

DEPUTY SUPERINTENDENT

A. SUMMARY

Subject to the direction and control of the Chief of Police, and Superintendent of Police, a Deputy Superintendent is responsible for the supervision and control of all officers, police services clerks and civilian personnel under their command and is responsible for their efficiency and effectiveness as members of the Department. In the absence of the Chief of Police and Superintendent, a Deputy Superintendent may assume the powers, duties and responsibilities of the Superintendent of Police, subject to any limitations set by the Chief of Police or Superintendent. The position of Deputy Superintendent is confidential, managerial position.

A Deputy Superintendent may assume the powers, duties and responsibilities as the Commanding Officer of any one of the Divisions of the Police Department.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of a Deputy Superintendent to:

1. Familiarize him / herself with the authority delegated to them. Understand the responsibilities of those under their command.
2. Assist in maintaining sound union and management relations, include participating on behalf of management in grievance hearings, collective bargaining meetings, and other union and management meetings or forums.
3. 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.
4. Coordinate with the Training Division the training of all members assigned to their command. Be sure that all officers are knowledgeable of all developments in laws, statutes, by-laws, department regulations and operations or other matters that impact their job responsibilities.
5. Obey and transmit promptly all orders of the Chief along with Department rules, directives, memoranda and circulars ensuring uniform interpretation and full compliance.
6. Handle serious infractions of departmental standards. When a member of the Department has consistently refused to improve their conduct, despite efforts by themselves and their Officer-in-Charge, require that a written report be submitted. Full details of the incident or series of incidents shall be included in the report. Convey the report to the Chief with written comments on the situation and a recommendation for action to be taken.

7. Actively participate in the identification and recommendation of those officers who would benefit by means of placement in the departments "Early Intervention System".
8. When responsible for the Office of Professional Standards will conduct internal affair investigations, to include those allegations of criminal wrongdoing on the part of police officers.
9. Maintain all records of internal affairs and/or criminal complaints against officers in a secure manner.
10. Assist in the administration of the departmental program for:
 - a. Organizing and conducting personnel training programs;
 - b. improving working conditions for maximum efficiency and morale;
 - c. using personnel records and performance evaluations for individual guidance and improvement;
 - d. ensuring the proper and economical use of police manpower, property and equipment;
 - e. promoting personnel safety.
11. Examine for approval or disapproval all reports or records submitted. If approved, initial the report or record in the proper place. If disapproved, order the officer to correct the deficiencies and resubmit the report or record.
12. Maintain daily an attendance record for those employees who come under their immediate command. Be responsible for monitoring the use of sick time by those employees assigned to the Deputy Superintendent's Division or area of command. In the case of excessive sick leave by any member, shall cause an investigation to be made to determine the cause and take the appropriate action as warranted.
13. Ensure prompt reporting to other municipal agencies and outside authorities of any important matter within their jurisdiction.
14. Keep themselves and members informed of all significant events or developments in law enforcement which affect the Department. If changes or revision in any present practices of the Department seem advisable; submit oral or written reports detailing recommendations.

15. Keep informed of all Town wide activities and events that may affect residents of the Town.
16. Inform authorized personnel of any other significant events or developments affecting the Department.
17. Promote harmony and cooperation among all units of the Department.
18. Encourage members of the Department to work with the community to solve problems.
19. Ensure proper processing of all complaints by citizens.
20. Ensure the transfer of supervisory responsibility for his/her division during periods of extended absence.
21. Possess a valid Massachusetts driver's license.
22. Perform other duties as assigned by the Chief of Police and Superintendent of Police.
23. Maintain and keep current their professional development.