

## Town of Shutesbury

**Job Title:** Chief of Police  
**Department:** Police Department  
**Reports To:** Selectboard  
**Exempt, Non-Exempt:** Exempt  
**Grade Classification:** Grade 10  
**Hours:** Full-Time: 40 hours/week  
**Salary Range:** By Contract  
**Appointing Authority:** Selectboard  
**Job Description Approved:** March 10, 1997  
**Amended:** December 2000, November 2004, May 2005, August 2011, March 2018  
**Reviewed:** February 2008, March 2011

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### ***Position Summary:***

Pursuant to Massachusetts General Laws Chapter 41, Section 97A, the Chief of Police is the chief administrative officer of the Police Department in all matters of policy, operations, discipline and shall be responsible for the organization, training and direction of all police personnel and for the enforcement of rules and regulations within the department and for the effective and efficient operation of the department in the protection of lives and property of all citizens. The Chief of Police shall enforce all laws, guarantee equal rights of all persons, prevent crime and promote traffic safety. The Chief shall compile and submit all required reports and shall foster good relations with the public and be the liaison for the department with the Selectboard and all other government agencies. The Chief has charge of all the property of the police department. The Chief is appointed by the Selectboard, reports directly to that board and works within town-approved policies and practices. The Chief shall be a working chief by responding to calls as well as fulfilling the administrative duties of the position.

### ***Essential Duties and Responsibilities:***

The essential duties and responsibilities include the following. Other duties may be assigned.

1. Is responsible for the observance and enforcement of all laws which the department or its officers have authority to apply
2. Is responsible for the to act in the role as the Assistant Emergency Management Director, working closely with the Emergency Management Director.
3. Organizes the department, establishes daily and long term priorities for officers and supervisors, and designates an Officer in Charge in the Chief's absence.
4. Assures that officers attend and complete all annual State required training and any additional training, seminars, or schools as the Chief may direct.
5. Is responsible for the preparation and justification of the annual department budget and for

the control of all departmental expenditures.

6. Makes recommendations to the Select Board for the appointment of police officers and participate in the interview process for candidates. Completes evaluations for Police Department personnel as proscribed by the Town Personnel Board and employee handbook.
7. Develops and implements all Department policies, procedures, and directives, subject to the Select Board approval process.
8. Maintains all department personnel records in keeping with State requirements related to access and confidentiality. Responsible for fulfilling all public record requests related to Police Department documents.
9. When requested by the Selectboard, provide an oral or written summary of department organization and the frequency and type of annual activity.
10. Police Department Annual Report to be written and submitted

***Additional Duties and Responsibilities:***

1. Issue firearms licenses and approve permits related to community activities, businesses, as requested..
2. Exercises general supervision and inspection of all licensed public places within the community.
3. Responsible for the safekeeping of evidence and found property in keeping with statutory requirements and/or best practices.
4. Provide response to animal complaints, document and inform the Dog Officer of such responses, and request Dog Officer's response when appropriate.
5. Remain accessible to address all questions or concerns form the community regarding Department policies and practices.

***Supervisory Responsibilities:***

Supervises all police department personnel which may include full and part-time employees.

***Education, Experience, Skills, License Requirements:***

1. Thorough knowledge of law enforcement methods and all applicable laws.

2. Working knowledge of the National Incident Management System with: completed training to the level of ICS-300, or a training level or work experience deemed sufficient by the Emergency Management Director with a reasonable allowance of time to complete ICS-300 level training
3. A minimum of three years full-time municipal, County, or State police experience and a bachelor's degree in law enforcement or a related field, OR a minimum of five years' experience in municipal, County, or State police experience, and an associate's degree in a related field.
4. Prior supervisory experience OR experience and training as a Field Training Officer, or Officer in Charge.
5. Graduate of a full time Mass. Criminal Justice Training Council academy or graduate of a full time academy accepted by the Mass. Criminal Justice Training Council.
6. Ability to work effectively and cooperatively with members of the public, Town employees, and Town officials.
7. Ability to plan and organize effectively.
8. Knowledge of personnel administration.
9. Must reside or relocate within thirty-five minutes of the Shutesbury Town Hall within 9 months.

***Physical Demands:***

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 150 pounds.
2. The employee must have physical stamina and the ability to run, swim, hike and climb proficiently in order to meet the essential job requirements.
3. While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms and talk and hear. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl and taste or smell.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

***Work Environment:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The employee is frequently required to work in conditions that are stressful and personally dangerous.
2. The employee is regularly required to work in outdoor weather conditions.
3. The noise level in the work environment is usually moderate.

***Selection Guidelines:***

The duties listed above 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.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer if there is a change in the needs of the employer and requirements of the job.

***Affirmative Action:***

The Town of Shutesbury is an Equal Employment Opportunity\Affirmative Action Employer.

***Approved by Selectboard:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

