

## CHIEF OF POLICE

### Chester-Blandford Police Department

#### Position Summary:

The Towns of Chester & Blandford are seeking to hire a full time Chief of Police who will be considered a "Working Chief" and will serve both communities in the capacity of, and having responsibility for the Chester-Blandford Police Department (CBPD). The CBPD was established as part of an inter-municipal agreement and it is expected to be a continuous and sustainable department both short and long term. This position will be responsible for all aspects of maintaining a professional and courteous police department for the Towns and will work under the direction of the Select Boards, designated oversight committee and the Town Administrators.

Resumes, letters of interest, and three (3) professional references are being accepted until November 30, 2020, at which time the Chester Select Board will begin scheduling interviews with an anticipated hire date on or before January 1, 2021.

#### Minimum qualifications to be considered for the position:

- Basic Reserve/Intermittent Certification from the Massachusetts Criminal Justice Training Academy (MCJTC) or the Municipal Police Training Committee (MPTC).
- A college degree in Criminal Justice, Public Administration or related field is preferred.
- The candidate should have at least ten (10) years of experience in law enforcement with at least three (3) years of law enforcement administration is preferred.
- A valid driver's license with a clean driving history.
- A valid Class A License to Carry (LTC) Firearms from Massachusetts.
- First responder and CPR certified.
- Current in MPTC training requirements and able to meet physical exam standards.
- The Police Chief will periodically be required to perform moderate to strenuous physical efforts. May frequently be required to stand, walk or operate vehicles up to eight hours per day. May occasionally be required to lift objects weighing up to 50 pounds.
- Familiar with DCJIS operating systems.
- Must have solid understanding of state and federal laws regarding areas of law enforcement.

Resume, letter of interest, and three (3) professional references can be emailed to:

[KWarden@townofchester.net](mailto:KWarden@townofchester.net)

or mailed to:

Town of Chester, 15 Middlefield Road, Chester MA 01011 "Attn: Town Administrator/Chief of Police search" or hand deliver to the Town Hall at the same address.

Applicants are advised that an extensive background check will be conducted for any qualifying candidates.

**Minimum requirements of the job include, but are not limited to:**

- Will report directly to the Select Boards and Town Administrators.
- Must support the Select Boards with the cross-sharing of police services, CBPD, and be open to working with neighboring towns either in shared services or mutual aid agreements.
- Must be able to interpret data to execute operations that will achieve efficient and effective police services.
- Must be able to assess needs of the department and communicate needs to the Select Boards.
- Familiarity with 'Community Policing' models and be able to implement best practices.
- Must demonstrate inter-personal communication (IPC) skills to deescalate issues, resulting in professional and appropriate interactions.
- Meetings with other town boards as requested. This may include, but not limited to the Select Boards, Finance Committee, Shared Services Oversight Committee.
- Full operations of the police department to include all administration needs (payroll, budgeting, vehicle maintenance, court procedures and appearances, supervising personnel, scheduling patrol coverage, etc.)
- Short and long-term planning, goal setting and organization to ensure effective and professional police services.
- Comply with all laws of the Commonwealth of Massachusetts and provide proper notification to officers about changes to laws, procedures and other training requirements.
- Maintain a close working relationship with the Massachusetts State Police and surrounding police departments.
- Comply with established Mutual Aid Agreements and seek support and agreements as necessary with other agencies such as MEMA, domestic violence advocates, etc.
- Maintain patrol logs and police records as required by State and Federal oversight agencies. These may be requested by Select Boards and Town Administrators periodically in order to review call volume and responses by the department in an effort to assist in determining CBPD needs.
- Prepare an annual budget for the department and present it to finance committees and at annual Town Meetings for approval.
- Hiring, training and maintaining all personnel records for the department.
- Seek out grant opportunities for additional funding of the police department and write qualifying grants accordingly.
- Fill road details for the town as requested by town departments or contractors working in town.
- Provide traffic control and officer personnel for town events.
- Must be flexible and willing to work all hours, to include weekends, evenings and holidays as necessary.
- Maintain a positive attitude, willingness to work with other departments and agency heads, strive to maintain a professional police department and work toward a progressive and open organization.
- Complete and maintain ethics certification as required by the Commonwealth of Massachusetts.
- Must maintain a high level of integrity at all times.

## **Chester-Blandford Police Department Chief of Police Performance Guidance**

We recognize that due to the nature of the position that the demands are considered a 24 hour per day, 7 day per week and 365 days a year position that can potentially require the presence of the Chief at any time. The expectation is that you are available and professional at all times. It is the intent of this guidance document to address most, but cannot encompass every situation. Often times there are situations and events that lead to questioning on how to handle recording of hours, compensation and other potential ethical issues.

The Town of Chester maintains a Personnel Policies and Procedures manual (PPPM). This is provided at the time of employment. This resource provides references to most typical operational areas such as your employment, rights and obligations and benefits.

This is a full-time, 40-hour work week, exempt position. Unlike a patrol officer position, the Chief is the primary official for the police department. Inherent to this role, it is recognized that a normal and consistent schedule may not be practical all the time.

Due to the need to cover outside contractor details, the Chief may have the option to adjust his/her schedule to be awarded a detail and the approved detail rate. The expectation is to prioritize the normally scheduled shift if there are preexisting commitments. The normal shift must be made up in the course of a two-week period. Refer to the PPPM for defined work-week.