

**TOWN OF BOOTHBAY HARBOR**  
**Job Description**

**DEPARTMENT:** Police

**TITLE:** Chief

**DIVISION:** NA

**FLSA:**  Exempt

Non-Exempt

**APPROVED DATE:** July 2003

**REVISED DATE:** January 13, 2014

**REVISED DATE:** May 27, 2014

**REVISED DATE:** August 22, 2022

**APPROVED BY:** Selectmen

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**JOB PURPOSE:** An employee in this position is responsible for planning, directing, controlling, budgeting, and staffing all activities of the Police department in accordance with established policies and procedures. Duties include exercising all lawful powers of the office and issuing such lawful orders as are necessary to assure the effective functioning of the department. Serving as Chief Administrator, the incumbent has final departmental authority in all the matters of operation and discipline.

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**GENERAL EXPECTATIONS:**

- be committed to the mission of the Town
- be punctual for scheduled work, attend work regularly, and use time appropriately
- perform duties in a conscientious, cooperative manner
- perform required work in a timely fashion with a minimum of errors
- be neat and maintain a professional appearance
- understand and work within the Town's Policies and Procedures
- work harmoniously and collaboratively as a member of a team with various groups of staff depending on the issue addressed
- accept shared responsibility with other team members to successfully accomplish goal of each team of which he or she is a member
- assure quality in work performed in order to facilitate the delivery of quality services
- maintain confidence and protect the Town by protecting confidential information
- provide excellent customer service to all patrons and customers
- take direction in a professional manner from the Town Manager

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**ESSENTIAL FUNCTIONS:\***

1. Serves as Chief of Police of the department and assumes responsibilities for public safety, traffic control and parking.
2. Enforces all applicable State, Federal, and Town Ordinances, regulations, and laws.
3. Performs the supervision of full-time and reserve patrol officers and parking employees.
4. Ensures the safety of all police employees and operations; enforces all safety protocols.
5. Maintains effective morale and internal discipline.
6. Acts as a liaison between the Department and the District Attorney's Office.
7. Performs, or causes to be performed, the duties of Court Officer including the responsibility for drawing and signing of all complaints.
8. Oversees the Town's criminal investigation activities, crime prevention efforts and law enforcement functions.
9. Oversees the coordination of Community Policing Training and Programs.
10. Maintains, or causes to be maintained, the criminal history files and the general files of the department, as well as the department computer database.
11. Performs evaluations of department employees; coaches and counsels' employees for future development.
12. Schedules employees and approves overtime.
13. Disciplines employees up to and including suspension; if necessary, recommends termination to the Town Manager/Selectmen.
14. Identifies and oversees training needs.
15. Serves on any management negotiations committee as requested.
16. Promulgates and enforces administrative rules and regulations relating to the police department and continually monitors and updates the Department's operating procedures as needed.
17. Oversees anti-drug and anti-substance abuse activities for the department.

<p style="text-align: center;"><b>TOWN OF BOOTHBAY HARBOR</b> <b>Job Description</b></p>
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18. Reviews or causes to be reviewed all reports, files, records, intelligence information and general criminal history information; as well as overseeing the preparation of the Uniform Crime Reporting duties.
19. Serves as chief spokesman for the department and assumes responsibility for public awareness, media relations, and speaking at community programs.
20. Assumes overall responsibility for maintenance and inventory of all departmental vehicles and equipment.
21. Prepares, submits, and defends annually to the chief administrative official of the Town and Town Meeting, a budget relating to police department activities.
22. Certifies to the Maine Criminal Justice Academy that the department meets minimum mandatory training standards
23. Responds to informal and formal grievances.
24. Maintains knowledge by studying applicable federal, state, and local ordinances; attends education workshops; and practices skills.
25. Supports the Town's safety and health policies by attending required safety training programs; reports all accidents and suspected safety hazards to the supervisor.
26. Fulfills job functions by participating as an active member in training and participates on Town's task forces.
27. Performs any and all other related duties as assigned.

**PHYSICAL STANDARDS:**

The physical requirements described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to meet these physical standards.

While performing the duties of this position, the employee is regularly required to sit, stand, walk, climb, reach overhead, talk and hear. The employee is occasionally required to run, use hands to operate a computer key board, use a computer, mouse, printer, copier, fax, telephone, radio, 35mm and digital camera, portable radio, tape recorder, video records, cell phone, and pager. The employee will occasionally be required to wear a bullet proof vest. The employee is required to operate a motor vehicle and occasionally operate at high rates of speed in all weather conditions as required.

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The employee must occasionally lift or move up to 50 pounds. The job requires close vision, distance vision, depth perception, and the ability to adjust focus

Must receive firearms training and maintain certification to carry and use a firearm and automated external defibrillator and administer cardio pulmonary resuscitation.

#### **WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those the employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate to loud. Approximately 30-40 percent of the work time may be spent in outdoors in all seasons.

Some of the conditions may cause some discomfort. Potential stress caused by frequent child abuse investigations and the usual hazards of law enforcement are inherent for this position.

#### **REQUIREMENTS AND SKILLS NEEDED FOR THE POSITION:**

- Associates degree in law enforcement or criminal justice is preferred
- Bachelor's degree in criminal justice or related field is preferred
- Executive Level Certification through the Maine Criminal Justice Academy preferred
- graduate and certified instructor of the Maine Criminal Justice Academy preferred
- ability to meet the physical requirements of the Maine Criminal Justice Academy
- proven track record of success as a supervisor of law enforcement officers
- knowledge of pertinent municipal, state, and federal laws and ordinances
- demonstrated ability to give directions; work independently, with contractors, municipal employees, and the general public
- has excellent communications skills
- ability to create and manage a budget
- working knowledge of Microsoft works office suite, excel, word, outlook and specialty police software
- ability and willing to work beyond normal hours to accomplish certain tasks
- ability to pass a pre-employment physical and background check
- must possess a valid state of Maine driver's license

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**EXPERIENCE:**

- 10 years in progressively responsible supervisory position with law enforcement preferred
- three years experience in creating and managing a medium sized budget preferred

**REPORTS TO:**

Town Manager

**SUPERVISES:**

Patrol Sergeant  
Administrative Assistant  
Parking Program

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required*

\*External and internal applicants, as well as position incumbents who become disabled as defined under the American with Disabilities Act, must be able to perform the essential functions (as listed) either unaided or with the assistance of reasonable accommodation to be determined by management on a case by case basis.