history.

8. Thorough knowledge of the principles and current practices of modern police administration and management, including court practices and applicable federal, state and local laws. Working knowledge of the Conflict of Interest Law, the Open Meeting Law, and any other laws relevant and pertinent to the job. Is required to complete Commonwealth of Mass conflict of interest training.
9. Demonstrated ability to develop effective working relationships and to earn the respect of the public, other public safety departments, town officials, Subordinates and law enforcement agencies.
10. Demonstrated ability to fulfill the requirements of the position, including:
 - a. responding to emergencies;
 - b. planning the work of personnel and supervising subordinates;
 - c. planning and managing budgets;
 - d. applying for and managing grants;
 - e. providing and carrying out both general and detailed instructions;
 - f. conducting investigations;
 - g. analyzing and interpreting laws, rules, regulations, standards and procedures, and applying them to specific situations and cases; and
 - h. Making public presentations.
11. Demonstrated ability to attain a comprehensive knowledge of the layout and geography of the community, the character of the populace and its expectations of the Police Department's role and performance.
12. Demonstrated ability to make sound decisions under stressful and traumatic conditions, to analyze complex police problems and situations, and to quickly formulate effective and reasonable courses of action.
13. Demonstrated ability to communicate clearly and concisely, orally and in writing.
14. Demonstrated skill and prior experience in:
 - a. personnel management;
 - b. working with a Select Board;
 - c. communicating with the public;
 - d. operating police-related equipment;
 - e. instructing others in the performance of police duties; and
 - f. Using a computer and applicable software programs.
15. Prohibited from using tobacco products while employed as a police officer. Per Chapter 41: Section 101A. Police officers or firefighters; tobacco smoking

Section 101A. Subsequent to January first, nineteen hundred and eighty-eight, no person who smokes any tobacco product shall be eligible for appointment as a police officer or firefighter in a town or city and no person so appointed after said date shall continue in such office or position if such a person thereafter smokes any tobacco products. The personnel administrator shall promulgate regulations for the implementation of this section.
16. Have completed ICS Level 200 training. Complete ICS level 300 training within twelve months of appointment. Complete ICS level 400 training within eighteen months of appointment.
17. Be eligible for membership in the Western Mass Chiefs of Police Association (WMCOPA). Become a member in good standing, and attend monthly meeting of the Western Mass Chiefs of Police Association.

18. Be eligible for membership in the Massachusetts Chiefs of Police Association, and become a member in good standing.

F. PHYSICAL REQUIREMENTS:

Must be able to pass an annual physical, including eye exam. Must be able to stand, sit, run, squat, climb without assistance. Must be able to climb up and down steps quickly, make frequent body movements, such as climbing through an opening, ducking under an obstruction, or climbing over a wall. Must be able to handle, squeeze, or feel objects, tools, or controls, and must demonstrate full reach with hands and arms. Vision requirements include: close vision, distance vision, peripheral vision and ability to focus. Unrestricted ability to operate vehicle.

Summary: The duties listed above 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.

The position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the town and requirements of the position change.

Physical requirements are listed for informational purposes. Applicants may be requested to demonstrate the ability to perform essential duties of the position during the application process.

G. APPLICATION PROCESS

To get a Job Description and application go to Link (Police Chief search) at www.ashfield.org

To apply, send a resume with cover letter and at least three (3) references to

Ashfield Police Chief Search Committee
P.O. Box 1004
Ashfield,Mass. 01330

It is preferred that letters of reference include at least one from a supervisor and one from a supervisee.

Review of resumes will begin August 20th 2010

The Town of Ashfield is an Equal Opportunity Employer.

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.