

City of Ansonia, CT Police Department

Chief of Police

Revised 2019

General Purpose

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating, and directing the activities of the Police Department. The individual is in charge and in control of the department.

Supervision Received

Works under the general guidance and direction of the Board of Police Commissioners.

Supervision Exercised

Exercises supervision over all police department staff, buildings and equipment directly or through all subordinates including civilian personnel.

Detailed Statement of Essential Duties and Responsibilities

- Plans, coordinates, supervises, evaluates, establishes and monitors appropriate standard operating and emergency procedures of the Ansonia Police Department to ensure compliance with standard policies, practices, laws, rules and regulations.
- Develops and implements strategies for the protection and patrol of neighborhoods, school areas, places of worship, senior housing, and business area of the City to provide for the safety of all citizens and property and to ensure the safety and protection of department employees and visitors.
- Plans and implements the law enforcement strategy for the Police Department for the City of Ansonia to enforce the laws of the State of Connecticut and the ordinances of the City of Ansonia.
- Monitors, reviews, and evaluates the performance of the department and police personnel through observation and conferences and by reviewing reports and logs and formulates programs or policies to improve performance.
- Coordinates the information achieved and work performed by officers of the department; assigns officers to special investigations and makes temporary assignments within the department as needed.
- Plans and prepares work schedules of officers; assures that personnel are assigned to shifts or working units to provide optimum effectiveness for current situations and circumstances governing deployment of subordinates to shifts and patrol areas.

- Prepares and submits periodic reports and documentation to the Board of Police Commissioners regarding the department's activities and prepares a variety of other reports as appropriate.
- Fosters professional relationships with and cooperates with local, county, state, federal and other professional law enforcement agencies or departments and officers as appropriate where activities of the department are involved.
- Supervises the preparation of all budget matters and presentations for the department; direct the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
- Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of department operations. Assumes responsibility for the training and development of department personnel.
- Handles grievances, maintains departmental discipline and supervises the conduct and general behavior of assigned personnel.
- Meets with elected and appointed public officials, law enforcement officials, community, neighborhood, business, education, and religious representatives and the general public on matters involving the Ansonia Police Department.
- Attends conferences and meeting to keep abreast of current trends in the field, represents the Ansonia Police Department in a variety of local, county, state, and other meetings.
- Provides that the laws and ordinances are enforced and that the public peace and safety is maintained.
- Other duties as assigned.
- Will not act, either on duty or off duty, in any manner that is detrimental, to the mission or reputation of the department.

Peripheral Duties

Directs investigation of major crime scenes.

Performs the duties of subordinate personnel as needed.

Analyzes and recommends improvements to equipment and facilities as needed.

Oversees emergency scenes and operations.

Minimum Qualifications

Education and Experience

- (a) Graduated from an accredited college or university possessing a Bachelor's Degree (B.S. or B.A.) in either police science, law enforcement, criminal justice, public administration, or closely related field

- (b) Minimum of ten (10) years of progressively responsible experience in police work as a Police Officer, at least three (3) years of which must have been high level supervisory/administrative experience at the level of *Second in Command* or equivalent
- (c) Completion of the basic law enforcement training academy (CT Police Officers Standards and Training Council) and currently be a certified officer within the State of Connecticut
- (d) Must be physically, emotionally and mentally fit
- (e) Must have separated from law enforcement service in good standing
- (f) Must possess or be able to obtain by time of hire, a valid Connecticut State driver's license

Necessary Knowledge, Skills and Abilities

- (a) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations;
- (b) Skill and knowledge in use of tools and equipment used in modern law enforcement
- (c) Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively, orally, and in writing; ability to establish and maintain effective working relationships with subordinates, peers, and supervisors; ability to exercise sound judgement in evaluating situations and in making decisions; ability to give verbal and written instructions; ability to meet the special requirements listed below.

Tools and Equipment Used

Police car, police radio, handgun and other weapons as required, baton, handcuffs, cellular phone, first aid kit and equipment, personal computer including word processing software, and any other equipment deemed as appropriate and necessary for the tasks and functions of being a police officer.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hand to fingers, handle or operate objects, controls, or tools listed above with hands or smell.

Specific vision abilities that may be required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places, and with explosives; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, or vibration.

Other Duties, Responsibilities, and Activities

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Selection Guidelines

The Police Commission shall determine the guide lines for selection. Suggested guidelines may include formal applications, review of education and experience, oral interviews, reference checks, job related tests and examinations, criminal background check and any other requirement deemed necessary by the Police Commission.