

## **CHIEF OF POLICE**

### **A. SUMMARY**

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/she exercises all lawful powers of his/her 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/she 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 training of all members of the Department. The Chief shall have general charge of the station house and all property of the Police Department.

### **B. GENERAL DUTIES AND RESPONSIBILITIES**

It is the duty and responsibility of the Chief of Police to:

1. Supervises the day to day operation of the Department in the observance and enforcement of all laws and regulations; oversees the operation of all divisions which include detective, patrol, traffic, community relations, drug enforcement, and internal affairs functions.
2. Supervises, trains and evaluates subordinates; oversees the assignment of members of the force to shifts and daily routines; supervises special police assignments; determines disciplinary action as required; interviews and recommends appointment or promotion of all applicants for positions within the Police Department; participates in the collective bargaining process as a management representative. Institutes and revises personnel policies and procedures for the department.
3. Designate an officer to serve as Commanding Officer in his/her absence.
4. Researches and plans the development of long and short-range goals for the department in all areas of police operations.
5. Coordinates departmental action with other law enforcement agencies in cooperative measures for crime prevention and law enforcement.

6. Oversees the preparation and management of the department budget; prepares and submits reports of police department operations for annual report and as requested by the Town Administrator and Board of Selectmen.
7. Responsible for overseeing the management of large amounts of departmental revenue.
8. Formulates and reviews policies to ensure that law enforcement and public safety needs of the community are met.
9. Encourage members of the Department to work with the community to solve problems.
10. Promulgate all general and special orders of the Department and issue on his/her own authority orders, written and oral, not inconsistent with his/her powers, duties and responsibilities.
11. Checks and reviews complaints, teletype messages, uniform bureau reports, detective reports and cases pending in court.
12. Provide for investigation into all cases of alleged or apparent misconduct by departmental personnel.
13. Responsible for overseeing and managing seizure of assets belonging to those charged with crimes.
14. Oversees the maintenance of all records and statistics.
15. Be responsible for overseeing and managing seizure of assets belonging to those charged with crimes.
16. Exercise general supervision and inspection of all licensed public places within the community.
17. Attends professional meetings and conferences for purposes of public relations, regional discussions, and information gathering and exchange; acts as representative of the police department before the Town Meeting, citizen groups, and other law enforcement organizations. Represents the department at community, civic and social events.
18. Develops and coordinates state, local, and federal grants.
19. Possess a valid Massachusetts Driver's License.
20. Adopts a policy covering the safekeeping of all evidence and any property recovered, found or confiscated. Designate a member of the Department as Property/Evidence Officer.
21. Performs similar or related work as required or as situation dictates.

### C. DUTIES AND RESPONSIBILITIES – REPORTING

1. Submit an annual report to the Town Administrator and the Board of Selectman outlining the activities of the Department.
2. Submit a monthly report to the Commissioner of Corrections indicating the number of persons of each sex arrested. Classify such reports by type of offense. M.G.L. c. 124 s. 9.
3. Notify the State Department of Public Utilities within twenty-four hours after an accidental death by electricity or gas.
4. Notify the State Department of Natural Resources of any person presumed to be lost in the woodlands in their community. M.G.L. c. 21 s. 6A.
5. Report to the State Division of Fisheries and Game any injury or death resulting from the use of any firearm, bow and arrow or other weapon while hunting or target shooting. M.G.L. c. 131 s. 60.
6. Promptly report to the appropriate authority all particulars within his/her knowledge, relating to injuries to persons or property alleged to have been caused by defects, obstructions or want of repair on any public street.
7. Notify the Registrar of Motor Vehicles, on the appropriate forms, the particulars of an accident involving a motor vehicle which happens within the limits of this community in which any person is killed or injured or where there is damage in excess of \$1000, to anyone vehicle or other property. Ascertain, if possible, the name(s) of the operators and notify the Registrar of the same.
8. Be responsible for the preparation and justification of the annual departmental budget and for the control of all departmental expenditures.
9. Submit the appropriate data and forms to the proper authority for purposes of compiling the Uniform Crime Report or other similar reporting method.
10. Maintain a personnel record system in which shall be kept all pertinent information on all Department members and employees.
11. Submit such other reports as required by law.