
CITY OF NEWTON, MASSACHUSETTS
DEPARTMENT OF HUMAN RESOURCES

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| POSITION TITLE | Chief of Police |
| DEPARTMENT | Newton Police Department |
| STATUS | FLSA Exempt Non-Union Managerial |

Primary Purpose:

The purpose of this position is to lead, plan, organize, and direct all operations of the Newton Police Department. The Newton Police Department is a community-orientated department committed to the quality of life of all residents by delivering fair, just, respectful, safe and effective policing. The Newton Police Department is dedicated to the organizational philosophy of community policing and community engagement and this philosophy is embedded throughout each Bureau and all officers and staff.

Supervision:

Scope and Judgment: Performs complex and highly responsible duties requiring a high level of initiative and judgment in the planning, administration and execution of the department's programs, policies, procedures, operations, plans and services, and in the direction of personnel.

Supervision Received: Works under the direction of the Mayor with considerable latitude for independent judgment and action. Assumes responsibility for developing and achieving the department goals and objectives.

Supervision Given: Supervises all department employees, developing job direction, assigning tasks and instructions, and monitoring personnel performance evaluation, directly and indirectly through subordinates.

Essential Functions:

(The essential functions or duties listed are intended only as illustrations of the 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.)

Serves as a forward thinking, mission driven, policing leader with a focus on continuously improving the internal and external operations of the Police Department through leadership ability, strength of character and a commitment to best police practices, activities and community needs.

Oversees the general operations of the Police Department, including the core Bureaus (Patrol; Support Services; Detective; Dispatch; Traffic; Special Operations; and Community Services), and delegates the appropriate daily supervision of specified operations to selected managers, supervisors and subordinates. Promulgates all general and special orders of the department.

Works directly with the Mayor and develops and recommends to the Mayor any and all significant department plans, priorities and policies; practices, procedures, methods, rules, regulations, programs and equipment; implements such plans and policies upon approval; assesses their effectiveness and recommends modifications as required. Develops and/or authorizes department internal operating procedures and directives. Assumes direct command at the scene of any major or special police situation, as needed.

Directs cooperative efforts and develops open lines of communication with local, state, and federal law enforcement officials and participates with them on various operational and technological aspects of policing.

Brings the police perspective to City government decision-making on plans, programs and coordination of services and works closely with other Department Heads, including the Fire Chief.

Attends a variety of City meetings with City Council, boards and commissions, etc. to present the department's views on a variety of municipal issues where police input is relevant.

Builds effective, ongoing and sustainable relationships and strong partnerships based on trust and a spirit of cooperation with all members of the community, including but not limited to residents, businesses, faith-based groups, community and health organizations, government officials, and the public, private and higher education schools.

Develops a positive internal culture and supervises department staff through subordinates. Evaluates staff, oversees and provides strategic leadership on recruiting, hiring, retaining and promoting. Assigns, details, or transfers any employee to or from any unit or assignment whenever it is in the best interest of the department.

Provides leadership on bias-free policing in every facet of the department. Institutes training for employees of the department, including human resources related training in conjunction with the Human Resources Department. Understands and administers City of Newton and Newton Police Department personnel policies, regulations and practices in an effective and equitable manner.

Maintain a strong focus on succession planning by identifying and nurturing potential future leaders within the department, creating opportunities for officers to gain experience in different roles and responsibilities and preparing a pipeline of qualified candidates for higher-ranking positions.

Provide leadership on wellness and wellbeing strategies and programs for staff.

Provides for investigation into all cases of alleged or apparent misconduct by staff. Administers and enforces rules and regulations for the control, disposition and discipline of the department and of its officers and employees.

Maintains compliance with Peace Officer Standards and Training (POST), by enforcing consistent application of regulations and ensuring the maintenance of officer certification and training.

Participates in collective bargaining, labor relations, grievance administration and other labor relations matters as needed. Develops positive relationships with labor representatives and with employees at all levels of rank and with civilian staff throughout the organization.

Leads communication for the Department in conjunction with the Mayor and delegates to the PIO, Superintendent or others where appropriate. Required to deliver speeches, public presentations and to interact with the media.

Develops and recommends department budget requests to the Mayor and presents them to the City Council; authorizes and expends funds consistent with City policies and procedures; monitors budgets to ensure compliance with approved levels and takes corrective actions as required.

Prepares or oversees the preparation of a variety of regular and special reports related to departmental programs, plans and services. Ensures the maintenance of departmental reports, records, and files, consistent with requirements for confidentiality and public disclosure.

Maintains a commitment to personal professional growth and development and represent the City, where appropriate, at local, regional and national professional organizations.

