

**Town of Milton**  
Job Description

Title: Chief of Police  
Department: Police

Reports to: Town Manager  
Updated: October 10, 2017

Overview of Position

The Police Chief is a highly responsible professional and administrator. The Chief is responsible for work in planning, organizing, and directing the activities of the Milton Police Department, to include assuring laws and ordinances are enforced, criminal offenders identified and apprehended, and measures are implemented to prevent crimes and protect life and property. The Police Chief collaborates across the municipal government, working with the Town Manager, Public Safety Director, and public safety chiefs, to assure the effective delivery of public safety services to all residents and visitors. Work also involves determining and implementing policies to be followed in conducting Police Department operations, and supervision is exercised over all Police Department employees. The Police Chief is a “working chief” and has a consistent presence on the roads and in the public.

Essential Job Functions

The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. This job description is a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

1. Plans, organizes, and directs the programs and activities of the Police Department; reviews complaint and accident reports; determines data requirements, records reports needed for management of department; determines personnel, equipment, fleet, facility, material, and supply needs.
2. Works with the Department of Public Safety to prepare the department budget and capital plan, and is responsible for the effective implementation and management of the budget in accordance with Town and finance department policy. Regularly monitors the status of the budget and recommends changes regarding expenditures as necessary. Seeks out grants and other applicable program and equipment funding sources.
3. Interacts with the public, provides weekly patrol coverage, and attends public events as appropriate. Provides public information to inform and protect the public, including effective use of social media.
4. Interacts with department staff, municipal department, other law enforcement agencies, elected officials, and the public to establish the department’s goals. Reviews goal progress and initiates such actions, as needed, to meet them.
5. Oversees department operations to comply with local, state, and federal laws and regulation
6. Serve on various community and town committees and advisory boards
7. Work to create an advisory committee for policing in the community and be the liaison with the community to address and anticipate the policing needs and challenges

8. Communicate with town leadership to keep them abreast of, and provide advice about current and developing department field operations.
9. Appropriately interprets and applies the provisions of the collective bargaining agreement and the Department's Standard Operating Procedures.
10. Plans, monitors, and evaluates the work of subordinate division heads and unit managers; counsels employees about work performance, and initiates disciplinary actions as may be necessary.
11. Develops and implements the Department leadership structure to ensure continuity of operations, upward mobility within the department, and command structure is appropriate to the current and future operations of the department.
12. Ensures that personnel are provided appropriate training to provide effective policing services through subordinate officers and departmental training programs.
13. Prepares and maintains a wide variety of records and reports, including insurance liability issues, and ensures that they conform to local, state, and federal requirements.
14. Establishes and contributes strong ties to community/civic groups, school systems, and other municipal departments. Regularly attends meetings of these groups and makes presentations representing the department. Maintains awareness of local, regional, state and national law enforcement issues, trends and challenges.
15. Provide regularly scheduled patrol/policing coverage as needed.

#### Supervision Received

The Chief of Police is statutorily appointed by the Town Manager, who has delegated general supervision to the director of the Department of Public Safety.

#### Supervision Exercised

Administrative and functional supervision, directly and indirectly, of 15 to 20 full-time employees and 1-5 part-time employees.

#### Education or Formal Training

Undergraduate degree in Criminal Justice, Law Enforcement, Public Administration, or a related field. Master's degree in Criminal Justice, Public Administration, or related field desired. Or, in absence of education, appropriate policing experience.

#### Experience

A minimum of ten (10) years' experience in a full-time law enforcement agency, with at least five years of increasingly responsible supervisory or command positions.

#### Residency

Within ninety (90) days of appointment resides within twenty (20) miles of the Milton Police Department headquarters.

### Certification and Background Check

Within six-months of hire is a full-time Vermont certified law enforcement officer as defined by the Vermont Criminal Justice Training Council and 20 V.S.A., Chapter 151, as amended. Before the applicant's first day, they shall have successfully completed all department background check requirements, including a mandatory polygraph examination.

### Equipment

Police vehicle, handgun, shotgun, rifle, deterrent spray, conductive weapon, telephone, computer, copier, fax, calculator, portable radio, other typical police equipment and office equipment.

### Working Environment

This job is split between an office environment and responses to regular and emergency incidents, as appropriate. This position is expected to perform physical activities consistent with regular policing. This encompasses degrees of physical force from moderate to extreme. Intermittent demanding physical activity is required involving standing, running, and exposure to serious physical danger.