



Job Title: Police Chief  
Department: Police

FLSA Designation: Exempt  
Pay Classification: 23

## 1. JOB SUMMARY

- 1.1 This position is responsible for directing the operations of the Police Department, including patrol, traffic, crime prevention, investigations, youth programs, training and technical services.

## 2. MAJOR DUTIES

- 2.1 Monitors all department operations; and proactively resolves a variety of issues.
- 2.2 Establishes a rapport (e.g., regular “check ins”) with the Town Manager to keep him/her informed and apprised of Police Department and other matters and to mutually understanding the activities of TM.
- 2.3 Oversees, reviews, and approves all investigations and other special activities.
- 2.4 Plans work schedules.
- 2.5 Assists in providing patrol coverage and investigatory services as needed to supplement normal operations and maintain patrol strength; responds to calls as needed.
- 2.6 Plans, implements, administers, coordinates, monitors, and evaluates all functions of the department; supervises full- and part-time personnel; establishes performance planning and evaluation program for all employees; plans and conducts staff meetings.
- 2.7 Directs the proper use and maintenance of department buildings, vehicles and equipment.
- 2.8 Develops and modifies services and systems in accordance with town needs and resources.
- 2.9 Ensures that all department operations comply with local, state and federal laws and regulations.
- 2.10 Develops and recommends the department’s operational and capital budget; administers approved budgets and oversees department payroll; advises the Town Manager on capital purchases of vehicles and equipment.
- 2.11 Patrols assigned areas to detect and deter crime; conducts security checks of businesses and residences.
- 2.12 Interrogates witnesses at accident or crime scenes and obtains statements as appropriate.
- 2.13 Operates emergency vehicle during normal driving and emergency situations.
- 2.14 Collects and preserves evidence.
- 2.15 Conducts criminal investigations of reported crimes and provides accurate and thorough information for follow-up.
- 2.16 Maintains traffic control at accident scenes and public events.
- 2.17 Testifies in court.
- 2.18 Makes public presentations in regards to crime prevention.
- 2.19 Provides first aid.
- 2.20 Adheres to duly adopted Town Policy and to the Town Manager’s procedures. Also, as applicable, recommends Town policy/procedures to the Town Manager.
- 2.21 Fosters adherence to the National League of Cities’ 6 Pillars of 21<sup>st</sup> Century Policing.
- 2.22 Adapts and is flexible to the changing nature of policing but does not compromise the stewardship of trust and confidence the community places in the Department.
- 2.23 Recommends at least annually a clear, strategic vision for the Department to the Town Manager along with specific goals, objectives, and action plans designed to achieve continued success of the Department. Such vision should include consideration of the Department as a “partner” with other jurisdictions in the Upper Valley.
- 2.24 Performs related duties.
- 2.25 Performs other duties as assigned by the Town Manager.

### **3. KNOWLEDGE REQUIRED BY THE POSITION**

- 3.1 Knowledge of law enforcement management principles.
- 3.2 Knowledge of budget development and management principles – operational, capital, and reserve funds.
- 3.3 Knowledge of supervisory principles and practices.
- 3.4 Knowledge of town, state and federal laws.
- 3.5 Knowledge of the tools, equipment, techniques and procedures used in modern law enforcement operations.
- 3.6 Knowledge of department and town policies and procedures, including those related to a bargaining unit.
- 3.7 Knowledge of computers and job related software programs.
- 3.8 Skill in the operation of an emergency vehicle during normal traffic and emergency situations.
- 3.9 Skill in the use of assigned specialized law enforcement equipment.
- 3.10 Skill in the analysis of problems and the development and implementation of solutions.
- 3.11 Skill in the preparation of clear and precise reports.
- 3.12 Skill in oral and written communication.

### **4. SUPERVISORY CONTROLS**

- 4.1 The Town Manager assigns work in terms of department goals and objectives. The manager reviews work through meetings, reports, and observation of department activities.

### **5. GUIDELINES**

- 5.1 Guidelines include state and federal laws, established police procedures, and department rules and regulations. These guidelines require judgment, selection and interpretation in application.

### **6. COMPLEXITY/SCOPE OF WORK**

- 6.1 The work consists of varied management and law enforcement duties. The necessity of responding to dangerous and life-threatening situations contributes to the complexity of the position.
- 6.2 The purpose of this position is to direct department operations. Success in this position contributes to the enforcement of local, state and federal laws and to the safety of life and property.

### **7. CONTACTS**

- 7.1 Contacts are typically with department heads, town staff, co-workers, court personnel, representatives of other law enforcement agencies, victims of crimes, witnesses, suspects, and members of the general public.
- 7.2 Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

### **8. PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- 8.1 The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- 8.2 The work is typically performed in an office and in the field. Work requires the use of specialized law enforcement equipment and protective devices.

### **9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

- 9.1 This position has direct supervision over all department personnel. The Chief may serve as “deputy” Town Manager in his/her absence but only as directed by the TM.

### **10. MINIMUM QUALIFICATIONS**

- 10.1 Minimum: Bachelor’s degree, preferably in management, criminal justice, or related field from an accredited college or university. A minimum of 7-10 years of experience in the police profession as a sworn officer, with at least 3 years at the command level (Sergeant, Lieutenant, Captain, Deputy Chief, or Chief).
- 10.2 Preferred: Master’s degree and or demonstration of continued professional development such as graduation from a nationally recognized police management program.

- 10.3 Licenses: Possession of a valid motor vehicle operator's license. Possession of (or ability to possess) a Vermont license to carry a firearm; training and qualification in the use of firearms.
- 10.4 Certification as a full-time officer by the Vermont Criminal Justice Training Council, or the ability to obtain such certification within 1 year of date of hire.
- 10.5 Residency: The Chief shall reside within 30 minutes from the Norwich Police Department unless an exception is granted by the Town Manager, specific to proximity of travel routes and practical response time.
- 10.6 Special requirements: Ability to pass physical, physical agility, and psychological exams and a comprehensive background check.

Approved: Herbert A. Durfee, III  
Town Manager

Effective: February 1, 2021