

WEST WARWICK, RHODE ISLAND POLICE DEPARTMENT

THE WEST WARWICK POLICE DEPARTMENT IS HIRING FOR THE POSITION OF POLICE CHIEF.

The Chief of Police is the Chief Executive Officer of the Department and the final departmental authority in matters of policy, operations, and discipline. The Chief of Police is responsible for the enforcement of all laws and ordinances coming within its legal jurisdiction.

The Department consists of 52 sworn officers supported by a professional staff of 15 civilian employees. The department provides Law Enforcement services to a population of approximately 30,000 residents who reside within 8 square miles.

Candidates applying for this position must possess a Bachelor's Degree in Criminal Justice, Public Administration or a related field, and have at least 5 years progressive supervisory experience in a state, federal or municipal law enforcement agency. You must also have graduated from the Rhode Island Municipal Police Academy or a comparable state or federal facility. Salary is \$81,000 - \$87,000 DOQ

Please submit a cover letter and resume to The Town of West Warwick, Human Resources, 1170 Main Street, West Warwick, RI 02893 on or before close of business on November 30, 2016. To view the complete job description please visit our website at www.westwarwickri.org or www.westwarwickpd.org

AA/EEO

**WEST WARWICK POLICE DEPARTMENT
JOB DESCRIPTION**

TITLE: COLONEL – CHIEF OF POLICE EFFECTIVE DATE: July 1, 2013

DEPARTMENT: POLICE

I. OBJECTIVES:

The Chief of Police is the Chief Executive Officer of the Department and the final departmental authority in matters of policy, operations, and discipline. Exercises all lawful powers of the office and issues such lawful orders as are necessary to ensure the effective performance of the department.

Through the Chief of Police, the department is responsible for the enforcement of all laws and 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 reports to the Town Manager.

II. ESSENTIAL FUNCTIONS:

- ~~1. Responsible for the continued and efficient operation of the Department.~~
2. Enforcement of Rules and Regulations within the Department.
3. Completion and forwarding reports as may be required by proper authority.
4. Responsible for Department Relations with local citizens, department heads, town employees, elected officials, other town agencies, law enforcement agencies and officials and the media.
5. Ensure fair and equitable treatment of all citizens.
6. Organize, direct and control all resources of the Department to preserve the peace, protect persons and property and enforce laws and ordinances.
7. Develop a professional organizational structure for the Department through training, professional development and communication.
8. Establish a routine of daily duties to be done by officers and civilian personnel.
9. Designate an officer to serve as Commanding Officer in his/her absence.
10. Institute an adequate and progressive program of training for members and employees of the Department.
11. Promulgate all general and special orders of the Department and issue on his/her own authority orders, written and oral, consistent with his/her powers, duties and responsibilities, or the collective bargaining agreement.

12. Plan and execute police programs designed to prevent and repress crime, to apprehend and prosecute offenders and to recover property. Modify these programs to meet current trends.
13. Provide for investigation into all cases of alleged or apparent misconduct by departmental personnel.
14. Enlist the suggestions of employees of the Department to ensure maximum relevance and acceptance of all departmental regulations.
15. Keep himself/herself informed as to the affairs of the Department, ensuring that they are discharging the duties and responsibilities of members and employees
16. Be responsible for the necessary delegation of authority to those under his command, commensurate with their duties and responsibility.
17. Exercise general supervision and inspection of all licensed public places within the community.
18. Develop or adopt new techniques to improve effectiveness in the discharge of police obligations of the Department.
19. Be responsible for the preparation and justification of the annual Departmental budget.
20. Control all departmental expenditures.
21. Maintain a personnel record system consistent with the collective bargaining agreement, in which will be kept all pertinent information on all departmental members and employees.
22. Perform duties according to guidelines of the Town Charter and as assigned by the Town Manager.

III. KNOWLEDGE, SKILLS AND ABILITIES:

1. Must keep current with developments in the law enforcement field.
2. Must be capable of effective oral and written communication.
3. Must keep abreast of State and Federal Laws and Ordinances of the Town of West Warwick.
4. Must be able to develop policies, procedures, rules and regulations to manage the Department effectively.
5. Must develop a knowledge of all aspects and functions of the police department.

IV. PHYSICAL ACTIVITY REQUIREMENTS:

1. Must be able to frequently lift and/or move heavy objects or persons.
2. Specific vision abilities required by this job include close vision (may be corrected) and distance vision (may be corrected).
3. Must be able to sit, stand, talk and hear. Must be able to use hands and fingers to control and use implements associated with police work. Must be able to climb, balance, stoop, kneel, crouch, crawl, run and physically subdue combative subjects. Must be able to stand or sit at an assigned location for an extended period of time.
4. The employee is required to perform shift work which may include days, evenings, and nights including weekends and holidays.

V. REQUIRED QUALIFICATIONS:

1. Possess a Bachelor's Degree in Criminal Justice, Public Administration or a related field.
2. Have at least five (5) years progressive supervisory experience in a state, federal, or municipal law enforcement agency.
3. Graduate from the Rhode Island Municipal Police Academy or capable of obtaining certification within one (1) year of appointment.
4. Have a valid satisfactory psychological exam from URI Testing Services.
5. Must not have a criminal record.
6. Must possess a valid Rhode Island Operators License.
7. Must pass a physical exam and drug test administered by the Town of West Warwick.