

JOB ANNOUNCEMENT CHIEF OF POLICE WILLIMANTIC POLICE DEPT.



DESCRIPTION:

Chief law enforcement officer for the City of Willimantic within the Town of Windham charged with the direct oversight and control of the Willimantic Police Department, including budgets, inventory, and personnel. Performs a variety of complex administrative, supervisory, and professional work in the planning, coordinating, and directing of the department's comprehensive police services and law enforcement programs, including patrol, traffic enforcement, investigation, and administrative support services; and fosters cooperative working relationships with citizen groups and other agencies on police matters.

QUALIFICATIONS:

A Master's Degree from a recognized college or university in criminal justice or a related field; plus twelve (12) years of progressively responsible law enforcement experience, including at least seven (7) years in a supervisory and/or administrative capacity, desired; or en lieu thereof, an equivalent combination of education, experience, and training that provides the knowledge, skills, and ability to perform the essential function of the position. Bilingual (English and Spanish), preferred.

SALARY GRADE/RANGE:

Salary Grade 13 with a salary range of \$122,573 to \$148,305 annually, commensurate with experience. (Individuals with less than the desired qualifications listed above will start at the lower to middle range of the scale.)

CLOSING DATE:

Please submit a cover letter, resume, writing sample (i.e., staff report), three (3) professional reference contacts (at least one must be from a person outside of the Town of Windham), and a completed application to the Town of Windham, Town Manager's Office, 979 Main Street, Willimantic, CT 06226, ATTN: Paul Hongo, **by Friday, August 30, 2024**. Applications are available at Town Hall or on the Town's website - www.windhamct.gov. - EOE/AA/M/F/D/V

**TOWN OF WINDHAM
JOB DESCRIPTION**

CHIEF OF POLICE

NATURE OF WORK: Chief law enforcement officer for the City of Willimantic within the Town of Windham charged with the direct oversight and control of the Willimantic Police Department, including budgets, inventory, and personnel. Performs a variety of complex administrative, supervisory, and professional work in the planning, coordinating, and directing of the department's comprehensive police services and law enforcement programs, including patrol, traffic enforcement, investigation, and administrative support services; and fosters cooperative working relationships with citizen groups and other agencies on police matters.

SUPERVISION RECEIVED: The Chief of Police receives administrative direction from the Town Manager.

SUPERVISION EXERCISED: The Chief of Police exercises supervision over all police department staff directly or through subordinate supervisors.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Hires, supervises, promotes, evaluates, and disciplines department personnel.

Develops departmental policies and procedures mandated by law, to ensure efficient operation of the department; and reports departmental activities to the Town Manager; reports the same to the Willimantic Taxing District Board of Directors, as requested.

Plans and implements a law enforcement program for the City; reviews department performance and effectiveness, and formulates programs or policies to alleviate deficiencies.

Assists the Town Manager with development of operational and capital budgets for the department; communicates the needs and concerns of the department to the Willimantic Taxing District Board of Directors; and reviews fiscal controls to stay within funding restrictions.

Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.

Assures that sufficient personnel are assigned to shifts, which provide optimum effectiveness for current situations and circumstances governing deployment.

Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of departmental operations.

Coordinates and supervises the training, assignment, and development of subordinate police officers.

Reviews current police department policies and procedures and their effect on police community relations and crime patrol.

Participates in a variety of labor relation functions, including handling grievances, maintaining department discipline and the conduct and general behavior of all personnel.

Prepares and submits periodic reports to the Town Manager and Willimantic Taxing District Board of Directors upon request, regarding the department's activities, and prepares a variety of weekly, monthly, and annual reports, as appropriate.

Attends or designates personnel to attend conferences and meetings to keep abreast of current trends in the field; represents the Willimantic Police Department in a variety of local, county, state and other meetings.

Cooperates with County, State, and Federal law enforcement agencies as appropriate where activities of the Willimantic Police Department are involved.

Plans short and long term goals for law enforcement and public safety; ensures that laws and ordinances are enforced; and public peace and safety is maintained.

Directs investigation of major crime scenes; identifies those crimes of which police resources will be concentrated; and prioritizes the available services within the department's resources.

Conducts public informational programs regarding prevention of crime, police operational effectiveness, and other community concerns.

