



TOWN OF ROYALTON, VERMONT

Position: Chief of Police

Reports To: Royalton Selectboard

Department: Police Department

Status: Salaried/Exempt

Hours: Professional Full-Time

Date: September 27, 2017

Approved: October 10, 2017

Position Function: This position is considered to be that of a “working” chief, taking an active part in the law enforcement duties and patrols within Royalton, working closely with residents, businesses, schools, emergency services/emergency management and other local law enforcement agencies, both State and municipal, as well as a department of officers. The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

Chief of Police Duties:

1. Law enforcement duties including patrols (See details of policing duties below)
2. Plan, administer, coordinate, supervise, and evaluate all functions and services of a rural police department, which include, but not limited to, Royalton officers and management of contracted services
3. Ensure that reasonable and adequate police services are provided including: response to emergencies, investigation of crimes, activities to suppress or prevent crime, cruiser patrols, public assistance, special events, and enforcement of motor vehicle laws
4. Maintain effective communication with the police department officers and staff, Selectboard and the public
5. Serve as liaison between the police department and outside individuals and organizations, including other law enforcement agencies, the media, schools, community organizations, individual residents, and business owners.
6. Develop and implement departmental policies and procedures based on best practices
7. Ensure all department operations comply with applicable laws and regulations
8. Work with Selectboard to develop an annual budget that provides the level of service deemed appropriate for the town
9. Balance the fiscal/budget costs of the schedules with officer coverage available
10. Attend regular town government and community meetings
11. Develop annual and long-term goals for the department for consideration and review by the Selectboard
12. Provide monthly police statistics to the Selectboard
13. Search and apply for grants that are applicable to the Police Department
14. Perform other duties as determined by the Selectboard

Policing Duties:

1. Investigate local crimes and following up with alleged victims with information and updates in a timely fashion
2. Provide evidence and testimony in court as needed
3. Provide timely information to the Selectboard about police matters, to the degree appropriate as limited by statute, and, when appropriate, to the public or Legislator

4. Provide community policing services, having a presence at large town functions such as graduations, high school events, Old Home Days and parades.
5. Provide opportunistic spot policing services, such as speed control, general patrolling and participation in events and programs in support of the community institutions
6. Notify the town's Emergency Management Director and other relevant officials when a local response may escalate to a regional response, or otherwise require other local emergency management officials to respond
7. Respond to requests or appoint a designee for service regarding animals, and provide assistance to Animal Control Officer as needed
8. Perform other duties as determined by the Selectboard

Knowledge, Skills and Abilities:

1. High school graduate or Associate's degree and at least 10 years of experience in working within law enforcement, or a Bachelor's degree or higher; with at least 3-5 years of experience in a supervisory role within law enforcement
2. Certified as a Level III police officer by Vermont Criminal Justice Training Council (VCJTC) in the State of Vermont (or out-of-state applicants may be an officer whose certification will transfer to Vermont in accordance with the VCJTC)
3. 10 or more years of experience as a certified police officer in a rural community setting is preferred
4. Experience with working with multiple law enforcement and emergency management agencies in coordinated operations
5. Experience with community relations and an ability to work well in local school and community systems
6. It is preferable to live within an approximate twenty-mile radius from the town with the flexibility to be available for night and/or day time call outs
7. Pass an extensive background check as well as a drug test
8. Maintain a valid driver's license

I have reviewed this job description, and I accept the responsibilities of this position.

Royalton Police Chief

Date

Selectboard Chair

Date