

TOWN OF WINSLOW

Maine

CHIEF OF POLICE JOB DESCRIPTION

Nature of Work

The Chief of Police is the chief administrative officer of the Department and the final departmental authority in all matters of policy, operations, and discipline. He exercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective performance of the Department.

Through the Chief of Police, the Department is responsible for the enforcement of all laws coming within its legal jurisdiction. The Chief of Police is responsible for planning, directing, coordinating, controlling and staffing all activities of the Department. He is also responsible for its continued and efficient operation, for the enforcement of rules and regulations within the Department, for the completion and forwarding of such reports as may be required by proper authority and for the Department's relations with local citizens, the local government and other related agencies.

The Chief is responsible for the training of all members of the Department. The Chief shall have general charge of the station house and all property of the Police Department.

Examples of Work

- Formulates, implements, and modifies departmental policies, regulations, goals, and program priorities.
- Is responsible for the necessary delegation of authority to subordinate officers, commensurate with their duties and responsibilities.
- Plans and supervises the preparation of the department budget and the control of expenditures.
- Establishes a routine of duties and procedures to be followed by Department members; inspects and evaluates departmental activities and personnel; ensures that all police operations are modified to meet changing conditions.
- Is responsible for all departmental labor relations including discipline, grievances and arbitration; is responsible for assisting the Town Manager with departmental labor negotiations.
- Plans and directs the development and maintenance of police records and statistics such as records of daily activities and events including all calls, complaints, and files on all accident reports and cases.
- Prepares monthly and annual reports on departmental operations and activities and prepares budget estimates.
- Interviews applicants for appointment or promotion and conducts or participates in other phases of the selection process.

- Fosters and encourages liaison between the municipal, county, State, and federal law enforcement agencies through mutual interchange of information and personal contacts.
- Researches and prepares Grants from the Department of Public Safety and the Department of Justice.
- Is responsible for the development and ongoing implementation of a departmental training program.
- Prepares and submits regular departmental operating and activity reports to the proper municipal officials and State agencies.
- Issuing authority for concealed weapon permits, and maintains the necessary records and reports.
- Conducts and maintains effective public relations for the department.
- Provides for the investigation into all cases of alleged or apparent misconduct by departmental personnel; takes appropriate disciplinary action and maintains personnel records.
- Performs related work as required.

Requirements of Work

- Thorough knowledge of the principles and practices of modern police administration.
- Considerable knowledge of the rules and regulations of the Police Department and applicable Federal and State law and Town ordinances.
- 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 meet changing conditions.
- Ability to establish and maintain effective working relationships with other municipal officials, State, and federal authorities and the general public.
- Working knowledge of the municipal budgeting process; ability to develop and administer a budget.
- Ability to provide effective leadership 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.
- Experience in working with a labor force which is organized.
- Demonstrated ability to command the respect of officers and to assign, direct and supervise police functions.

Desirable Experience and Training

- Progressively responsible police experience, including command experience; four-year College or University Degree in Law Enforcement or a related field; or any equivalent combination of experience and training.

Necessary Special Requirements

- Must have graduated from the Maine Criminal Justice Academy “Basic School,” have been waived, or be eligible for such a waiver by the Academy.
- Complete the executive certification program through the MCJA.

FLSA Status

- Exempt