

JOB DESCRIPTION

Police Chief

Date of Last Revision: January, 2021

 WESTERYLY Rhode Island	DEPARTMENT	Police Department		
	REPORTS TO	Town Manager		
	FLSA STATUS	Exempt Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Town Manager, the Police Chief performs professional law enforcement work as administrative head and executive of the Town's Police Department.

ESSENTIAL JOB FUNCTIONS

- Directs, manages, leads, coordinates, and mentors departmental staff.
- Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
- Works closely with the Town Manager, Council, and other town departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve police service problems.
- Actively participates as an executive team member of the Town's senior management group.
- Directs the preparation and administration of the annual budget for the department and monitors expenditures and develops long-range capital improvement plans.
- Develops and implements the planning of program goals, objectives, policies and priorities.
- Plans and implements police department goals and objectives, as well as directs, oversees, and participates in said goals and objectives.
- Attends civic, professional, service, and community group meetings at schools, churches, and other places of public gathering to explain the activities and functions of the police department and to establish favorable public relations.
- Creates the long and short-range goals of the department and develops and monitors strategies to effectively implement established departmental goals.
- Prepares special and regular department reports, such as monthly and annual administrative reports.
- Develops and maintains a working partnership with other county, state, and federal law enforcement agencies.
- Develops and maintains an effective working relationship with the news media and prepares and delivers effective public addresses and meets with the news media and performs other public relations duties.
- Receives, investigates and responds to personnel or citizen complaints, suggestions or comments.
- Responds to major crime scenes on a 24-hour-per-day basis.
- Monitor and identify industry safety trends and standards for law enforcement personnel, and develops, implements and maintains safety procedures for department.

ADDITIONAL JOB FUNCTIONS

- Attends conferences, seminars, and committee meetings as required.
- Maintains required certifications and training as mandated.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Principle, practices, laws, regulations and procedures of police operations and management.
- Community-oriented policing, and various police units including: K-9, Detectives, Narcotics, Beach and Water patrol.
- Advanced law enforcement methods.
- Management, planning and supervisory methods.

SKILLS in:

- The use of firearms and such other regular and special equipment as assigned.
- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Keep informed of any changes to Local, State, and Federal law, and familiarity with all departmental policies and procedures.
- Tolerate stress in multitude of forms and maintain a balanced perspective.
- Operate a motorized vehicle in non-emergency and emergency situations.
- Demonstrate good service skills with the ability to problem solve.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Analyze situations quickly and objectively and to determine proper course of action.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work week to attend various commission, board and council meetings.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Criminal Justice, or related field.
- Minimum of ten (10) years of progressively responsible police experience.
- Minimum of four (4) years of experience in a management or supervisory position.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.
- Possession of RI POST or transferable POST certification required.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS involving:

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Potential exposure to extreme weather conditions (sometimes for prolonged periods of time), including but not limited, to extreme heat or cold, high humidity, rain, snow, and high winds.
- Potential exposure to personal danger, including but not limited to: armed and/or dangerous persons/animals; persons and/or articles contaminated with communicable diseases; hazards associated with emergency driving, vehicular surveillance, traffic control and working in and around traffic; hazards associated with natural and man-made disasters, and other similar dangers or hazards.
- Exposure to stressful situations.

PHYSICAL DEMANDS *including:*

- Primarily a sedentary office classification although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard, and to operate standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Physical strength, mobility and dexterity sufficient to handle and operate firearms, subdue resisting individuals, force entry into buildings, and drag, push, pull, carry or move injured persons.
- Running, climbing, jumping, crawling, etc.
- Occasionally lifting and/or moving up to fifty (50) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.