

SUPERINTENDENT

A. SUMMARY

Under the direction of the Chief of Police, the principal responsibilities of the Superintendent shall include, but not be limited to, assisting the Chief of Police as directed, in the day-to-day operations and business of the Police Department, supervising police personnel in the performance of their official duties, maintaining discipline, resolving and coordinating issues, concerns and grievances from the collective bargaining representatives, and providing training and motivation. In addition, the Superintendent is responsible for following principal activities to attain accountability in the fulfillment of the responsibilities and objectives of the Police Department:

B. GENERAL DUTIES AND RESPONSIBILITIES

1. Assist in maintaining sound union and management relations, including participating on behalf of management in grievance hearings, collective bargaining meetings, and other union and management meetings or forums.
2. Establish and maintain sound union and management relations, while upholding the rights and interests of management. Adhere to the collective bargaining agreements for and between the Town of Brookline and organized labor unions.
3. Oversee the training needs of the department personnel to insure that all officers are receiving assigned training. Provide training opportunities to enhance the management and supervisory skills of command and supervisory officers.
4. Oversee overtime and paid detail assignments, insure compliance with Departmental policies, orders, rules and procedures, as well as related collective bargaining contractual obligations.
5. Insure the integrity of the Department is not compromised by the misfeasance, misconduct or failure to do the job of any employee.
6. In accordance with M.G.L. Ch. 31, apply disciplinary sanctions for violations of Department rules, policies, orders or procedures, not to exceed a suspension without compensation for five (5) days, and if necessary, with a recommendation to the Chief of Police that additional or greater discipline be imposed.
7. Monitor and/or conduct internal affair investigations, to include those allegations of criminal wrongdoing on the part of police officers.
8. Maintain all records of internal affairs and/or criminal complaints against officers in a secure manner.

9. Participate in the process associated with the presentment of management's case before hearing officers of the Human Resources Division, Labor Relations, Arbitrators, etc.
10. Oversee and coordinate the various elements and requirements of the recruitment selection and promotion processes.
11. Insure that the Police Department is in compliance with the equal employment opportunity policies, rules and procedures of the Town of Brookline and as required by law.
12. Supervise the daily activity of the Department personnel, issuing verbal and written directive to ensure that the Department is providing efficient policing services.
13. Provide and exchange information with command and supervisory personnel concerning the performance of officers in their command. Where performance is below acceptable standards, insure that the measures taken to correct the situations are designed to be responsive to the deficiency.
14. Monitor the quality of work performed for the adherence to acceptable policing standards, identify areas of deficiency, and recommend improvements to enhance the efficiency and effective utilization of police department resources.
15. Act as a liaison with news media, business and civic organizations, and other individuals and organizations as assigned by the Chief of Police.
16. Monitor advances in technology, such as computerization and other equipment utilized in providing professional police services with the Brookline Community.
17. Inform the Chief of Police of all investigations and/or other issues or areas of concern that might have an effect upon the Police Department or the Town of Brookline.
18. Initiate, compile and write General Orders, Policies, Procedures, Rules and Regulations, reports, memoranda, and other documents necessary for the governance or operation of the Police Department.
19. Coordinate the Town of Brookline Personnel Performance Evaluation System for the Police Department. Conduct an annual inspection to determine how well the system is functioning, identifying instances of extreme ratings and the causation or reasons for them.
20. Responsible for department wide inventory of equipment.
21. Participate in the preparation of the Police Department Budget for presentment to the Board of Selectman, Town Meeting, and other Boards on Communities as deemed necessary.
22. Conduct both announced and unannounced staff inspection patrols to ensure the maintenance of proper standards of police duty, supervision and command.

23. Meet with the shift/division commanders and supervisors on a regular basis to discuss important activities of the particular tour of duty or unit. Convey information from the Chief of Police to the shift/division commanders and supervisors and advise the Chief of Police of all issues or areas of concern that might have an effect upon the Police Department of the Town of Brookline.
24. Insure compliance with all laws the Police Department or its officers are charged with the responsibility and authority to enforce.
25. Recommend to the Chief of Police promotions/demotions, the assignment, reassignment or transfer of any member or employee of the Department to or from any unit or assignment whenever it is deemed that such action is in the best interest of the efficiency, effectiveness, discipline or more of the Police Department.
26. Ensure that all members of the Police Department have been provided with a copy of the Department's Policies and Procedures, Rules and Regulations and that they have acknowledged receipt of the same, in writing.
27. Plan and execute police programs designed to enhance the police and citizen partnership while preventing and repressing crime, apprehending and prosecuting offenders, recovering property for the rightful owners. Engage in problem solving, and respond to the issues and concerns confronting individuals and neighborhoods of the community, modifying these programs to meet current trends, changes in acceptable policing standards and practices, and in responding to the issues and concerns of the individuals and the neighborhoods of the community.
28. Enlist the suggestions and input of members and employees of the Department to ensure participation at all levels.
29. Be responsible for the necessary delegations of authority to those under his/her command, commensurate with their assignment duties and responsibilities.
30. Develop a policing strategy to prevent crimes, as well as, to respond effectively to community needs.
31. Submit such other reports as are required by law or as required by the Chief of Police.
32. Monitor the daily attendance and deployment of patrol personnel to ensure a proper level of police coverage in the community, reassigning of personnel and/or positions to meet the needs of the community.
33. Exercise general supervision and inspection of all licensed persons and public places within the community.

34. Submit a monthly report to the Commissioner of Corrections indicating the number of persons arrested and held in custody, their gender, and the classification of the type of offense as required by M.G.L. C. 124 s9.
35. Submit the appropriate data and forms to the proper authority for the purposes of compiling the Uniform Crime Report.
36. In the absence of the Chief of Police, and upon his/her directions, the Superintendent will assume the powers, duties and responsibilities of the Chief of Police, subject to any limitations set by the Chief of Police.
37. Shall perform such other duties as assigned by the Chief of Police.