

- I. POSITION TITLE: **Chief of Police**
- II. SUPERVISOR: Board of Selectmen

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- III. GENERAL DESCRIPTION OF DUTIES: Is the chief administrative officer of the Police Department and the final authority in all matters of policy, operations and discipline of the department. Ensure compliance with all laws which the department has authority to enforce. Preserve the peace, and protect the people and property within the Town of Chilmark.

IV. SPECIFIC DUTIES AND RESPONSIBILITIES:

- A. Plan, direct, coordinate, control and staff all activities of the department.
- B. Enforce all Federal, State, County and Town laws and regulations.
- C. Complete and forward all reports required by Federal, State, County, and Towns laws.
- D. Prepare annual budget of the department
- E. Be responsible for proper training of members of the department.
- F. Be responsible for all property owned by the department or entrusted to it.
- G. Plan and execute crime prevention, public safety programs, and emergency preparedness.
- H. Exercise general supervision and inspection of all licensed public places within the town.
- I. Be responsible for the department's relations with local citizens, local government and other agencies and for coordination with other towns, the county, the state and federal agencies as needed to carry out police functions.
- J. Prepare an annual report to the Selectmen.
- K. Ensure the prompt service of all criminal warrants, summonses or subpoenas.
- L. Issues firearms permits in accordance with Massachusetts General Laws.
- M. Enforces all department policies and procedures.
- N. Maintains all required certifications.

The essential functions or duties listed 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.

These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect for the confidentiality for the public and the Town.

Educate self in Federal and Massachusetts General Laws as they pertain to the Town's practices and procedures; review changes in requirements with the Board of Selectmen. Participate in continuing education through classes and conferences as determined by the Massachusetts Criminal Justice Council.

- V. SUPERVISORY RESPONSIBILITIES: Has authority over all members of the police force and other persons employed therein and be responsible for all property used by the department.

