

Town of Needham

Position Description

Title: Deputy Chief of Police

Date: September 11, 2018

ACCOUNTABILITY OBJECTIVES

The Deputy Chief of Police assists the Chief of Police in the planning, directing, coordinating, controlling, and staffing of all operations pertaining to the Needham Police Department, its sworn and civilian personnel, facilities, and equipment. The Deputy Chief shall assume responsibility and control of the Department in the Chief's absence.

NATURE OF POSITION

The Police Department is responsible for the enforcement of all laws within its legal jurisdiction. The Department is responsible for protecting life and property against crime, preserving law and order within the community and the safe movement of vehicular and pedestrian traffic. The Department provides consolidated dispatch of calls requiring the emergency public safety services of police, fire and emergency medical services. The Department responds to the needs of the community and has responsibility for the enforcement of state and local laws, regulations and bylaws, along with providing many non-criminal police services.

Reporting to the Chief of Police, the Deputy Chief of Police's primary responsibilities are to assist the Chief in the day-to-day operations and business of the Police Department, supervising police personnel in the performance of their official duties, maintaining discipline, resolving and coordinating issues, concerns and grievances from the collective bargaining representatives, and providing training and motivation. The work requires the incumbent to perform complex and highly responsible duties requiring a high level of initiative and independent judgment in order to achieve Department goals and objectives.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Works under the direction of the Chief of Police, in conformance with Departmental policies, procedures, rules, and regulations, to oversee, direct and coordinate the daily operation of the Department, delegating general supervision to subordinates.
2. Supervises all Department functions and employees, including the Department's three divisions, comprised of Patrol Services, Investigative Services, Support Services and their respective division commanders. Develops job direction, assigns tasks and instructions, and monitors employee performance throughout all divisions.

3. Meets with supervisors on a regular basis to discuss important activities particular to an assigned shift or division. Conveys information from the Chief of Police to supervisors and advises the Chief of Police of all issues or areas of concern that might have an effect upon the Department and/or the Town.
4. Conducts inspections as necessary to ensure the proper standards relating to uniforms, equipment and personal hygiene are maintained.
5. Monitors the daily attendance and deployment of police personnel to ensure a proper level of staffing for the community's needs. Monitors the quality of work performed by personnel for adherence to acceptable policing standards and identifies areas of deficiency. Where performance is below acceptable standards, ensures that the measures taken to correct the situations are designed to be responsive to the deficiency.
6. Ensures that the integrity of the Department is not compromised by the misfeasance, malfeasance or nonfeasance of any employee. Administers and enforces rules and regulations for the control, disposition and discipline of the Department and of its officers and employees.
7. Ensures that all Town-wide personnel policies which are applicable to the Department are enforced equally, fairly, and consistently within the Department.
8. Monitors and/or conducts internal affairs investigations, to include those allegations of criminal wrong-doing on the part of police officers. Maintains all records of internal affairs and/or criminal complaints against police officers in a secure manner.
9. In accordance with Town, Department and, when applicable, M.G.L. c.31, applies disciplinary sanctions for violations of Department rules, policies, orders, or procedures, not to exceed a suspension without compensation for one day, and if necessary, with a recommendation to the Chief of Police that additional or greater discipline be imposed.
10. Evaluates staff and recommends improvements to enhance the efficient and effective utilization of Department resources, to include the re-assignment of personnel and/or positions to meet the needs of the community and the Department.
11. Informs the Chief of Police of all investigations and/or other issues or areas of concern that might have an effect upon the Department or the Town.
12. Enlists suggestions and input from Department employees to ensure participation at all levels. Is responsible for the necessary delegations of authority to those under his/her command, commensurate with their assignment, duties and responsibilities.
13. Coordinates the Needham Police Performance Evaluation System. Conducts an annual inspection to determine how well the system is functioning, identifying instances of extreme ratings and the causation or reasons for them.
14. Oversees the training needs of Department personnel to ensure that all officers are receiving assigned training. Provides training opportunities to enhance the management and supervisory skills of command and supervisory officers.

