

The Town of New Milford is hiring! The Town of New Milford is currently accepting applications for the executive position of **Police Chief**. The Police Chief is responsible for the total operation (planning, coordination and supervision) of the Police Department, including the organization, direction and control of all the department resources to preserve the peace, protect persons and property and enforce the law. This position reports to the Mayor and is provided guidance through the Town Charter. The responsibilities include but are not limited to: Provide leadership and management of department; Promote and conduct training of officers; Community policing and proactive crime prevention; Management of the budget, capital expenses and all personnel; Development of regulations, policies and procedures; Present and update the Mayor, Town Council, and the public on applicable community trends, Research, apply and administer grants; and Administer Collective Bargaining Agreements.

**Minimum qualifications:**

This position requires a Bachelor’s Degree in Criminal Justice or related field (Masters & FBI Academy type training preferred). Candidates must possess a minimum of 15 (fifteen) years of law enforcement experience with a minimum of 5 (five) years of command experience (command experience is equivalent to a position of Lieutenant and above in the New Milford Police Department). Experience in labor relations; community policing; public administration principles; police communication systems; youth programs and law enforcement policies and procedures required. Must possess a valid Driver’s License and CT Post Certification as Police Officer or ability to obtain certification and maintain these licenses throughout employment.

Candidates that are both interested and qualified should submit a Town of New Milford application for employment, a cover letter, resume and 5 professional references to: Personnel Director, Greg Bollaro – 10 Main Street, New Milford, CT. 06776 or [Gbollaro@newmilford.org](mailto:Gbollaro@newmilford.org). No faxed applications will be accepted. See below for full job description. **Closing date: August 24, 2018.**

## **Town of New Milford**

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| <b>JOB CLASSIFICATION DESCRIPTION</b> |
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**Job Title:** Police Chief  
Contract - Exempt

**Salary Group:** 8

**Job Summary:** This executive level position is fully responsible for the total operation (planning, coordination and supervision including evaluation of employees) of the Town of New Milford Police Department. The Town of New Milford Police Department provides police services to the community including patrolling, investigations, crime prevention, emergency response and management and community service functions. The Chief of Police is responsible for promoting a safe and secure community through pro-active communication, community engagement and visibility to staff and community. Responsibilities include directing and leading the organization, managing performance, designing and conducting successful training and mentoring programs for new recruits to preserve the peace, protect persons and property and enforce Federal and State laws as well as Town of New Milford

ordinances. This is a highly visible position that acts as a bridge between the department and the residents of New Milford. As a result, this position requires a community presence as well as attendance at Town events and meetings.

**Supervision Received:** Reports to the Mayor (Charter Section 901).

**Supervision Exercised:** Direct supervision over Police Administration Staff, and Executive Secretary, with final command responsibility over all sworn and civilian employees of the department.

**Essential Duties:**

- Ensure that all laws and ordinances are enforced and that public peace and safety is maintained at all times. Develop key metrics on important safety trends impacting the community. Publish and report to Town Council and the Mayor as required. Publish and report to the public as necessary.
- Plan, organize, direct, assess and control police department operations.
- Instruct and oversee all department personnel in the execution of their duties, including the assignment or transfer of any member or employee of the department to or from any unit or assignment, as needed.
- Design and implement police programs designed to prevent and repress crime, to apprehend and prosecute offenders and to recover property; modify these programs to meet current laws, trends and best practices.
- Develop and update policies and procedures for the Department mandated by law, to ensure efficient operations of the department, and to implement directives from the Mayor and Town Council.
- Compile the information gathered and work accomplished by various officers; assign officers to special investigations as the needs arise for their specific skills.
- Review assignments made by Shift Supervisors to assure that personnel are assigned to shifts or working units to provide optimum effectiveness in light of current situations and circumstances governing deployment.
- Periodically review evidence, witnesses, and suspects in criminal cases to correlate all aspects, and to assess for trends, similarities, or for associations with other cases.
- Develops, presents and operates within the approved operating, capital and five year budgets for the police department. Analyze, document and present and recommend improvements and retirements to equipment and facilities, as needed.
- Develops beats of all the patrol persons and keep a written record thereof. Also responsible for directing the route to be taken by the patrol persons in going to and returning from their beats. Reviews assignment of beat personnel to routes to ensure efficiency and optimization of public safety.
- Coordinate and supervise the training, assignment, and development of subordinate administrators and police officers. Develop and implement mentoring program and other organizational development initiatives as required to effectively maintain employment levels in the department and show increasing retention rates.
- Attend or designate personnel to attend conferences and meetings to keep abreast of current trends in the field; represent the town of New Milford Police Department in a variety of local, State and other meetings.
- Communicate employee matters with the Personnel Department, handle grievances at step 1, and maintain the conduct and general behavior of assigned personnel. Maintain department discipline in conjunction with Personnel Department.

