
Chief of Police

Nature of Work:

This is highly responsible supervisory and administrative work involving responsibility for the operation of the Police Department.

Employee of this class has the responsibility for the protection of life and property in the Town through the supervision of all police work. Routine responsibilities are executed largely through the direction of subordinate officers and patrolmen with the Chief assuming personal charge when important or difficult investigations are being conducted or when serious cases are being prepared for court. Responsibilities include the setting of major policies affecting improvement of police functions, and extend to the training, assignment, supervision, and discipline of all members of the Department. Work is performed under the general direction of the Town Manager.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only):

Formulates departmental policies, regulations, goals, and program priorities in consultation with the Town Manager, and with the assistance of subordinate officers.

Directs the formulation of work methods and procedures to be followed by Department members; inspects and appraises departmental activities and personnel; takes necessary steps in modifying police operations to meet changing conditions; assigns or directs the assigning of departmental personnel.

Plans and supervises the enforcement of traffic and safety regulations and programs of crime prevention and detection.

Prepares annual budget request and is responsible for the allocation of funds once appropriated.

Attends meetings and seminars pertaining to law enforcement with federal, state and local law enforcement groups.

Maintains a complete personnel file including attendance cards and a record of each officer's assigned duties, time off, vacations, and other relevant material.

Interviews applicants for appointment and conducts or participates in other phases of selection process.

Plans and directs police training activities.

Prepares monthly and annual reports on departmental operations and activities.

Plans and directs the development and supervises the maintenance of police records and statistics. Supervises the keeping of records of daily activities and events including all calls and complaints. Supervises the keeping of files on all arrests, juvenile cases, court cases, accident reports and stolen property reports.

Cooperates with federal, state, and other local officers in the apprehension and detention of wanted persons and with other public agencies that involve the Police Department and to establish favorable community relations.

Performs related work as required.

Requirements of Work:

Thorough knowledge of the principles, standards, and practices of modern police administration and police methods.

Thorough knowledge of the accepted police principles and practices as applied to patrol, traffic control, criminal investigations, crime prevention communications, and records management.

Considerable knowledge of the functions of federal, state, and local jurisdictions and authorities as they relate to police work.

Ability to plan, lay out, and supervise the work of subordinates performing varied operations connected with police activities, to develop proper training and instructional procedures for these employees, and to maintain a high level of discipline and morale.

Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to police activities, and to modify organizational procedures to meeting changing conditions.

Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, and the general public.

Ability to provide effective leadership for and maintain harmonious relationships in the Department.

Ability to prepare and present effectively oral and written information materials related to the activities of the Police Department.

Training and Experience Required:

Thorough experience in modern police work which has afforded progressively responsible experience in a variety of police functions, including extensive supervisory and administrative responsibility; and graduation from the Maine Criminal Justice Academy, and graduation from a two-year college Associates Degree program in Criminal Justice or related field; or any equivalent combination of experience and training.