

**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:**

- Engage in public relations programs that leads to a positive relationship with the community.
- Understand, enforce and comply with all statutory requirements.
- 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
- 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 Manager and the Selectboard.
- Adheres to and ensures Departmental compliance with all Town policies, OSHA Regulations and labor laws.
- Perform all functions and duties of a patrol officer
- Participates in long term strategic planning for the department.

**Job Standards/Accountability:**

The primary job function is to provide municipal police services for the Town of Richmond. Budgetary responsibilities require a focus on cost savings and efficiency. 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 administration of the police department and working shifts as necessary.

**Working Conditions:**

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

**Qualifications**

- Strong written and oral communication skills
- Minimum two years of supervisory experience or at least 10 years progressively responsible experience and 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
- Thorough knowledge of community oriented policing philosophy and how to implement COP in a community
- Must be capable of meeting and passing physical health requirements
- Must be able to meet requirements in firearm proficiency
- Must meet all of the qualification and certification standards of the Vermont Criminal Justice Training Council
- Able to work under varying weather conditions and situations endangering personal safety.

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_