

**Town of Goshen, Massachusetts**  
**Job Description – Police Chief**

**Statement of Duties:** The Chief of Police is the chief municipal law enforcement officer of the Police Department in accordance with M.G.L. c.41, Section 97A. The Chief serves both as an officer and is responsible for the organization, coordination and supervision of the Town's Police Department including short and long-term planning, administration, staffing, rules and regulations within the Department and for the enforcement of all laws and by-laws within the legal jurisdiction of the Town of Goshen as well as coordination with outside agencies/departments on any and all law enforcement-related matters.

The Chief plans and carries out regular work of the department in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing the department's work activities, including determining the work methods. The Chief is expected to solve most problems or unusual situations by adapting methods or interpreting instructions. Technical and policy issues should be discussed with the Select Board and/or Town Administrator, however the Chief plans and carries out the work independently.

**Supervision and Evaluation:**

*Supervision Received:* Works under the administrative and policy direction of the Select Board and in accordance with Massachusetts General Laws (MGL), managing the operations of the Police Department, performing highly responsible, professional and administrative functions. Assumes responsibility for developing and achieving the department's goals and objectives, Performance will be evaluated in writing by the Select Board at least once per year.

*Supervision Given:* Supervises all department employees, developing job directions, assigning tasks and instructions, and administers personnel performance evaluations using procedures and evaluation forms approved by the Select Board. Forms and procedures must comport with applicable State law. Administers discipline to departmental staff when warranted.

**Essential Functions:**

*The essential functions or duties listed below are required and are examples of 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.*

Plans, coordinates, controls, directs and participates in police law enforcement operations, including the performance of patrol functions.

Establishes short and long-range Department plans and objectives and assumes direct accountability for Department results.

Develops and implements the department's organizational structure in order to effectively enforce all laws which the Department or its officers have the authority to execute including working with Emergency Management, Homeland Security, and other agencies as required.

Establishes Department and employee performance standards with the goal of overall efficiency and effectiveness of department personnel. Oversees and evaluates employee performance including professional development, training, discipline, maintenance of equipment, crime

**Town of Goshen, Massachusetts**  
**Job Description – Police Chief**

suppression and prevention, community policing and other necessary responsibilities.  
Patrols public ways, residential and commercial properties;

Responsible for identifying, evaluating, and managing the risks and hazards impacting public safety and the quality of life in the community; reports to incidents, investigates/assigns cases to members of the department.

Investigates criminal and non-criminal complaints. Conducts a thorough investigation of all offenses and incidents. Collects evidence and records data that will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.

Prepares and coordinates the development of the department's annual operating budget and capital plan. Directs the implementation of the departments' approved budget; plans for repair and/or replacement of equipment; controls expenditures within budgeted appropriations.

Responds to incidents and ensures command at the scene of emergencies in accordance with department polices, National Incident Command System (NIMS) & Incident Command System. Responsible for maintaining the department's NIMS certificate of compliance.

Performs clerical work including the issuance of licenses and permits, mailings, data entry etc.

Oversees maintenance of police department buildings, grounds, equipment and fleet; maintains and controls access to police department records, statistical data, evidence and property control.

Represents the Town and Department at various local and/or state ceremonial events.

Regularly communicates with and attends public events of various local organizations.

Initiates investigations of alleged or apparent misconduct by Department personnel as required.

Reviews search and arrest warrants; appears and testifies as a witness in an official proceeding to assist the department's role in the judicial and administrative process.

Communicates with the public, overseeing design and implementation of the department's community relations, press releases, relations with the media, and community policing programs.

Conducts independent research and prepares various reports for local, state and federal authorities as required regarding department operations.

Establishes a schedule of duties performed by officers; designates an officer to assume command of the Department (per command protocol) in the Chief's absence; ensures that all department employees have access to copies of the department's rules, regulations, policies, and procedures.

Promulgates all general, personnel, and special orders of the department and issues orders, consistent with the powers, duties and responsibilities of the Police Chief position.

**Town of Goshen, Massachusetts**  
**Job Description – Police Chief**

Remains cognizant of the affairs of the department including analysis of reports, statistics, professional journals and other information to recognize trends and develop response measures to be assured that the duties and responsibilities of subordinates are being properly discharged.

Exercises general supervision and inspection of all public places within the Town and works to ensure compliance with associated laws, policies, and regulations.

