



Town of Topsfield  
**POLICE CHIEF**  
**JOB DESCRIPTION**

**Position Purpose:**

The purpose of this position is to perform administrative, technical and supervisory work in directing the operations of the Police Department, its staff and equipment, in the protection of life and property, and in the prevention and suppression of crime; performs all other related work as required. The Police Chief position was established as a strong chief in 1960, pursuant to Chapter 41, section 97A of the General Laws. FLSA Exempt.

**Supervision:**

*Supervision Scope:* Performs highly responsible duties requiring a significant degree of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel; incumbent works independently in formulating decisions regarding department policies, procedures, operations and plans.

*Supervision Received:* Works under the general administrative direction of the Town Administrator; working from municipal policies and objectives, consulting with supervisor only where clarification, interpretation or exception to municipal policy may be required.

*Supervision Given:* Supervises all department employees directly and through subordinates. The employee supervises through supervisors.

**Job Environment:**

Work is mostly performed in an office setting with limited foot traffic. When responding to emergency calls, occasionally the employee is exposed to weather extremes (cold, and excessive heat), loud noise, and is exposed to hazardous and dangerous conditions including fumes/gases/toxic chemicals and potentially armed and dangerous persons. The employee is occasionally required to operate in confined, cramped quarters.

Operates police cruiser, all police equipment/firearms, computer, and other standard office equipment.

Makes frequent contacts with town, state and federal officials, representatives of the media, business and school administration. Contracts are by phone, email, social media and in person.

Has access to extensive confidential information such as personnel records, criminal investigation and records, lawsuits, personal information about citizens, as well as collective bargaining negotiating positions.

Errors could be costly in terms of decreased or less efficient protection to persons and property, possible personal injury/death, and have direct financial and legal repercussions. The position requires employee to make decisions that can have catastrophic consequences to the town.

**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.)*

Establishes department goals, objectives, policies, regulations and procedures based on the needs of the Town of Topsfield and the police department; reviews daily operations of the department to assure quality and proficient performance and service levels. Develops and updates a strategic plan for the department.

Oversees operations; scheduling, training, vehicle repairs, building maintenance, purchasing; responsible for all actions of police.

Has the responsibility of all essential functions of a Police Officer. Responds to all major crime scenes or emergencies. Must be available for all emergency call outs and be in contact with Police Department personnel 24 hours a day, 365 days per year. Commanding officer of the department, responsible for ensuring impartial enforcement of all criminal laws/policies/rules and regulations

Maintains accreditation of the department. Responsible for planning, organizing, directing, staffing and coordinating police operations.

Oversees and manages the various ancillary services which have been assigned under the supervision and control of the Police Department.

Maintains proper disciplinary levels through supervisor staff; addresses issues with discipline, training, morale, assignments, equipment and other problems affecting the efficient operation of the department. Maintains records of sick leave, training and certifications, misconduct, neglect or unfitness. Recommends disciplinary action actions to the Town Administrator.

Maintains knowledge of laws and regulations related to police and public safety issues; ensures that department staff is fully trained in application of such laws, regulations and in all department policies, procedures and practices.

Assists the Town Administrator in developing and conducting the collective bargaining process.

Provides periodic reports to the Board of Selectmen and Town Administrator for the purpose of reporting various aspects of the Police Department's operations; participates in meetings, conferences and regional discussions for the purpose of information gathering and exchange.

Represents the department within the town government decision-making processes.

Attends a variety of town meetings with boards, commissions, etc. to present the department's views on a variety of municipal issues where police input is relevant.

Interacts with federal and state officials to represent the interests of the town and the department. Submits reports as required by law or regulation to federal and state agencies. Serves as the department's chief spokesperson to the press, media, and the general public.

Prepares and manages the department's budgets; prepares and presents the department budget and makes necessary submittal for approval at Town Meeting; oversees the preparation, expenditures and appropriations in keeping with budgetary constraints.

Provides supervision of all staff and patrol.

Conducts performance evaluations and implements the process for civilian employees in the department, and for sworn personnel as provided for in the collective bargaining agreements.

Conducts the process for hiring prospective staff and conducts promotional procedures for staff for further advancement within the Department.

Conducts confidential investigations and inquiries regarding complaints on staff misconduct.

Custodian of and maintains all police equipment and the police building; custodian of evidence and recovered property.

Adopts, promulgates and amends all policies and standard operating procedures for the department, providing for the maintenance, regulations, control and operation of the Police Department. Plans, supervises, trains and evaluates subordinates; assigns members of the force to shifts and establishes 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.

Oversees department's training program insuring all training is in compliance with Massachusetts standards and department regulations.

Prepares or oversees the preparation of a variety of regular and special reports related to departmental programs, plans and services. Ensures the maintenance of departmental reports, records, and files, consistent with requirements for confidentiality and public disclosure.

Applies for and administers numerous state and federal grants, and seeks alternative funding sources.

Directs the review of officer reports and activities.

Directs the development of building community partnerships with department staff to maintain and restore quality of life in the Town's neighborhoods.

Investigates allegations of employee misconduct.

Manages the department's record system.

Coordinates departmental action with that of other law enforcement agencies.

Represents department in communications with the public, including the media on matters related to crime, police operations and department policy.

Applies for and administers numerous state and federal grants, and seeks alternative funding sources.

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 or related field; Master's degree preferred, and over seven (7) years of progressively responsible related experience; or any equivalent combination of education and experience.

**Special Requirements:**

MA Police Academy Certified.

CPR.

First Responder.

License to Carry Firearms.

Municipal Police Training Committee Certification.

Possession of a valid motor vehicle operator's license.

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of the principles and practices of police administration, and of approved police methods and procedures. Thorough knowledge of town, state and federal laws and regulations affecting police work. Thorough knowledge of suburban law enforcement issues. Knowledge of municipal finances. Knowledge of criminal law and modern techniques of criminal investigations. Knowledge of labor law and collective bargaining. Knowledge of computers applications as they are used in police work.

*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 and other law enforcement officials. Ability to analyze and interpret laws, bylaws, rules, regulations, standards, and procedures, and apply them to specific situations and cases. Ability to organize the Police Department in such a manner as to recognize needs and provide applicable social and protective services to the community. Ability to formulate police rules, regulations, policies and procedures. Ability to work in a high stress environment on a regular basis. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Able to communicate effectively and efficiently verbally and in writing at all times;

*Skill.* Managerial and organizational skills. Excellent oral and written communication skills. Demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of services to the community.

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.*

Employee is regularly required to sit and talk or hear, walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. This position requires the ability to operate a computer keyboard and calculator at efficient speed. During patrol work, the employee may be required to climb, stoop, crouch, kneel, run, roll, and climb a ladder; employee must be able to access all areas of buildings/structures; may lift/drag/carry/move objects weighing more than 60 pounds. Vision and hearing at or correctable to normal ranges.

*(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.)*

**Approved: September 2019**  
**Town Administrator**