Performs similar or related work as required, directed or as the situation dictates.

Recommended Qualifications:

Education, Training and Experience:

Minimum: Bachelor's degree, preferably in management, criminal justice, or related field from an accredited college or university. A minimum of fifteen (15) years of experience in the police profession as a sworn officer, with at least eight (8) years at the command level (Lieutenant, Captain, Deputy Chief, or Chief) or management position at a medium to large size police department (approximately greater than or equal to 75 sworn officers and serving a population of 40,000 or more).

Preferred: Master's degree and/or demonstration of continued professional development such as graduation from a nationally recognized police management program, such as the FBI *National Academy* in Quantico, VA, Southern Police Institute, Northwestern University School of Police Staff and Command, PERF's *Senior Management Institute for Police* (SMIP) or a comparable advanced police management training program.

Must be willing to travel to attend regional and national professional development trainings and meetings.

Special Requirements:

Possession of a valid motor vehicle operator's license.

Possession of (or ability to possess) a Massachusetts *License to Carry a Firearm*; training and qualification in the use of firearms. Certification as a full-time officer in accordance with the Municipal Police Training Committee (MPTC). Ability to pass medical, physical agility, and psychological exams and a comprehensive background check. The ability to reside within mileage limitations as set by local or state law.

Knowledge, Abilities and Skills:

Knowledge: Comprehensive knowledge of the principles, practices, methods, and equipment employed in fair, just, respectful, safe and effective policing. 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, fire and emergency medical activities; working knowledge of Constitutional Law and the criminal and juvenile justice systems. Deep understanding of diversity, equity and inclusion, and bias-free policing. Strong understanding of and experience with technology, analytically based decision-making, and collecting, using and sharing data and information.

Abilities: Ability to lead in a changing policing environment forward looking leadership style. Ability to lead and supervise subordinates in a positive and effective manner and to delegate authority effectively and efficiently; ability to establish and maintain effective, collaborative and productive working relationships with City officials, law enforcement officials, employees 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 situations; ability to deal with members of the public in a diplomatic and effective manner. Ability to organize the Police Department in such a manner as to recognize needs and provide applicable social and protective services to the community. Ability to work closely with the labor unions and to manage effectively these important workplace relationships and the legal implications and duties that are imposed by Massachusetts General Laws Chapter 150E. Ability to formulate police rules, regulations, policies and procedures. Ability to work in a high stress environment on a regular basis. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Able to communicate effectively and efficiently verbally and in writing at all times.

Skills: Excellent personnel management skills, general managerial skills and organizational skills. Excellent fiscal and budgeting skills. Demonstrated skills in working cooperatively with other agencies, resident groups, and individuals in promoting the best delivery of services to the community. Skilled at building on previous successes, while being forward thinking, driving for improvement, creating organizational change and creating a positive culture that embraces best practices and policies in policing with a mission driven focus, including the role of police in areas such as mental and behavioral health and crisis responses. Exceptional customer service, negotiation, and conflict resolution skills.

Work Environment and Physical 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 essential functions.)

Work requires a high degree of tolerance to combinations of extremely challenging elements and mental stress from frequent conflicting and/or urgent time and attention demands. While work is often performed under typical office conditions, the nature of the work can vary widely and suddenly and can include situations where the employee's personal well-being and/or safety is at risk. The work environment can include exposure to varying weather conditions and high stress interactions. Required to frequently work outside of normal business hours and on call for emergencies at all times. Operates an automobile, all police equipment/firearms, a computer, and other standard office equipment; required to wear appropriate uniform and equipment.

Makes frequent contact with other public officials, city departments, municipal police departments, civic and social organizations, the legal community, the media, and regional/state/federal governmental agencies, including Courts and the District Attorney. Contacts require considerable persuasiveness, resourcefulness, discretion, and negotiating skills and the ability to provide calm leadership in stressful situations and maintain an environment of trust and stability.

Has access to extensive confidential information such as personnel records, criminal investigations and records, lawsuits, personal information about residents, as well as collective bargaining negotiating positions.

Incumbent must possess the ability to meet physical and medical standards which may be required by the City of Newton, the Massachusetts Human Resources Division or any other local, state or federal law or regulation governing these standards for Chiefs of Police.

Performance Standard:

Employees at all levels are expected to effectively work together to meet the needs of the community and the City through work behaviors demonstrating the City's values. Employees are also expected to lead by example and demonstrate the highest level of ethics in conformance with Massachusetts General Laws Chapter 268A. Employee may also be subject to annual or regular performance evaluations as determined by the Mayor and in conjunction with the Human Resources Department.

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