

INTERIM CHIEF OF POLICE

Definition:

The Interim Chief of Police is responsible for overseeing and directing the operations of the police department in the enforcement of law, protection of life and property and prevention and suppression of crime, in accordance with Massachusetts General Laws and local bylaws; all other related work, as required.

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.

- Organizes and directs all operations and resources of the Police Department; responsible for administrative functions, such as personnel, development and management of the budget, payroll, scheduling, ensuring details are staffed, and authorizing overtime; responsible for the physical plant and the department fleet of vehicles; issues firearm permits.
- Maintains a high standard of professional behavior for all members of the Williamstown Police department, investigating complaints against police officers and disciplining them as appropriate. Engages in these processes with the appropriate transparency, reporting to the Town Manager and Select Board as required, including providing reports of investigations and a record of disciplinary measures taken.
- Acts as court officer; coordinates with the District Attorney's office and makes dispositions relating to the department's cases; attends meetings and speaks with community groups regarding complaints or issues that arise.
- Develops departmental policies and issues general and special orders; manages the department's accreditation effort; reviews reports; oversees the recruitment, selection and training of personnel.
- Ensures compliance with the policy regarding control of evidence and recovered property.
- Maintains updated knowledge of changing laws and practices; monitors compliance with all state, federal, and local laws and regulations.
- Engages openly and consistently with constituencies across our diverse community, which is undergoing significant demographic shifts, to discuss ways to develop community-centered approaches to policing, including de-escalation strategies, to work with local social work and mental health professionals, and community groups engaged in racial justice issues or representing other concerns or marginalized constituencies.
- Commits to Williamstown's Not in Our County pledge, which intends to support an inclusive, diverse, and just community for all of its residents.
- Collaborates effectively with Town departments, other public safety agencies, institutions, schools, and social service providers.
- Performs similar or related work as required, or as situation dictates.

Supervision:

Works under the policy direction of the Town Manager; responsible for all administrative functions of the department, in conformance with applicable provisions of the Massachusetts General Laws and professional standards; responsible duties of a complex nature require independent judgement and initiative.

Supervisory Responsibilities:

Supervises a department of 15 full-time and roughly 3-4 part-time personnel.

Work Environment:

- Administrative work is generally performed under typical office conditions; the employee may be exposed to varying weather conditions and situations endangering personal safety; on call to respond to emergencies.
- The employee operates an automobile, standard office equipment, medical equipment, firearms, breath testing and radar equipment and related equipment.
- The employee has regular contact with general public, town departments, schools, and courts, and state and federal agencies. Contact is by telephone, in person, in writing and in meetings with groups.
- The employee has access to extensive confidential information, such as personnel records, collective bargaining negotiations, bid documents, criminal investigations and related records, and legal proceedings.
- Errors could result in personal injury, injury to others, damage to buildings or equipment, delay or loss of services, monetary loss and legal repercussions.

Preferred Qualifications:**✓ Education and Experience**

Master's degree (preferred) or Bachelor's degree in law enforcement, public administration, or a related field desirable; ten years of progressively responsible police experience; five years in command and supervisory capacity; or an equivalent combination of education and experience.

✓ Additional Requirements

Certification, or ability to be certified, as a police officer by the Massachusetts Criminal Justice Training Council

Firearms certification

Valid Massachusetts motor vehicle operator's license

✓ Knowledge, Ability and Skill

Thorough knowledge of the principles and practices of modern police administration and management; thorough knowledge of the approved methods and procedures of law enforcement; knowledge of applicable federal, state, and local laws.

Ability to develop plans and establish goals for the department; ability to establish and maintain productive working relationships with town officials, law enforcement officials, and the general public; ability to supervise subordinates in an effective manner; ability to enforce the law impartially and make sound judgements in stressful situations.

Demonstrated supervisory skills; planning and organizational skills; strong oral and written communications skills.

Physical Requirements:

Minimal physical effort is required to perform administrative duties under typical office conditions; moderate to strenuous effort may be required when engaging in policing activities. The employee is frequently required to stand, walk, sit, speak and hear, use hands to operate equipment, and reach with hands and arms; ability to drive, operate firearms and exert force when apprehending suspects or assisting victims. Vision requirements include the ability to read and analyze documents, use a computer and operate a motor vehicle.

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.