

OLD BUSINESS

3-2-09

PROPOSED CHARTER COMMITTEE

MOTION TO APPOINT

I move that the Board of Selectmen appoint five (5) town residents as members of a Charter Committee, who shall serve a term of up to ten (10) months for the purpose of evaluating changes to the Town Charter and present a report to the Board of Selectmen for consideration that shall include the following goals:

1. A Board of Health
2. A Water and Sewer Commission
3. A strong Town Manager duties
4. A Public Safety Officer for the Fire and Police Departments.

and any other issue that they deem to strengthen the Town of Middleborough's operations.

The appointing authority (Board of Selectmen) shall fill any vacancies based on the unexpired term of the vacancy in order to maintain the cycle of appointments.

CHIEF OF POLICE

Definition

Administrative, technical and supervisory work in directing the operations of the Middleborough Police Department in the maintenance of law and order, in the protection of life and property, and in the prevention and suppression of crime through the enforcement of pertinent laws and bylaws; all other related work, as required.

Supervision

~~Works under the policy direction of the Board of Selectmen.~~

Works under the administrative direction of the Town Manager within the policy guidelines established by the Board of Selectmen and under the provisions of the Town Charter.

Work is accomplished in conformance with Departmental regulations, applicable provisions of the Massachusetts General Laws, and professional standards.

Performs varied and highly responsible duties of a complex nature requiring a significant degree of independent judgment and initiative.

Supervises 48 full-time employees.

Job Environment

Works primarily in an office under typical office conditions; often works in the field with exposure to various weather and environmental conditions; frequent exposure to circumstances having the potential to endanger public and personal safety; required to work outside normal business hours, on call 24 hours a day.

Operates automobile, firearms, hand tools, computer and ~~various~~ standard office equipment.

Makes frequent contact with the general public, human service organizations, community groups, other Town officials and departments, other police departments, the district attorney's office, and state and federal agencies.

Has access to extensive confidential information, such as personnel records, criminal investigations and records, C.O.R.I. information, law suits, as well as collective bargaining negotiating positions.

Errors could endanger persons and property, cause confusion and delay of service, have legal and/or financial repercussions, and result in adverse public relations.

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.

Plans, directs, and coordinates the operations of the Police Department, including personnel, budget development, and the purchase of all equipment and supplies.

Assigns subordinates to shifts and establishes daily routines; details or transfers officers to different assignments; supervises personnel records system.
Institutes and maintains progressive training program for employees and officers; distributes police manuals to all officers.

Promulgates all general and special orders consistent with the Chief's authority and responsibility.

Plans and executes police programs designed to prevent and repress crime, to apprehend and prosecute offenders, and to recover stolen property; coordinates Departmental actions with other law enforcement agencies and police departments.

Prepares annual budget for review by the Board of Selectmen; oversees the monitoring of expenditures and the maintenance of records; submits reports as required by regulatory agencies; submits annual report of activities to the Board of Selectmen.

Develops and adopts new departmental policies, regulations, or techniques.

Issues permits and licenses and oversees collection of fees and supervises the inspection of all licensed establishments.

Member of the Town's collective bargaining team to negotiate terms and conditions of employment with all department staff.

Researches, applies for and administers grant funding.

Participates in Town Manager's periodic management group meetings to coordinate plans and operations of the Town.

Attends conferences and meetings to keep abreast of current trends in the field; represents the department in a variety of local, county, state and other meetings.

Responsible for coordinating and implementing the security component of the Town's Comprehensive Emergency Management Plan and all other emergency plans.

Acts as hearing officer for animal control complaints.

~~Attends meetings and conferences for purposes of public relations, regional discussions, and information gathering and exchange.~~

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in law enforcement, criminal justice or a related field; Masters Degree preferred, minimum of ten years of police experience, with five to ten years in a supervisory capacity including experience in municipal budgeting and union contract administration; or an equivalent combination of education and experience.

Special Requirements

Possession of a Class D motor vehicle operator's license
C.P.R. and First Responder certification
Firearms certification
Command Training certification
Police Academy certification.

Knowledge, Ability and Skill

Knowledge. Thorough knowledge of the principles and practices of police administration. Thorough knowledge of the approved methods and procedures of law enforcement. Thorough knowledge of applicable federal, State, and local laws. Thorough knowledge of court procedures and prosecution methods.

Ability. Ability to supervise subordinates in a positive and effective manner and to delegate authority efficiently. Ability to establish and maintain harmonious and productive working relationships with town officials, law enforcement officials, and the general public. Ability to

enforce the law impartially and to make sound judgments under stressful situations. Ability to deal with the general public in a diplomatic and effective manner.

Skill. Managerial and organizational skills. Strong oral and written communication skills.
Computer skills.

Physical Requirements

Minimal physical effort required in the performance of duties under typical office conditions. Moderate physical effort required during periodic field work. During emergencies, may be required to run, stoop, kneel, crouch, reach with hands and arms. Ability to fire a gun. May be required to lift objects weighing up to 60 pounds. Vision and hearing well within 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.