15. Conducts an agency-wide annual review of bias-based policing data and reports the findings to the Chief of Police. Data will, at a minimum, include traffic incidents, field contacts, asset seizures, forfeiture efforts, and citizen concerns, along with agency practices, policies, procedures, and training.
16. Oversees and/or coordinates the various elements and requirements of the recruitment selection and promotional processes.
17. Ensures that the Department is in compliance with the equal employment opportunity policies, rules and procedures of the Town and as required by law.
18. Monitors advances in technology, such as computerization and other equipment utilized in providing professional police services within the Town.
19. Initiates, compiles, and writes general orders, policies, procedures, rules and regulations, reports, memoranda, and other documents necessary for the governance or operation of the Department.
20. Ensures that all members of the Department have access to the Town's and to the Department's policies and procedures/rules and regulations, and that they have acknowledged receipt of same.
21. Adheres to the collective bargaining agreements for and between the Town and the Department's unions and associations.
22. Assists in maintaining sound union and management relations, including participating on behalf of management in grievance hearings, collective bargaining meetings, and other union and management meetings or forums, while upholding the rights and interests of management.
23. Participates in the processes associated with the presentment of management's case before hearing officers of the Department of Personnel Administration, Department of Labor Relations, mediator and arbitrators, or other administrative departments and hearings.
24. Assists the Chief of Police in the development and recommendation of the Department's budget and future expenses. Monitors specific budget expenses as assigned by the Chief. Prepares and/or oversees budgetary reports as needed for the annual budget process. Represents the Department at public board meetings and Town meetings related to the budget process as necessary.
25. Manages the development and implementation of grant funding opportunities.
26. Works with the Chief of Police to identify community and law enforcement priorities. Develops and implements programs to achieve the priorities established. Assesses their effectiveness, making recommendations to the Chief for further modifications as required.

27. Plans and executes police programs designed to enhance the police and citizen partnership while preventing and repressing crime, apprehending and prosecuting offenders, and recovering property for the rightful owners.
28. Engages in problem solving, and responds to the issues and concerns confronting individuals and neighborhoods of the community, modifies programs to meet current trends, changes in acceptable policing standards and practices, and responds to the issues and concerns of individuals and the neighborhoods of the community.
29. Oversees the development and implementation of numerous initiatives related to the communities' youth and the Needham Public Schools.
30. Attends a variety of Town meetings with boards, commissions, etc. to present the Department's views on a variety of municipal issues where police input is relevant.
31. Acts as a liaison with the Chamber of Commerce, other business organizations, and other individuals and organizations as assigned by the Chief of Police.
32. Oversees the general supervision and inspection of all licensed persons and public places within the Town.
33. Participates on a statewide and regional basis with state officials, municipal police administrators, and other interested parties toward the improvement of operational and technological aspects of policing and law enforcement.
34. Cooperates with federal, state and county law enforcement officers as appropriate where activities of the Department are involved.
35. Assists in developing and submitting an annual report to the appointing authority summarizing the activities of the Department.
36. Ensures that a monthly report to the Commissioner of Corrections indicating the number of persons arrested and held in custody, their gender, and the classification of the type of offense is submitted as required by M.G.L. C.124, s.9.
37. Ensures that the appropriate data and forms are submitted to the proper authority for the purposes of compiling the Uniform Crime Report.
38. Submits such other reports as are required by law or as required by the Chief of Police.
39. In the absence of the Chief of Police, assumes the powers, duties, and responsibilities of the Chief of Police, subject to any limitations set by the Chief of Police.
40. Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Police Science, Public Administration, Criminal Justice, or a related field, seven years of progressively responsible law enforcement experience with at least three years of supervisory experience, or any equivalent combination of education and experience which provides the required knowledge, skills and abilities to perform the functions of the job.
- Possession of a valid license to carry a firearm; training and qualification in the use of handguns.
- Certification as a full-time officer in accordance with the Municipal Police Training Committee
- Thorough knowledge of modern policing and law enforcement principles, procedures, techniques and equipment.
- Thorough knowledge of all applicable laws, regulations, bylaws, policies and procedures.
- Knowledge of labor law, budgeting and collective bargaining.
- Demonstrated leadership, management, organizational and fiscal skills.
- Ability to establish and maintain effective working relationships with Town officials, agencies, citizen groups, subordinates, the general public and other law enforcement officials.
- Ability to formulate, analyze and interpret laws, bylaws, rules, regulations, standards, and procedures, and apply them to specific situations and cases.
- Ability to work in a high stress environment on a regular basis, to remain calm, and to concentrate and perform all responsibilities in a competent manner at all times.
- Ability to communicate effectively and efficiently verbally and in writing.
- Possession of a valid driver's license.
- Ability to meet the Department's physical and psychological standards.

Preferred:

- Master's degree in police science, law enforcement, or a related field, a Juris Doctorate, or specialized training from FBI National Academy, FBI-LEEDA, or other specialized police training venue.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Police cruiser, police radio, assigned firearms (handgun and long gun), baton, electronic control device, handcuffs, first aid equipment, mobile phone, telephone system, LEAPS/NCIC computer, personal computer, word processing and spreadsheet software, and law enforcement related software.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is frequently required to sit and talk or hear. The incumbent is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or the tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The incumbent must occasionally lift and/or move more than 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent frequently works in outside weather conditions. The incumbent occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The incumbent may be exposed to moving traffic, extreme temperatures and weather, potential physical harm from dangerous suspects or criminals, infectious diseases and life threatening situations.

The noise level in the work environment is usually moderate.