



Job Description

Town of Westerly

Job Title:	Police Chief								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Town Manager			Supervision Exercised:		Departmental Staff			
Last Revision:	7-2016								

General Summary:

This position performs professional law enforcement work as administrative head and executive of the Town's Police Department.

Essential Functions:

1. Directs, manages, leads, coordinates, and mentors departmental staff.
2. Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
3. 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.
4. Actively participates as an executive team member of the Town's senior management group.
5. Directs the preparation and administration of the annual budget for the department and monitors expenditures, and develops long-range capital improvement plans.
6. Develops and implements the planning of program goals, objectives, policies and priorities.
7. Plans and implements police department goals and objectives, as well as directs, oversees, and participates in said goals and objectives.
8. 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.
9. Creates the long and short-range goals of the department and develops and monitors strategies to effectively implement established departmental goals.
10. Prepares special and regular department reports, such as monthly and annual administrative reports.
11. Develops and maintains a working partnership with other county, state, and federal law enforcement agencies.
12. 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.
13. Receives, investigates and responds to personnel or citizen complaints, suggestions or comments.
14. Responds to major crime scenes on a 24-hour-per-day basis.
15. Monitor and identify industry safety trends and standards for law enforcement personnel, and develops, implements and maintains safety procedures for department.

Other Functions:

1. Attends conferences, seminars, and committee meetings as required.
2. Maintains required certifications and training as mandated.
3. Other related duties as assigned.

Education & Experience:

Education & Experience

Bachelor's Degree in a related field and ten years of progressively responsible police experience, with at least 4 years in a management or supervisory position.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Expert knowledge in the principle, practices, laws, regulations and procedures of police operations and management.
- Advanced knowledge of community oriented policing, and various police units including: K-9, Detectives, Narcotics, Beach and Water patrol.
- Expert knowledge of advanced law enforcement methods.
- Knowledge of management, planning and supervisory methods.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well developed analytical capabilities.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing human resources issues.
- Manage various computer applications including Excel and Word

Licenses & Certifications:

Possess a valid driver's license.

Possession of RI POST or transferable POST certification required.

Special Requirements:

This position requires the following:

- Successfully pass a background check.

Working Conditions & Environment :

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand		x		
Walk		x		
Sit			X	
Use hands to finger, handle, or touch			X	
Reach above shoulders		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				x
Taste or smell	X			
Driving (including valid driver's license)		x		

<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds		x		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	x			
<i>Noise Level in the Environment</i>				
	Very quiet		Quiet	
x	Moderate Noise	X	Loud Noise	
	Very Loud Noise			

<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts			x		
Work in high places		X			
Risk of electrical shock		X			
Risk of radiation		X			
Work in extreme weather conditions		X			
Exposure to blood or other body fluids			X		
Exposure to hazardous chemicals			X		
<i>Special Vision Requirements</i>					
x	Close vision	x	Distance vision		
	Color vision	x	Peripheral vision		
x	Depth perception	x	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.