

TOWN OF CANTON

TITLE: Chief of Police

CLASS: Exempt

DEPARTMENT: Police Department

DATE : August 19, 2009

POSITION DESCRIPTION

The Chief of Police provides leadership for the police department and ensures policies and procedures including ethics are adhered to. The Chief of Police also performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

SUPERVISION RECEIVED

The Police Chief is appointed by the Board of Selectmen and reports to and works under the general guidance and supervision of the Chief Administrative Officer.

SUPERVISION EXERCISED

The Police Chief exercises supervision over all police department staff, including dispatchers, directly or through subordinate supervisors.

ESSENTIAL JOB FUNCTIONS

- Plans, coordinates, supervises and evaluates police department operations.
- Develops, implements and enforces policies and procedures to maximize department effectiveness/ efficiency.
- Establishes policies and procedures in order to implement directives from the Chief Administrative Officer and/ or Board of Selectmen.
- Assures safe work practices.
- Supervises and coordinates the preparation and presentation of an annual budget for the Police Department; directs the implementation of Departmental budgets.
- Controls the expenditure of departmental appropriations.
- Recruits, trains and develops Police Department personnel.
- Handles grievances, maintains Police Department discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits monthly reports to the Chief Administrative Officer regarding the Department's activities and prepares a variety of other reports as requested including the annual report of activities.
- Communicates and coordinates regularly with appropriate individuals and entities, internal and external, to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of Police Department activities.
- Monitors national and state-wide developments in new police initiatives; evaluates their impact on Town programs and operations.
- Develops applications for grants and administers grant-funded activities, prepares and presents reports on use of and effects from grant funding.
- Consults with the Chief Administrative Officer and Department Heads on problems relating to policing and other related services.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.

- Performs the duties of subordinate personnel as needed.
- Analyzes and recommends improvements to equipment and facilities as needed.
- Performs related work as required or requested by the Chief Administrative Officer and/ or his/ her designee.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to excellence in customer service.
- Thorough knowledge of modern law enforcement principals, procedures, techniques, and equipment; thorough knowledge of applicable federal, state, and criminal laws, local ordinances, department rules and regulations and administrative practices.
- Knowledge of computer and communications equipment and/ or systems as related to policing.
- Considerable knowledge of public administration principles and practices as applied to Department operations.
- Ability to analyze complex issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action.
- Ability to present proposals and recommendations clearly and logically in public meetings.
- Ability to develop clear, concise and comprehensive reports, correspondence and/ or other written materials.
- Ability to deal effectively with, establish and maintain effective working relationship with volunteer boards/commissions and/or agencies, general public, Town officials, staff, private and community organizations, and others encountered in the course of the work.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to communicate effectively, both orally and in writing; communicate orally with the public in face-to-face one-on-one settings, in group settings, or using the telephone.
- Ability to supervise, develop and monitor budgets.
- Ability to collaborate with other public agencies on programs at a local, regional, state and national level.
- Ability to interpret and apply regulations, policies and procedures.
- Proficient with word processing, presentation, spreadsheet and e-mail software.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The physical and mental demands, along with the work environment conditions, described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the individual is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The individual is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The individual must frequently lift and/ or move up to 50 pounds and occasionally lift and/ or move up to 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work is performed in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards

associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

- The individual occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particle, toxic or caustic chemicals, risk of electric shock, and vibration.
- The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.
- Ability to observe and interpret situations; read and interpret data, information and documents.
- Ability to analyze and solve complex problems; use math and mathematical reasoning.
- Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard.
- Ability to work under stress from contact with public, demanding deadlines, and changing priorities and conditions.
- Ability to talk and hear, both in person and by telephone.
- Ability to concentrate on fine detail with constant interruption.
- Ability to work varied hours/days/night meetings to complete functions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout public buildings and sites.
- Ability to get into and out of an automobile.
- Ability to remember multiple task/assignments given to self and others over long periods of time.

REQUIRED MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field.
- Ten years of experience in police work, four years of which must have been equivalent to police sergeant or higher.
- Equivalent combination of education and experience.
- Completion of the Connecticut Police Academy or equivalent.
- Must possess, or be able to obtain at time of appointment, a valid State Driver's License.
- Must possess or obtain POST certification in the State of Connecticut. Such certification process includes, but is not limited to, physical, psychological and polygraph examination and an in-depth background investigation.

SPECIAL REQUIREMENTS

Unless waived by vote of the Board of Selectmen, the Chief of Police must live in a town that lies within a 30 mile radius of the Canton Police Station.

Note: Appointees will be subject to a standard probationary period.

The examples of duties are intended only as illustration of the various types of work 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.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons and that this job description does not constitute an employment between the employer and the employee.

Employee

Date

Supervisor

Date