



**Job Description
CHIEF OF POLICE**

GENERAL STATEMENT OF THE NATURE OF THE POSITION

The Town of Brandon is committed to diversity, equity, and inclusion, and we strongly encourage people of color, people with disabilities, LGBTQ applicants, and people from other underrepresented groups to apply, recognizing and respecting that diverse perspectives and experiences are valuable to our team and essential to our public service. We believe that law enforcement must reflect the community it serves, and as such welcome all applicants who have demonstrated a commitment to fair and impartial policing, and those with lived experiences as members of the BIPOC, LGBTQ and Disability communities.

The Chief of Police is appointed and accountable to the Town Manager in accordance with the provisions of 24 VSA 1931 (a).

The Chief of Police is the Chief Administrative Officer of the Police Department and the final departmental authority in all matters of policy, operations and discipline. The Chief of Police exercises all lawful powers of the office and issues such orders as are necessary to assure the effectiveness of the Department.

Through the Chief of Police, the Department is responsible for the enforcement of all laws and local ordinances coming within its legal jurisdiction.

The Chief of Police is responsible for planning, directing, coordinating, controlling and staffing all activities of the Department. The Chief is also responsible for its continuous and efficient operations, the enforcement of rules and regulations within the Department and completion and forwarding of such reports as may be required by proper authority for the Department's relationship with citizens, Federal, State, County and local government as well as their agencies.

The Chief shall have general charge of the Department facilities and all property and equipment.

DUTIES PERFORMED (not all inclusive)

The following is the duty and responsibility of the Chief of Police:

1. Ensure compliance with all laws which the Department or its officers have the authority to enforce.
2. Organize, direct and control all resources of the Department to preserve the peace, protect persons and property and enforce the laws.
3. Develop and maintain a professional organizational structure for the department.
4. Establish duties to be performed by Department Personnel. Designate an officer to serve as commanding officer in the absence of the Chief.
5. Assign, detail or transfer any member or employee of the Department to or from any position or assignment whenever such action is deemed to be in the best interest of the efficiency, discipline or morale of the Department.
6. Institute an adequate and progressive program of training for members and employees of the Department.
7. Ensure that all members of the agency have available to them copies of the Department's Policy and Procedures Manual.

8. Promulgate rules, regulations, policies and procedures of the Department and issue orders, written and oral, not inconsistent with the powers, duties and responsibilities of the office.
9. Plan and execute police programs designated to prevent and repress crime, to apprehend and prosecute offenders and to recover property. Modify these programs to meet current trends.
10. Provide investigation into all cases of alleged or apparent misconduct by departmental personnel. Report findings of investigations to the Vermont Criminal Justice Council as well as to the Town Manager.
11. Enlist the suggestions of members and employees of the Department to ensure maximum relevance and acceptance of all departmental regulations.
12. Keep informed as to the affairs of the Department, ensuring that the duties and responsibilities of members and employees are being properly discharged.
13. Be responsible for the necessary delegation of authority to subordinates, commensurate with their duties and responsibilities.
14. Develop and adopt new techniques to improve effectiveness in the discharge of police obligations to the Department.
15. Adopt a policy covering the safekeeping of all evidence and any property recovered, found or confiscated.
16. Establish a standard procedure for handling disciplinary matters involving personnel that is consistent with any contract that may be in effect at the time, as well as relevant Vermont Statutes.
17. Provide records standards, storage, maintenance and retrieval to provide for the needs of the Department and other agencies.
18. Establish a policy and procedure regarding the relationship with the news media and other public agencies concerning activities and programs of the Department, news releases and public service information.
19. Attend meetings and conferences relative to the responsibilities and operations of the Department (i.e. Select Board Meetings, Vermont Chiefs of Police Association Conferences and meetings, etc.). Meet with other Town officials regarding problems and activities that may require coordination and/or cooperation of the Department.
20. Function as the liaison with the Town of Brandon Emergency Preparedness Program.
21. Act as Departmental liaison with the schools, civic organizations and other organizations as appropriate.

DUTIES PERFORMED – REPORTING

The following is the duty and responsibility of the Chief of Police.

1. Report to the Town Manager regarding activities of the Department.
2. Submit crime reports to the Vermont Crime Information Center on the forms prescribed by the Commissioner of Public Safety (23 VSA 2054)
3. Submit arrest reports, fingerprint cards, missing person reports and any other reports deemed necessary to the Vermont Crime Information Center on the forms prescribed by the Commissioner of the Department of Public Safety (23 VSA 2054).
4. Notify the Department of Motor vehicles, on the appropriate forms, the particulars on a crash involving a motor vehicle which happens within the limits of the community in which any person is injured or killed or where there is damage in excess of \$1,000 to any vehicle or other property (23 VSA 1129).
5. Be responsible for the preparation and justification of the annual Department budget and for control of all expenditures.
6. Maintain a personnel record system, which shall contain all pertinent information of Department members and employees. Maintain a separate record system relevant to internal affairs investigations.
7. Ensure that personnel performance evaluations are periodically completed and submitted, as required.
8. Submit such other reports as required by law.
9. Provide the citizens of Brandon a written annual report in an appropriate format.
10. Work with the Criminal Justice Council to ensure that proper training and reporting procedures are followed.