

Town of Bristol Police Department

Job Description

Chief of Police

JOB SUMMARY: The Chief of Police directs and manages all operations of the Police Department to ensure the protection of life and property, the prevention and suppression of crime and coordinates with other Town Departments as necessary to carry out duties. Activities are conducted with considerable operational independence and personal judgment, under the general administrative direction of the Selectboard through the Town Administrator.

ESSENTIAL FUNCTIONS:

1. Plans, manages, assigns, directs and inspects all aspects of the operations of the Police Department; works with town officials to develop policies for the protection of life and property and the prevention and suppression of crime.
2. Presents annual budget including recommendations for equipment, personnel and special services and furnishes documentation to support requests to the Town Administrator and Select board.
3. Supervises the requisition and purchase of equipment and supplies; supervises the care and maintenance of equipment, apparatus and station, in conformance with Town and State guidelines or requirements.
4. Prepares and manages department budget and finances within established parameters; oversees employee utilization of equipment and evaluates most efficient means of performing work.
5. Submits regular and special reports on department activities as requested,
6. Maintains frequent contact and communication with Town Officials, the general public and other departments as necessary.
7. Responds to emergencies and directs activities at crime scenes or related emergencies.
8. Performs patrol and investigative functions of a police officer when necessary.
9. Provides for the establishment and implementation of suitable training programs; develops and issues departmental rules and regulations.

10. Supports staff in all aspects of performing their jobs, including conducting periodic performance appraisals, providing constructive feedback, and setting work and professional development goals, in order to maximize the performance and quality of staff and services.
11. Establish a routine of daily duties to be performed by officers. Designate officer to act as Officer in Charge in his absence if no Sergeant is available.
12. Ensure compliance with all laws which the Department or its officers have the authority to enforce.
13. Attends conferences and seminars to maintain contacts with colleagues or the public for purposes of public relations, regional discussions and information gathering and exchange.
14. Performs other necessary tasks or functions as is necessary to accomplish Department goals and objectives or as assigned by a supervisor, in accordance with statute.

KNOWLEDGE AND EXPERIENCE:

Minimum Qualifications

1. Bachelor's Degree or Masters Degree preferably in Criminal Justice, Police Science, or Police Management or comparable field, and advanced training in law enforcement management. Additional experience may be considered in lieu of degrees.
2. Must meet all minimum requirements of Police Patrol Officer.
3. Must be Level 3 Certified or Certifiable.
4. Must have at least fifteen (15) years of prior progressively responsible law enforcement experience to include supervision of personnel and investigations. Five of those years should have been as a Patrol Officer in a legally recognized police department and five years of supervisory or command experience.
5. Must be certified in ICS training to at least level 300.
6. Must possess a valid Vermont Drivers License at time of hiring.
7. Must be a U.S. Citizen and provide proof of citizenship.
8. Must submit to drug and alcohol testing, a polygraph examination, and an extensive in-depth background investigation that may include personnel records, criminal and civil history, any litigation against the applicant whether pending or past, including internal disciplinary

actions against the applicant, and postings on social media at the discretion of the Selectboard.

9. Must be able to satisfactorily qualify in firearms use and safety.

Additional Desired Qualifications

1. Thorough knowledge of the principals and practices of police administration and supervisory techniques, approved police methods and procedures, as well as Town, State and Federal laws and regulations that affect police work.
2. Knowledge of the major functional areas of Municipal Government.
3. Demonstrated ability to perform highly responsible duties of a complex nature requiring considerable initiative and judgment particularly in emergency situations and to direct large scale operations of personnel and equipment under emergency conditions.
4. Demonstrated ability to establish and maintain effective working relationships with subordinates, the general public, and Municipal officials; to organize, assign and direct the work of subordinates.
5. Demonstrated ability to prepare and manage operating and capital budgets.
6. Demonstrated ability to manage and maintain confidential information to include criminal investigative matters sensitive in nature and confidential.
7. Demonstrated ability to communicate clearly and concisely in writing and orally.
8. Demonstrated ability to tolerate an above average amount of stress and have the ability to accept direction and constructive criticism.
9. Demonstrated possession of the highest degree of integrity and honesty, must be self-disciplined, emotionally stable and able to make sound decisions based on good judgment and common sense.
10. Demonstrated competency in using word processing, computer-based incident reporting systems and other software/ technology.
11. Ability to manage with a high degree of consensus building and to ensure successful team decision-making via Strong motivating, leadership and interpersonal skills.

12. Proven ability to be organized, detail oriented, accurate and able to handle competing priorities.
13. Within 180 days of appointment resides within 10 air miles of the Bristol Police Department Offices.
14. Must maintain required law enforcement certifications and licenses.

WORKING CONDITIONS: This job is a working police officer with management responsibilities a priority. Requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength. Work is performed indoors and outdoors in all working conditions. Routine job activities requires physical exertion involving sitting, walking, stooping, bending, pushing, pulling, kneeling, crawling, reaching, moving and placing objects up to 50 pounds, including: high frequency of getting in and out of a patrol cruiser; sitting in a patrol cruiser for long periods; climbing stairs of up to 5 flights; routinely wears equipment weighing several pounds; physically engaging with violent people as necessary to restrain them; walking and standing for long periods (hours) with no rest breaks; sprinting and foot chases; walking in crouched position and crawling on hands and knees while doing searches. Due to the nature of this position, employee is exposed to serious physical danger. This encompasses degrees of physical force from moderate to extreme.

REPORTS TO: Selectboard through Town Administrator.