

**DUTIES AND RESPONSIBILITIES**  
**OF THE**  
**POLICE CHIEF**  
**FRYEBURG, MAINE**

**I. JOB SUMMARY**

Serves as the Chief Administrator of the Police Department; performs highly responsible administrative work in planning, organizing and directing the activities of the Town police department. Responsible for the effective delivery of police services to the community.

**II. SUPERVISION RECEIVED**

Activities are conducted with considerable operational independence and personal judgment under the general administrative direction of the Town Manager. Reports to the Board of Selectmen, as authorized by the Town Manager, on a regular basis on topics to include, but not limited to, department finances, equipment, personnel and public safety matters. Performance is reviewed and evaluated not less than once annually through meetings, conferences, evaluation tools and processes, reports and program results.

**III. SUPERVISION EXERCISED**

Supervises directly or through subordinate supervisors a department of law enforcement, support and clerical employees; assigns work schedules, oversees employee job performance and has responsibility for the selection, performance, evaluation, training, and discipline of the department's staff. Has final authority for decisions pertaining to law enforcement.

**IV. ESSENTIAL DUTIES**

1. Required to attend a minimum of one meeting of the Board of Selectmen each month and report on the status of the department and law enforcement related issues within the community.
2. Establishes department goals, long-range plans, objectives, policies, directives, regulations, and procedures based upon the needs of the Town and the Police Department; continually evaluates the effectiveness and responsiveness of the department.
3. Directs, coordinates, and keeps apprised of all department procedures, practices, and activities; establishes and maintains formal channels of communication through which information must flow and specific authority is delegated; takes necessary steps to improve police operations.
4. Organizes, directs, and controls all resources of the department to preserve the peace, protect persons and property, and enforce ordinances and by-laws of the Town, State and Federal government.
5. Conducts regular inspections of the department's facilities, personnel, and equipment. Addresses problems in assignments, discipline, morale and training as may affect any member, or group of members of the department.
6. Selects and disciplines staff in accordance with state and federal laws and Town policies and procedures.
7. Evaluates employees annually and outlines personal development plans for and with employees.

8. Plans and directs training programs in compliance with the Maine Criminal Justice Academy and state statutes. Maintains training and performance records on all department personnel in accordance with existing town, state and federal guidelines.
9. Assigns work schedules to staff; coordinates staffing coverage by outside agencies as necessary.
10. Within the Department develops, organizes, reviews, maintains and administers the policies and procedures of the Department.
11. Cooperates with law enforcement officials from other jurisdictions on investigations and in the apprehension and detention of suspects.
12. Develops and presents the annual department budget and administers the approved budget in accordance with established Town policy. Maintains equipment and personnel at a level consistent with budgeted allocations. Seeks financial assistance through grants and otherwise at the federal, state, and local levels.
13. Takes charge at scenes of emergencies, serious crimes, and accidents. Makes final decisions as to courses of action and protection of citizens, property, and police personnel. Operates both as a member of a team and independently at incidents of uncertain duration, advising and assisting department personnel, performs complex tasks during life threatening emergencies.
14. Supervises and conducts complete and accurate investigations and prepares reports for same. Establishes and maintains necessary and appropriate records of activities. On a monthly basis, prepares Uniform Crime Report and other state statistical information; prepares the statistical record for annual Town Report.
15. Uses approved firearms, handcuffs, batons, and other hand equipment in the performance of duties in accordance with Federal and State laws, and Town and Department policies and procedures. Keeps abreast of the latest equipment and insures that officers are trained to be proficient in its use. Maintains proficiency in the operation of technical equipment, including radar, blood alcohol measuring devices, cameras, two-way radios, etc. Operates motor vehicles in accordance with State laws and department regulations in routine and emergency situations.
16. Plans, implements, and maintains effective customer relations and public education programs. Serves as primary representative of the department with civic organizations, public interest groups, elected representatives, schools, etc. by attending meetings related to public safety problems and law enforcement. Insures that any complaints against the department or its personnel are handled effectively and in a timely manner.
17. Actively participates in professional law enforcement associations; acts as liaison between Town and other law enforcement agencies; attends and participates in meetings involving or relating to the Police Department.
18. Performs all regular full-time patrol officer duties as necessary, including patrol, traffic control, responding to calls for service, investigating traffic accidents and criminal offenses, issuing citations and warnings, serving subpoenas, making physical custody arrests with and without a warrant, transporting prisoners, testifying in court and before administrative bodies, making application for search warrants and arrest warrants, taking juveniles, intoxicated, or mentally ill persons into protective custody, writing investigative reports, conducting crime prevention surveys, responding to citizen inquiries, taking fingerprints of arrested persons, searching for latent fingerprints, searching for and collecting physical evidence at crime and accident scenes, performing various rescue and lifesaving tasks, participating in raids and high-risk warrant services, controlling violent or resisting subjects, apprehending fleeing suspects on foot or in a motor vehicle, and participating in strenuous and physically demanding basic and in-serve training programs.