- Prepare and submit periodic reports to the Mayor and Town Council upon request, regarding the Department's activities, and prepare a variety of other reports as necessary and appropriate. Develop key metrics for community safety, employee retention and any other metrics that demonstrate department effectiveness or are requested by Mayor and Town Council.
- Meet with and present to elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.
- Coordinate activities with supervisors and other Town departments, exchange information with officers in other law enforcement agencies, the District Attorney's Office, Circuit Court, and other government agencies. Obtain advice from the Town Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures.
- Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of the Police Department operations.
- Maintain current department rules, regulations, policies and procedures and update on annual basis.
- Cooperate with Local, State and Federal law enforcement agencies as appropriate where activities of the police department are involved.
- Oversee and direct investigation of major crime scenes.
- Perform other duties as required that are necessary and appropriate.

**Knowledge, Skills and Ability:**

- Demonstrated leadership skills with unquestioned integrity, exhibiting personal and organizational accountability. Demonstrated expert knowledge of municipal law enforcement and federal, state and local laws, regulations and ordinances.
- Demonstrated experience effectively developing and organizing a command staff.
- Demonstrated experience in developing and implementing successful strategies to increase public safety and awareness, for example as related to opioid usage and crime.
- Demonstrated proficiency with public administration principles, oral and written law enforcement communication, community policing principles, media and community relations and police problem analysis and resolution.
- Demonstrated knowledge of and direct experience in labor relations
- Experience in and demonstrated success in building strong relationships of trust, mutual understanding, and accountability with Department staff, agencies of the State, public officials, professionals, and the general public regarding complex police issues, and to handle stressful interactions with the public with good judgment and tact;
- Demonstrated proficiency in oral and written communications skills; including but not limited to the ability to prepare and present written and oral reports, make recommendations, and give effective presentations. Ability to review, interpret, and disseminate technical and relevant information to Town Boards, Commissions, Officials, and the public;
- Demonstrated, analytical, organizational, and time management skills;
- Demonstrated proficiency in personal computed based programs, spreadsheets word processing and database software;

**Education, Training and Experience:**

- Fifteen (15) years of progressively increasing responsibility in law enforcement, including at least five (5) years command experience as chief, Lieutenant or command officer in a department comparable in size to New Milford's police department.
- Must have a four-year degree in law enforcement, police administration or a related field, Master's degree or FBINAA strongly preferred.
- Must be able to undergo and pass a medical examination, drug screen, and background investigation.
- Must have a valid Connecticut Class 3 driver's license.
- Connecticut Police Officer Standards and Training Council (POST) certified or eligible for comparative certification by POST
- Residency Requirement: the Chief of Police will be required to attend Town and Board of Education meetings and be present at events that vary in times. A community presence is required; residency is preferred and may be required by the Mayor and Town Council. Residency requirement will be determined before signing an employment contract.

