

Position Purpose:

This role serves as the Chief Administrative Officer of the Harvard Police Department and is responsible to the Board of Selectmen. The Chief is responsible for the overall objectives of the department, exercises all lawful orders of the office and performs supervisory work in directing all police activities to ensure the protection of life and property and the prevention and suppression of crime; performs all other work as required.

Essential Functions:

(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.)

- Supervises the operations of the Police Department in the observance and enforcement of all laws and regulations. Ensures compliance with all laws which the Department or its officers have the authority to enforce. Organize, direct and control all resources of the Department to preserve the peace, protect persons and property and enforce the law.
- Assigns members of the force to shifts and establishes daily routines; determines disciplinary action as required. Develop a professional organizational structure for the Department. Establish a routine of daily duties to be performed by officers. Designates an officer to serve as Commanding Officer in an absence and is responsible for the necessary delegation of authority to those under command, commensurate with their duties and responsibilities.
- Plans and supervises the training of subordinates; institute an adequate and progressive program of training for members and employees of the Department. Develop or adopt new techniques to improve effectiveness in the discharge of police obligations of the Department.
- Be responsible for the preparation and justification of annual departmental budget and for the control of all departmental expenditures. Responsible for the requisition or purchase of equipment and supplies, the preparation of budgets, the keeping of records and making reports. Responsible for the safekeeping of all evidence and any property recovered, found or confiscated.
- Reviews motor vehicle accident reports and makes recommendations for reduction or elimination of hazardous areas to reduce accident frequency.
- Submit an annual report to the appointing authority outlining the activities of the Department. Supervises the maintenance of police records and accounts. Submits all reports required of the State and Federal governments. Makes recommendations or notifies appropriate authorities of all particulars within his/her knowledge, relating to potential hazards and threats of public safety. Submit such other reports as required by law.
- Formulates and reviews policies to ensure law enforcement and public safety needs of the community are met; promulgates and issues general and special orders, written and oral, covering all departmental functions.
- Performs all duties required of subordinates when required. Patrols the community monitor changes, assists at emergency ambulance and fire calls, monitors street markings and signs, orders appropriate signs when needed. Exercise general supervision and inspection of all licensed public places within the community.
- Plans and executes police programs designed to prevent and repress crime, to apprehend and prosecute offenders and to recover property. Modifies these programs to meet current trends.
- Enlist the suggestions of members and employees of the department to ensure maximum relevance and acceptance of all departmental regulations. Stays informed of all department affairs ensuring that the duties and responsibilities of members and employees are being properly discharged.

- Performs regular performance evaluations of all employees. Provide for investigation into all cases of alleged or apparent misconduct by departmental staff. Assign, detail or transfer any member or employee of the Department to or from any unit or assignment whenever he shall deem such action to be in the best interest of the efficiency, discipline or morale of the department.
- Attends meetings and conferences for purposes of public relations, regional discussions, information gathering and exchange. Investigates all complaints and concerns registered in regards to the department. Plan and administer all educational and civic action programs. Maintain positive relations with citizens and the community.
- Resolves citizen complaints, monitors social media, prepares various reports, approves firearm licenses, performs research, and manages all union and staff issues.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in Criminal Justice, Master's Degree Preferred; Seven to ten (7-10) years of related experience with at least three years (3+) in a supervisory capacity; or any equivalent combination of education and experience.

Special Requirements:

MA Police Academy Certified (MPTC), CPR Certification, CORI (Criminal Offender Record Information) Certified. Licensed to Carry Class A Firearms. Possession of a Massachusetts Motor Vehicle Operator's License. First Responder Certification. AED. Breathalyzer, Chemical Spray. Class 3 Motor Vehicle Operator's License.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of investigation, surveillance, intelligence gathering and analysis and thorough knowledge of federal and Massachusetts state laws relating to surveillance, search and seizure, licensing as well as State and Constitutional law cases related to the powers and duties of police officers. Must be thoroughly familiar with local ordinances. Advanced Working knowledge of Employment Law, Collective Bargaining, Budgeting, Disciplinary Procedures, Crisis Communications, Crisis Response, Risk Management, Qualitative and Quantitative Research, Knowledge of Current Training Requirements, cursory knowledge of communication's systems, computer systems, word processing and spreadsheet applications

Ability: Ability to lead and supervise subordinates and to transmit general instructions in the form of detailed orders. Ability to establish and maintain effective working relationships with town officials, subordinates, the general public, news media and other law enforcement officials. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to deal with the public firmly and courteously under stress conditions. Ability to build a positive team environment, manage and motivate staff. Familiarity with personnel practices. Ability to make accurate decisions in emergency situations and maintain calm in difficult situations.

Skill: Verbal and written skills necessary to communicate with other town departments, citizens and the court system. Skill in operating police equipment and police computer system

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to talk, hear, stand, sit, walk and drive a motor vehicle. Occasionally the employee is required to run, crawl/kneel, carry, reach, climb/balance, push/pull and lift. The work requires strenuous physical exertion, sometimes for extended time periods. Requires the ability to lift and carry objects of more than 100 pounds intermittently. Work requires the employee to be physically fit. The employee must have the physical ability to respond to calls expediently.

The position requires good vision to drive a vehicle, review evidence, identify situations and suspects, as well as distinguish color. The use of firearms and standard police equipment (radar, investigation kits, etc.) requires advanced manual dexterity in combination with eye-hand coordination.

Supervision:

Supervision Scope: Performs responsible functions requiring frequent application of independent judgment and initiative when situations arise that do not fall clearly within the limits of established standards or precedents.

Supervision Received: Works under the policy direction of the Board of Selectmen and the Town Administrator in accordance with provisions of the General Laws.

Supervision Given: Supervises Sergeants, Patrol Officers, Reserve Officers, and a Police Assistant and Administrative Assistant. The employee is responsible for the supervision and discipline of full time and part-time staff.

Job Environment:

- Work is performed both in typical office conditions and with exposure to varying conditions of weather and with danger to personal safety during emergencies or when supervising field operations, responding to calls for service or supervising patrol activities.
- Operates an automobile, all police equipment, computer and other standard office equipment; required to wear appropriate uniform and equipment.
- Makes frequent contact with the general public, town and government officials, experts and technicians from various trades and fields, and other public safety organizations.
- Has access to department-related confidential information, such as criminal investigations and personal information about citizens, etc.
- Errors could cause confusion, damage or delay and could be costly to correct; errors in some instances could jeopardize public safety to include injury and loss of property and also have legal ramifications

(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.)