**Conway, MA-Chief of Police Job Description**

**Position Purpose**

The Chief of Police is responsible for the management, supervision, and the effective and efficient operation of the Police Department in the enforcement of law and the protection of life and property consistent with federal and state law and the policies and standard operating guidelines of the department and town. The position requires extensive cooperation and coordination with other town departments, particularly with other public safety departments and with the Selectboard and the establishment of positive relationships with the community.

**Supervision**

Works under the direction of the Selectboard.

**Essential Duties and Responsibilities**

*The essential functions or duties listed below 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.*

Law Enforcement Duties

1. Issue lawful orders, as necessary, to ensure the effective performance of the department; monitor compliance with all state, federal, and local laws and regulations; work cooperatively with other municipal, state, and federal law enforcement agencies.
2. Responsible to establish weapons, ammunition, uniforms, equipment, and vehicle specifications for the Police Department; exercise control and oversee the storage, distribution, and maintenance of equipment; responsible for the safe storage of all evidence and any property recovered, found, or confiscated.

Administrative Duties

1. Responsible for all administrative functions of the Police Department. Performs varied and responsible duties of a complex nature, requiring a significant degree of independent judgment, commonsense, and initiative.
2. Responsible for the preparation and justification of annual departmental budget and for the control of all departmental expenditures. Responsible for the requisition or purchase of equipment and supplies, the preparation of budgets, the keeping of records and making reports.
3. Responsible for submitting an annual report to the appointing authority outlining the activities of the Department. Supervises the maintenance of police records and accounts. Makes recommendations or notifies appropriate authorities of all particulars within their knowledge, relating to potential hazards and threats of public safety.

Personnel Duties

1. Responsible for planning, directing, coordinating, controlling, and staffing all activities of the department; responsible for continued and efficient operation Oversee and control all department operations and supervise department personnel; establish operating policies and procedures and rules and regulations; set policies and procedures for the Police Department and maintain discipline within the department.
2. Responsible for training of all members of the department; review and file department orders to maintain policy manuals and ensure that proper procedures are followed; ensure that copies are available to all members of the department.
3. Responsible for enforcement of department rules and regulations, completion and forwarding of required reports.
4. Responsible for strategies for supporting the well-being of personnel.

Community Duties

1. Responsible for department’s relations with citizens, town government and other agencies.
2. Responsible for communications with the public, including the media on matters related to crime, police operations and department policy; provide information and assistance to the public; explain laws and policies; approves and issues firearm licenses; and attend hearings and meetings. Attendance at annual town meeting is required.
3. Familiarity and expertise in de-escalation, including de-escalation techniques; strategies to prevent disruption; strategies to manage challenging group, family and inter-personal dynamics; and familiarity with adolescent psychology and strategies regarding individuals on the Asperger/autism behavioral spectrum.

Any and all other duties as directed by the Selectboard.

**Education**

1. Bachelor’s Degree in Criminal Justice preferred; seven to ten (7-10) years of related experience with at least three (3) years in a supervisory capacity; or any equivalent combination of education and experience.
2. Thorough knowledge of the principles and practices of modern police administration and management, the approved methods and procedures of law enforcement, and applicable federal, state, and local laws and regulations.

**Special Requirements and Abilities**

1. MA Police Academy Certified (MPTC), First Responder and Cardio Pulmonary Resuscitation (CPR) Certified, Criminal Offender Record Information (CORI) Certified, Licensed to Carry Class A Firearms. Possession of a Massachusetts Motor Vehicle Operator’s License.

1. Residence within fifteen (15) miles of the Conway town line or the ability to relocate within a time period negotiated with the Selectboard.
2. Ability to develop working relationships with members of the community and establish and maintain productive working relationships with town officials and law enforcement officials. Ability to make sound judgments and maintain calm in difficult situations.
3. Ability to make public presentations, to communicate clearly and concisely, orally and in writing.

**Physical Requirements**

*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.*

1. Minimal physical effort is required to perform duties under typical office conditions. Moderate to strenuous physical effort is required when performing fieldwork. Use of substantial physical effort may be required when making an arrest. May be required to run, stoop, kneel, crouch, and reach with hands and arms. May be required to lift objects weighing more than one hundred (100) pounds and assist in lifting or controlling victims or prisoners.
2. Requirements include the ability to operate firearms safely and accurately according to appropriate policing standards, read routine and complex documents, use a computer, and operate a motor vehicle.
3. Ability to perform under very stressful and chaotic conditions.
4. Must comply with the existing Personnel Policy of The Town of Conway.

**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. Includes on-call emergency response during evening, nighttime, and weekend hours. Regular duty hours are negotiated with the Selectboard and may be subject to change.
2. The employee operates standard office equipment, medical equipment, automobile, and police-related equipment, including radar gun, firearms, pepper spray, radio, and handcuffs. The employee is required to wear police uniform and equipment.
3. Performance of duties requires ongoing contact with the general public, town officials and departments, other local police officials, government agencies and the courts.
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.
5. Errors could endanger persons and property, cause confusion and delay of service, and have legal and/or financial repercussions.

*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.*