

Job Description-Police Chief

Nature of Work: This is responsible administrative and technical police work in the direction of all employees and activities of the Bucksport Police Department, Animal Control Officer, and Dispatch Facility.

Employee of this class is responsible for the protection of lives and property in the town through the supervision of police functions. Work involves the efficient operation of the Police Department through the control of activities, the determination of departmental procedures, the planning of departmental work priorities and goals, the implementation of programs, and the training, assignment, and supervision of all department members. The Chief ensures that order is maintained, through the enforcement of laws and ordinances, and takes appropriate action for the prevention of crime. The Chief consults with the Town Manager in determining plans and policies to be observed in the conduct of police operations and, except for general administrative direction, he works independently in supervising the Police Department functions. Work is reviewed through discussion of problems and review of program results.

Essential Duties and Responsibilities: Formulates departmental policies, regulations, goals, and program priorities to be followed by members of the Police and Communications Departments.

Ensures compliance with all laws which the Department or its officers have the authority to enforce.

Directs the formulation of work methods and procedures to be followed by department members; inspects and appraises departmental activities and personnel; takes necessary steps in modifying police operations to meet changing conditions; oversees or directs the assigning of department personnel.

Prepares the departmental budget and oversees the control of expenditures.

Interviews applicants for appointment, conducts or participates in other phases of selection process, and recommends appointments to the Town Manager, and plans and directs police training activities.

Administers the collective bargaining agreement.

Keeps informed as to the affairs of the Police Department to ensure maximum relevance and acceptance of all departmental regulations.

Maintains a personnel record system in which shall be kept all pertinent information on all departmental members and employees including all training requirements.

Institutes an adequate and progressive program of training for members and employees of the Department.

Plans and directs the development and maintenance of police records and statistics such as records of daily activities and events, including all calls, complaints and files on all accident reports and court cases.

Cooperates with Federal, State, and other local officers in the apprehension and detention of wanted persons and with other agencies where activities of the Police Department are involved.

Conducts and maintains effective public relations for the Department.

Performs related work as required.

Requirements of Work: Thorough knowledge of the principles, standards and practices of modern police administration and police methods.

Ability to plan, lay out, and supervise the work of subordinates performing varied operations connected with police activities.

Ability to develop proper training and instructional procedures for employees, and to maintain a high level of discipline and morale.

Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to police activities, and to modify organizational procedures to meet changing conditions.

Knowledge of the principles and practices of personnel and labor relations administration.

Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities and the general public.

Working knowledge of the municipal budgeting process; ability to develop and administer a budget.

Ability to provide effective leadership and to maintain harmonious relationships in the department.

Ability to prepare and present effectively oral and written information materials related to the activities of the Police Department.

Training and Experience Required: Thorough experience in modern police work which has afforded progressively responsible experience in a variety of police functions, including related law enforcement supervisory and administrative duties; graduation from high school or equivalent, supplemented by various courses in modern police administration; or any equivalent combination of experience and training.

Necessary Special Requirements: Must have graduated from the Maine Criminal Justice Academy "Basic School" or have been waived or be eligible for such a waiver by the Academy.

Must possess a valid Maine motor vehicle operator's license.

Must be available evenings and weekends when necessary to conduct emergency departmental business.

Reside within eight miles of the Bucksport Public Safety Building.