19. Performs other related duties as required or directed by the Town Manager.

## **V. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

1. Possesses and demonstrates a thorough knowledge of the principles and practices of modern police administration and police methods.
2. Possesses and demonstrates a thorough knowledge of state statutes and codes, federal guidelines and protocols, and local ordinances relating to law enforcement.
3. Possesses and demonstrates an extensive knowledge of the standards by which the quality of police service is delivered and evaluated.
4. Possesses and demonstrates a thorough knowledge of police records and their application to police administration.
5. Ability to communicate effectively, both orally and in writing.
6. Thorough knowledge of budgetary practices and procedures.
7. Knowledgeable and skilled in the use of firearms and police equipment including, but not limited to pepper spray, portable radios, handcuffs, batons, and Taser.
8. Knowledgeable and skilled in the use of computers with standard office software.
9. Knowledgeable and skilled in the use of law enforcement software.
10. Ability to plan, organize and direct the work of subordinates performing varied operations connected with police activities.
11. Ability to develop proper training and instructional procedures.
12. Ability to accurately assess the potential consequences of alternative courses of action and select the one which is most acceptable and appropriate for the given situation.
13. Ability to recognize potentially dangerous situations and to act decisively to protect persons and property from harm.
14. Ability to prepare and present concise and meaningful oral and written material relating to the activities of the department.
15. Ability to create and maintain effective working relationships with subordinates, Town officials, department heads, State and Federal authorities, and civic leaders.
16. Ability to deal effectively with the public and provide appropriate referrals to social service agencies.
17. Ability to work effectively under physically and emotionally stressful and demanding situations.
18. Ability to be on call to address and/or respond to police emergencies.

## **VI. RESIDENCY REQUIREMENT**

1. Due to the nature of this position, the Police Chief is required to live within thirty miles of the Town's borders or within an area of acceptable emergency response time as determined by the Town Manager.

## **VII. MINIMUM QUALIFICATIONS REQUIRED**

1. Associate's degree from an accredited college or university with major course work in police science, public or business administration or related field plus a minimum of ten (10) of full time law enforcement employment as a certified law enforcement officer, with five (5) years of experience in a command or supervisory rank; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
2. Certification by the Maine Criminal Justice Academy or the ability to obtain such certification within one year of date of hire.
3. Possession of a valid driver's license

## **VIII. PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

1. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.
2. May occasionally be required to make physical custody arrests, subdue attacking or resisting individuals, perform rescue work or administer first aid.
3. Must be able to manage multiple tasks simultaneously and respond appropriately to deadlines.
4. Must be able to communicate effectively in the English language to include via telephone and radio and to read, write and understand English rapidly and effectively.
5. Must be able to effectively operate a computer terminal and keyboard.
6. Ability to accurately aim and fire hand and shoulder weapons and qualify with same in accordance with the requirements of the Maine Criminal Justice Academy.