Oversees the custody of all funds, evidence, and personal property submitted to the Police Department.

Ensures that all department personnel are kept abreast of new statutes or changes in existing laws, techniques, methods of safety and other developments in the field of law enforcement.

Adopts, promulgates, and amends all policies and standard operating procedures for the Department, providing for the maintenance, regulation, control and operation of the Police Department Oversees the custody of all funds, evidence, and personal property submitted to the department.

Works with the Town's IT Manager and others to develop and maintain Police Department IT infrastructure and related services.

Provides regular reports to the Select Board for the purpose of reporting various aspects of the Police Department's operations; participates in meetings, conferences, and regional discussions for the purpose of information gathering and exchange.

Oversees the maintenance of all records and statistics required by local, state and federal agencies and statutes; and provides the necessary documentation as required by those entities.

Reviews and prepares court cases for the Department with the District Attorney's Office on a regular basis.

Prepares grants to apply for federal and state funding; administers grants.

Performs essential functions and duties listed in the Patrol Officer job description.

**Confidentiality:** The employee has regular access at the departmental level to a wide variety of confidential information including official employee personnel files, CORI records, client or department records, criminal investigations, and court records.

**Judgment:** Work is performed based on municipal policies, state and federal legislation, and directives that pertain to the department or functional area. Extensive judgment is required to interpret local, state and federal statutes, administrative and organizational policies, general principles, legislation and directives. Creativity is needed to develop new or adapt existing methods and approaches for accomplishing objectives and to deal with new or unusual requirements within the limits of established guidelines, laws (state or federal), regulations,

**Town of Goshen, Massachusetts**  
**Job Description – Police Chief**

policies, and budget. The employee is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

**Complexity:** The position requires thorough knowledge of principles and practices of police administration, and of approved police methods and procedures; town, state and federal laws and regulations affecting police work; thorough knowledge of criminal law and modern techniques of criminal investigations; knowledge of labor law; and knowledge of computer applications as used in police work. Assignments involve evaluation and interpretation of factors, conditions and unusual circumstances; inspecting, testing and evaluating compliance with established standards and criteria; gathering, analyzing and evaluating data using specialized fact-finding techniques; and determining the methods to accomplish the work.

**Work Environment:** Work is performed in Police Department headquarters, cruisers, and outdoors with exposure to varying conditions of weather and periodic danger to personal safety during emergencies. The employee operates all police equipment, including police cruisers, computers and other office equipment, and is required to wear a uniform and protective gear. The work performed requires a high degree of individual tolerance to extremely unpleasant elements, trauma exposure, and mental stress including regularly conflicting demands on time which are of the utmost importance. The nature of the physical environment may be such that the employee's personal well-being and/or safety may be compromised. Employee is required to work beyond normal business hours in response to emergency situations and to attend occasional evening meetings. Work operations are subject to frequent, abrupt, and unexpected changes in deadlines, volume of work, sudden emergencies due to uncontrollable or unpredictable circumstances. Employees are physically separated for substantial periods due to work shifts or concurrent work assignments

**Public and Private Contact:** The employee has regular interaction with co-workers, civic leaders, peers and representatives from other organizations, news media, and the general public. As spokesperson for the Police Department, employee must possess a high degree of diplomacy and judgment with a well-developed sense of strategy and timing in representing the municipality in important situations that may influence the well-being of the municipality. The employee is responsible to communicate departmental practices, procedures, regulations and guidelines to all constituencies, and to coordinate such communication with the Select Board and/or Town Administrator as appropriate. The employee is required to appropriately discuss controversial matters involving hostile or uncooperative persons with local, state and/or federal officials to assist in obtaining a successful resolution.

**Accountability:** Duties include department level responsibility for technical processes, service delivery, and contribution to planning and achievement of town-wide objectives, and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines, or poor judgment could severely jeopardize department programs and services, public relations, labor/material costs, personal and public health and safety, and have significant financial or legal ramifications for the Town.

