

**Purpose:**

To provide the guidance and overall supervision of the police functions within the Police Department. This position is supervised by the Town Manager.

**Essential Functions:**

- Understand and comply with all statutory requirements for Vermont Police Departments.
- Training and supervising all Department personnel; including providing overall guidance of the police functions within the Department.
- Conducts regular evaluations of employees in the Department with the assistance of the Town Manager.
- Develops and implements police training schedules, policies and procedures.
- Develops and manages the annual Departmental budget.
- Recommends persons to be hired or terminated.
- Coordinates all contacts between the Police Department and law enforcement agencies.
- Coordinates and supervises matters pertaining to crime prevention and investigations.
- Responsible for reporting Police Department matters to the Town and Manager and the Selectboard.
- Adheres to and ensures Departmental compliance with all Town policies, OSHA regulations and labor laws.
- Administer effective policing under dynamic conditions, including coverage adjustments to meet available resources
- Assist Town Manager and Selectboard in understanding department needs and community needs, and how best to match both needs utilizing available resources

**Job Standards/Accountability:**

The primary job function is to provide municipal police services for the Town of Richmond. The quantity and quality of work performed will be reviewed on a regular basis by the Town Manager. The Town Manager will work with the Police Chief to foster a good community relationship between residents and Police personnel. This is a salaried Exempt position with primary duties being administrative.

**Working Conditions:**

Physical requirements include operation of police vehicles in all types of weather. Day to day physical activities include assistance in investigating crime scenes involving a variety of buildings or wooded areas; and office, computer, and phone work.

**Qualifications:**

- Minimum 5 years of supervisory experience or at least 10 years progressively responsible experience, training in law enforcement / criminal investigation.
- Ability to interact effectively with town officials, the general public and other local and state agencies.
- Thorough knowledge of the principles and practices of police methods and procedures.
- If currently Vermont certified, must be capable of retaining certification.