

NORTHFIELD MUNICIPALITY JOB DESCRIPTION
CHIEF of POLICE

FLSA Designation: Exempt

Nature of Work:

The Chief of Police works under the direct supervision of the Municipal Manager. The Chief of Police is responsible for the overall operation of the Northfield Police Department including the supervision and evaluation of the Department's six full-time police officers and the dispatcher/clerk. The Chief is responsible for the continuing education of the department staff, enforces all State and local laws, and is responsible to the public to address their concerns and provide answers to their questions.

Qualifications:

A degree in Criminal Justice is desirable and/or experience in the law enforcement field. The individual must be a member in good standing and possess current Vermont certification or eligible for certification by the Vermont Criminal Justice Training Counsel in the field of law enforcement. Individual must be able to deal with the public in a professional manner and maintain a high standard image while representing the police department.

The Police Chief shall reside within a reasonable response time to Northfield.

Essential Job Functions:

- (1) Exemplify the Core Values of Integrity, Fairness, and Service, and cultivate those values within the department.
- (2) Enforce State local laws and ordinances.
- (3) Investigate wrongdoing and alleged wrongdoings by the citizens or visitors.
- (4) Supervise and direct Police Officers and Dispatcher/Clerk
- (5) Delegate special projects

- (6) Keep Northfield's legislative bodies and the citizens informed through the Municipal Manager of what is occurring locally as it relates to law enforcement.
- (7) Provide training to officers/dispatcher.

Accountability:

- (1) The Chief of Police is the first line supervisor for the Police Department. The Police Chief will assign tasks and evaluate the performance of the department. The Police Chief will be directly involved with the disciplinary issues that concern the police department. The Police Chief is responsible for staying in compliance with policies and procedures relating to law enforcement both at the local and state level.
- (2) **The Municipal Manager:** The Chief of Police works under the direction of the Municipal Manager solely as it relates to the administration of the department.
- (3) **The Quality of Service:** The Chief of Police is answerable to the level and quality of service that she/he provides to the general public.
- (4) **Fellow Workers:** All municipal employees must extend and render common respect to their fellow employees.
- (5) **The Budget:** The Chief of Police has responsibility of controlling cost and bolstering the integrity of the budget by working with the Manager and the Selectboard.
- (6) **The Municipal Personnel Policy:** The Chief of Police must abide by all personnel policies duly authorized by the governing board.
- (7) **The Northfield Community:** The Chief of Police must maintain a profile that is characterized as collaborative, trustworthy, inclusive, and actively engaged with the community. The Chief should foster positive public relations by responding to public inquiries in a welcoming and timely manner and is expected to sustain a professional appearance and attitude.