**Occupational Risk:** Duties may involve exposure to hazardous life-threatening conditions and may entail the possibility for serious personal injury or exposure to conditions that could result in

**Town of Goshen, Massachusetts**  
**Job Description – Police Chief**

total permanent disability or loss of life. Examples include confronting or restraining dangerous persons, danger of physical attack, and exposure to extreme weather conditions. Extreme care and safety precaution are required to minimize risk of personal injury.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

***Physical and Mental Requirements:*** Work involves frequent and recurring assignments requiring strenuous effort, endurance and quick reflexes to perform moderate to heavy physical effort for prolonged periods of time in connection with emergency situations; regular travel by vehicle and on foot over rough terrain or barriers; the need to subdue or restrain violent persons during arrest using accepted police procedures; ability to remain calm during instances of significant mental strain.

***Motor Skills:*** Duties involve close hand eye coordination and physical dexterity, manipulation, and motor control under life threatening conditions that may require extreme accuracy. The manual skills required are comparable to those which might be needed in firing a gun or operating safety vehicles at high rates of speed under adverse weather and/or road conditions. The employee is required to run, bend, stoop, crawl, kneel, carry, reach, climb, balance, push, pull, and lift department equipment; drive motorized equipment at high rates of speed under adverse weather and road conditions and to restrain violent persons. The employee is required to talk, hear, stand, sit, walk and run for extended periods of time.

***Visual/Auditory Skills:*** The employee is required to constantly read documents and computer screens for general understanding and detailed analysis. The employee must have the auditory ability to listen and comprehend. The employee is regularly required to determine color differences. Specific vision requirements include close vision and the ability to adjust and focus.

**Recommended Minimum Qualifications:**

**Education and Experience:** Candidates must be MPTC full-time academy trained or otherwise certified Massachusetts Police Officers. Minimum of a Bachelor's Degree or a master craftsman level of trade knowledge in Criminal Justice, Public Administration or a related field; a minimum of ten (10) years of progressively responsible experience in the law enforcement field with at least five (5) years of experience at a command or supervisory level; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Valid Massachusetts Class D Motor Vehicle Operator License; CPR/First Responder Certification; MPTC Certification as a Massachusetts full-time police officer (or be able to obtain exemption); POST certification; Massachusetts Class A License to carry firearms; Incident Command (ICS 100, 200, 300 and 700); Appointee must hold or meet the certification requirements of the Massachusetts Criminal Justice Training Council pursuant to M.G.L. Ch. 41, Section 96-B set forth for police officers and Police Chiefs. As a condition of employment, the employee must pass a pre-employment physical and psychological examination

**Town of Goshen, Massachusetts**  
**Job Description – Police Chief**

as well as a CORI certification .Participation in any Drug and Alcohol Testing Program the town may require.

**Knowledge, Abilities and Skill**

**Knowledge:** Extensive knowledge of pertinent Mass. General Laws, Town By-laws, federal, constitutional, and statutory laws, as well as the principles and practices of modern police administration and law enforcement methods and techniques (i.e. community policing etc); extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration; thorough knowledge of statutes and ordinances relating to law enforcement; the ability to plan, organize, and direct the work of a large number of subordinates performing varied operations connected with police and emergency medical activities. Working knowledge of the criminal and juvenile justice systems. Working knowledge of budgeting, personnel management, fleet management, facility management, and occupational risk management. Knowledge of technology in support of Department operations and administration including the Internet.

**Abilities:** Ability to supervise subordinates and delegate authority as required in a positive and effective manner and to delegate authority efficiently; ability to establish and maintain harmonious and productive working relationships and maintain discipline and morale with employees in a non- union environment; maintain effective working relationships with town officials, Town Departments, local, county, state, and federal law enforcement officials, and the public; ability to plan, assign, direct and review the work of subordinates and to direct large scale operations of personnel and equipment making sound judgments under stressful life-threatening situations; ability to deal with disgruntled members of the public in a diplomatic and effective manner and to deescalate violent situations and combative individuals. Ability to perform the duties and functions of a police officer and operate equipment including motor vehicles in emergency situations under adverse weather and/or road conditions. Ability to exercise sound judgment and enforce local ordinances, state and/or federal laws in an impartial manner.

**Skills:** The position requires effective leadership, supervisory, problem-solving, conflict resolution, and budget management skills; proficient oral and written communication and computer skills; excellent physical skills necessary for protection of self and others; common sense skill to find the most appropriate response to various situations; technical skill in operating police vehicles, fire arms and technology in a safe and effective manner often under adverse weather and under life-threatening conditions; and self-motivational skills. Proficient oral and written communication skills.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*