**Working Conditions, Physical and Mental Requirements:** Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

| <b>NEVER (N)</b>           | <b>OCCASIONALLY (O)</b> |          |          |          | <b>FREQUENTLY (F)</b>                   |          |          |          | <b>CONSTANTLY (C)</b> |  |  |  |
|----------------------------|-------------------------|----------|----------|----------|---|----------|----------|----------|-----------------------|--|--|--|
| 0 % of Shift               | 1-33% of Shift          |          |          |          | 34-66% of Shift                         |          |          |          | 67-100% of Shift      |  |  |  |
| <b>Frequency:</b>          | <b>N</b>                | <b>O</b> | <b>F</b> | <b>C</b> | <b>Frequency:</b>                       | <b>N</b> | <b>O</b> | <b>F</b> | <b>C</b>              |  |  |  |
| <b>Physical Demands:</b>   |                         |          |          |          | Depth Perception                        |          | X        |          |                       |  |  |  |
| Standing                   |                         | X        |          |          | Color Distinction                       |          | X        |          |                       |  |  |  |
| Walking                    |                         | X        |          |          | Peripheral Vision                       |          | X        |          |                       |  |  |  |
| Sitting                    |                         |          | X        |          | Driving                                 |          | X        |          |                       |  |  |  |
| Lifting                    |                         | X        |          |          | <b>Physical Strength:</b>               |          |          |          |                       |  |  |  |
| Carrying                   |                         | X        |          |          | Little Physical Effort (-10 lbs.)       |          | X        |          |                       |  |  |  |
| Pushing                    |                         | X        |          |          | Light Work (-20 lbs.)                   |          | X        |          |                       |  |  |  |
| Pulling                    |                         | X        |          |          | Medium Work (20-50 lbs.)                |          | X        |          |                       |  |  |  |
| Climbing                   |                         | X        |          |          | Heavy Work (50-100 lbs.)                |          | X        |          |                       |  |  |  |
| Balancing                  |                         | X        |          |          | Very Heavy Work (100+ lbs.)             |          | X        |          |                       |  |  |  |
| Stooping                   |                         | X        |          |          | <b>Environmental Conditions:</b>        |          |          |          |                       |  |  |  |
| Kneeling                   |                         | X        |          |          | Cold (50 degrees F or less)             |          | X        |          |                       |  |  |  |
| Crouching                  |                         | X        |          |          | Heat (90 degrees F or more)             |          | X        |          |                       |  |  |  |
| Crawling                   | X                       |          |          |          | Temperature Changes                     |          | X        |          |                       |  |  |  |
| Reaching                   |                         | X        |          |          | Wetness                                 |          | X        |          |                       |  |  |  |
| Handling                   |                         | X        |          |          | Humidity                                |          | X        |          |                       |  |  |  |
| Grasping                   |                         | X        |          |          | Extreme Noise or Vibration              |          | X        |          |                       |  |  |  |
| Twisting                   |                         | X        |          |          | Exposure to Chemicals                   |          | X        |          |                       |  |  |  |
| Feeling                    |                         |          | X        |          | Exposure to Gases and Fumes             |          | X        |          |                       |  |  |  |
| Talking                    |                         |          | X        |          | Exposure to Unpleasant Odors            |          | X        |          |                       |  |  |  |
| Hearing                    |                         |          |          | X        | Exposure to Bodily Fluids               |          | X        |          |                       |  |  |  |
| Repetitive Motion          |                         |          | X        |          | Exposure to Dampness                    |          | X        |          |                       |  |  |  |
| Hand/Eye/Foot Coordination |                         |          | X        |          | Confinement to a Small/Restricting Area | X        |          |          |                       |  |  |  |
| Visual Acuity/Near         |                         |          | X        |          | Mechanical Hazards                      | X        |          |          |                       |  |  |  |
| Visual Acuity/Far          |                         |          | X        |          | Physical Danger                         |          | X        |          |                       |  |  |  |

**Frequency: Place an "X" in each box that is appropriate to your job.**

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.