Develops cooperative working relationships and mutual aide agreements with representatives of other local law enforcement and public safety departments; responds to citizen concerns or inquiries regarding police services; and responds to inquiries from the media.

Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; and develops and implements procedures to address new legislation affecting law enforcement.

Regular attendance is a requirement of this position.

*******The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*******

OTHER JOB FUNCTIONS:

Performs related duties and responsibilities as required.

QUALIFICATIONS PROFILE:

Knowledge, Skills, and Ability:

Thorough knowledge of law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension, and transport of suspects.

Thorough knowledge of rules of evidence regarding search and seizure and the preservation of evidence.

Thorough knowledge of investigation and identification techniques and equipment.

Thorough knowledge of courtroom procedures and techniques for testifying.

Considerable knowledge of applicable laws, codes, ordinances, and court decisions.

Thorough knowledge of safety practices and equipment, including the safe use and proper care of firearms.

Thorough knowledge of administrative principles and practices, including goal setting, program development, implementation, and evaluation.

Thorough knowledge of principles and practices of work organization, staff supervision, training, professional development, and work review and evaluation.

Considerable knowledge of computer applications.

Considerable knowledge of techniques of first aid, including CPR.

Considerable knowledge of techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Considerable ability to plan, schedule, assign, supervise, review, and evaluate the work of sworn and non-sworn staff.

Considerable ability to train staff in work procedures and provide for their professional development.

Considerable ability to perform departmental administrative duties, such as budget development and administration, and policy and procedure development.

Considerable ability to observe accurately, recall faces, names, descriptive characteristics, and facts of incidents and places.

Considerable ability to interpret, apply, and explain complex laws, codes, regulations, and ordinances.

Considerable ability to prepare clear, accurate, and grammatically correct reports, records, and other written materials.

Considerable ability to make sound, independent decisions as a commander and in emergency situations.

Considerable ability to identify and be responsive to community issues, concerns, and needs.

Ability to exercise discretion in handling confidential information.

Ability to engage in activities necessitated by the position outside normal business hours; i.e., evening meetings, emergencies, etc... (This is highly responsible work and, as such, is expressly exempted by the Fair Labor Standards Act and related state laws from the requirement of paid overtime.)

Ability to establish and maintain effective working relationships with Town officials, public officials, residents, members of the general public, vendors, other police departments and agencies, the news media, superiors, associates, subordinates, and co-workers.

Education, Experience, and Training:

A Master's Degree from a recognized college or university in criminal justice or a related field; plus twelve (12) years of progressively responsible law enforcement experience, including seven (7) years in a supervisory and/or administrative capacity desired; or in lieu thereof, an equivalent combination of education, experience, and training that provides the knowledge, skills, and ability to perform the essential functions of the position.

Must possess or obtain and maintain first aid and CPR certificates and firearms qualification.

Must possess and retain a valid Class 3 Connecticut Motor Vehicle Operator's License.

Must possess or obtain a P.O.S.T. Advanced Management Certificate.

Must possess or obtain and maintain Executive Management Training Certification, in accordance with state statutes.

Knowledge of Microsoft Office, required.

Bilingual (English and Spanish), preferred.

PHYSICAL AND MENTAL DEMANDS:

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.

While performing the duties of this job, the employee works mostly in an office environment, but may be required to work occasionally in an outdoor setting. When working outside, the employee may be exposed to wet and/or humid conditions, extreme cold, extreme heat, rain, snow or airborne particles, any of which may cause marked bodily discomfort. The noise level in the work environment is usually quiet to moderate in the office, and moderate to loud in the field.

The employee must hold a driver's license and be able to operate a motor vehicle. The employee is regularly required to speak; hear; sit, stand, and/or walk for prolonged periods of time. Physical stamina and endurance is required. The employee must have the ability to use hands to finger, handle, or feel objects, tools, or controls; and to reach with hands and arms. The employee is required to climb stairs or steep/rough terrain, balance, bend, twist, stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must possess normal audio ability. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must be able to work harmoniously, cooperatively, and courteously with others at all times, and have mental capacity to handle stressful situations. The employee must be able to interact with people who are under physical and/or emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. An ability to adapt to varying work situations is also required.

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