



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

JOB DESCRIPTION

Job Title: Chief of Police
Reports to: Town Manager
Prepared by: Joshua Steele Kelly, Town Manager
Last Amended: December 1, 2022

GENERAL PURPOSE

The Chief of Police generally oversees and manages the Winchester Police Department and is responsible for planning, organizing, administering, directing, and coordinating activities within that organization; for supervising and providing both training and discipline to employees; and for ensuring that the duties and responsibilities of a police department as defined by state and federal law are wholly observed.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Plans, directs, and coordinates the enforcement of laws and ordinances.
- Plans and supervises patrol, criminal investigation, communication, and traffic control functions of the department.
- Compiles, analyzes, and reports data reflecting criminal incidents and motor vehicle accidents.
- Establishes and enforces department priorities and determines most effective assignment and use of department personnel and equipment.
- Investigates and makes reports as required to boards and agencies.
- Maintains records on complaints, arrests and identification, summary reports detailing department activity, and other necessary reports for the efficient operation of the department.
- Prepares an annual departmental budget request and administers the budget as approved.
- Reviews and approves all department expenditures prior to payments being issued.
- Establishes training programs that adhere to all state laws and standards.
- Recommends personnel actions including appointments, promotions, and removal.
- Enforces department regulations and policies; appropriately administers internal investigations in accordance with departmental policy and issues reprimands and disciplinary action.
- Makes all special and necessary assignments which may be required.
- Develops and maintains effective community and public relations programs and communication strategies.
- Develops cooperative relationships with State, Federal, and other local law enforcement agencies.
- Authorizes release and exchange of information with other agencies and the press.
- Inspects department personnel, equipment, and headquarters areas as needed.
- Serves as the Town's Local Traffic Authority, as defined by Connecticut General Statutes.
- Seeks grant opportunities related to police activities and needed capital improvements and works with others to apply for such grants.
- Studies and researches new police practices and newly-enacted laws to ensure that all policies and procedures adopted by the department are up-to-date and conforming with the law and modern policing standards.
- Attends meetings and trainings as required.
- Performs related work as required.

QUALIFICATIONS

Education and Experience

- A Bachelor's degree in criminal justice, police science, public administration, law enforcement, or a related field with ten (10) years of progressively-responsible experience as a certified police officer in

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an organized police department or equivalent law enforcement agency, of which not less than four (4) years have been in a command capacity at or above the rank of Lieutenant; or

- A Master's degree in criminal justice, police science, public administration, law enforcement, or a related field with eight (8) years of progressively-responsible experience as a certified police officer in an organized police department or equivalent law enforcement agency, of which not less than three (3) years have been in a command capacity at or above the rank of Lieutenant; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities

- Knowledge of modern principles and practices of law enforcement and community policing, scientific methods of crime detection, criminal investigation, and traffic control.
- Knowledge of federal and state laws and local ordinances.
- Knowledge of federal and state grant programs.
- Knowledge of personal computers, office software, and software needed for departmental functions.
- Ability to determine work priorities to meet established deadlines and schedules.
- Ability to devise and implement improved methods and procedures.
- Ability to analyze complex data and apply it to the department, the ability to prepare reports and thorough ability in oral and written communications is required.
- Ability to establish and maintain effective working relationships with other employees and the general public; developed interpersonal skills that will allow for positive and productive interactions with subordinates, peers, superiors, elected officials, and members of the public.
- Ability to develop and apply innovative concepts responsibly and effectively.
- Ability to plan, organize, and direct personnel and equipment engaged in police activities.

Special Requirements

- Valid Motor Vehicle Operator's License at time of appointment and during tenure.
- Connecticut POST Certification, or an ability to obtain certification from Connecticut POST prior to the effective start date.
- Ability to pass a polygraph test, a psychological examination, a medical and drug screening, and a complete pre-employment background investigation.

TOOLS AND EQUIPMENT USED

Firearms, body and dashboard cameras, computer, calculator, phone, copy machine, fax machine, motor vehicle, and other tools commonly used in modern policing.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Must be able to sit at a desk or stand and work continuously for extended periods of time. The employee may be required to push, pull, lift, and or carry objects weighing up to fifty (50) pounds. While performing the duties of this job, employee is frequently required to communicate with others in-person and over the telephone. Must have ability to bend and reach to retrieve and replace files. Must be able to enter information accurately into the computer and maintain records. Required vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus in order to inspect documents, read instructions, verify data, and assess and react to difficult and dangerous situations. Often required to drive to other locations under possible adverse weather conditions.

DISCLAIMER

The above description is illustrative of tasks and abilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Winchester and the employee and is subject to change as the needs of the Town and requirements of the job change. Employees are governed by the Town's Personnel Policies and their contracts.