

POLICE OFFICER – ESSENTIAL FUNCTIONS

SUPERVISION & OPERATION OF A POLICE DEPARTMENT

- In accordance with Massachusetts General Laws Chapter 41, Section 97A, supervises and administers the daily operation of the Police Department.
- Maintains immediate control of the police officers and employees of the department and assigns them to their respective duties, shifts, and daily routines to include, but not limited to, the observance and enforcement of laws, by-laws and regulations.
- Makes suitable regulations governing the Police Department, and the officers thereof, subject to the approval of the Selectmen.
- Is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her control.
- Oversees, either personally, through staff meetings, or through the delegation of authority, discipline, morale, training, scheduling, assignments, programs, activities, and any other issues affecting the department.
- Performs a variety of complex administrative, managerial and professional work in planning, coordinating and directing the activities of the Police Department.
- Provides effective leadership insuring that all functions within the Police Department are focused within an environment that is conducive to recognizing the creative attributes of all officers and civilians.
- Coordinates with other law enforcement agencies at local, state and federal levels; keeps abreast of laws and regulations that affect Police Department operations.
- Supervises the maintenance of police records, accounts and the making of reports; prepares report for inclusion in the Annual Town Report.
- Provides periodic status reports to the Board of Selectmen which include comparative crime statistics, traffic enforcement statistics, personnel concerns, equipment needs, or any other issue deemed necessary to bring to the Board's attention.
- Promulgates and issues general and special orders, written or oral, covering departmental functions and insures compliance by all department personnel.
- Plans, directs, and coordinates the activities of Police Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.
- Researches state-of-the-art police management methods, formulates and manages the administration of departmental rules, procedures and policies.
- Serves as the Emergency Management Director and is responsible for all duties attendant to this position, in accordance with the law.
- Insures that all department records and evidence are secure, accurate, complete, and maintained in accordance with all state and local laws.
- Serves as Keeper of the Lock-up; ensures that cells are maintained at all times in order to pass semi-annual inspections by the Massachusetts Department of Public Health.
- Develops policies and procedures for the Department in order to implement directives from the Town Administrator.

- Insures that all equipment is maintained and in working order.
- Develops, implements, monitors, and adjusts, as necessary, an effective communication system throughout the police department.

PERSONNEL MANAGEMENT

- Recommends to the Select Board the hiring and firing of department employees; supervises, directs, trains, reviews, disciplines and establishes work schedules and work assignments for all departmental employees consistent with Town By-laws, policies, procedures and applicable collective bargaining agreements.
- Manages and leads police department staff-including administration, operations, civilian operations and code compliance, directly or through subordinate supervisors using leadership skills that include implementation an effective program of “management by walking around,” including all departmental work units.

COMMUNITY POLICING

- Plans and administers a community oriented policing program for the Department.
- Cultivates good community relations by collaborating with residents and civic, fraternal, and other community groups.
- Ensures that the department offers and maintains an effective and positive Community Oriented Policing philosophy for the purpose of maintaining the highest possible credibility level within the area.
- Assumes a leadership role in engaging members of both the Police Department and the community at large in developing, implementing, and maintaining a system of community policing in which members of the community are viewed as collaborative partners with the Police Department in promoting public safety.

CRIME PREVENTION AND INVESTIGATIONS

- Determines methods and procedures to be utilized in the investigation and suppression of crime, and the provision of policing services.
- Conducts confidential and internal investigations.
- Coordinates departmental actions with other law enforcement agencies in cooperative measure in the investigation of crime and the apprehension of suspects.

LABOR MANAGEMENT RELATIONS

- Maintains cooperative relations with the Police Union and town departments for the purpose of enhancing efficiency, productivity and morale.
- Consults with the Town Administrator and participates in collective bargaining sessions.
- Leads day-to-day labor-management activities and creates and maintains a productive working relationship with the Police Union.

PROFESSIONAL TRAINING, DEVELOPMENT AND MENTORING

- Selects, supervises, trains, and evaluates department staff.
- Pursues professional development opportunities for the growth, development, awareness, and education of the staff.
- Directs the development and implementation of a departmental in-service training program.
- Attends professional meetings, seminars, and conferences in order to stay abreast of changes or trends in the law enforcement field.

BUDGET MANAGEMENT

- Prepares and submits the annual operating department budget for personnel, services, equipment and capital needs.
- Is responsible for the purchase of equipment and supply items in accordance with Town and state statutes; maintains immediate control of all town property used by the department.
- Makes recommendations to the Town Administrator concerning the budget and to insure that the budget is effectively managed.
- Approves the purchase of all equipment, supplies, and uniforms for department use.
- Prepares and administers the Department budget. Coordinates departmental recommendations for the purchase of equipment and supplies; controls and accounts for financial allocations to the Department.

LICENSES AND PERMITS

- Is responsible for the issuance of licenses and permits in accordance with law, by-law and regulations and the collection and disposition of fees, fines or other payments as required or regulated by law, by-law or regulations.
- Serves as the issuing authority for firearm identification cards, and licenses to carry firearms.
- Oversees the inspection of all licensed firearms dealers.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

- Complies with rules, policies, regulations and laws governing Equal Employment Opportunity.

PERFORMANCE MANAGEMENT

- Reviews the evaluations of employee performance and takes appropriate action where necessary.

OTHER

- Performs similar or related work as directed, required or as the situation dictates.
- Represents the Town of Deerfield at county, area, and State police conferences and meetings with other public officials.
- Regular attendance and punctuality at the workplace is required.
- Ensures compliance with changing requirements in local, state and federal laws and accreditation requirements.
- Provides advice and counsel on Public Safety issues to Town officials and boards as requested.
- Keeps the public adequately informed of department activities.
- Supervises the release and dissemination of police department information to the public.
- Participates in regional discussions and information gathering and exchange.
- Assists in the preparation of City ordinances.
- Maintains an effective communication process and attends regular meetings with the Town Administrator and/or Board of Selectmen, other town departments/boards, and groups or civic organizations.