

Town of Avon

Chief of Police

Updated December 2021

Position Definition: Plans, administers, and directs the activities of the Police Department in accordance with the Town Charter and Ordinances and state statutes. Administers the department through subordinates in the functional areas of administration, patrol, criminal investigation and traffic.

Supervision received: Receives policy direction and administrative supervision from the Town Manager. Performs work with considerable independence. Establishes priorities within general work assignment, and consults with the Town Manager on matters of policy. Prepares regular narrative and statistical reports for the Town Manager and for the Town Council upon request.

Supervision exercised: Provides administrative direction to all employees, uniformed and civilian, in all duties and services of the department. Assigns work through subordinates. Is responsible for the training, discipline and evaluation of all police personnel and works closely with the Human Resources department on recruitment and promotional activities.

Examples of Examples of Essential Job Duties:

Plans, organizes and directs police activities in the functional areas of administration, planning and research, patrol, investigation, traffic, and communications. Prepares near-term and long range planning and strategy for police services. Develops operating objectives, work methods and procedures in all areas of department services.

Conducts staff meetings to develop strategies to cope with criminal activity, traffic flow problems, and other police related activities. Analyzes criminal and traffic incidence information. Coordinates and leads investigations of major crimes as needed. Oversees internal affairs investigations.

Executes policy of traffic authority by administering traffic control devices and regulations, including placement of traffic signals, traffic signs and so forth. Works closely with the State Department of Transportation in traffic control on state highways.

Coordinates police activities with local, state, and federal law enforcement agencies. Oversees the reporting of statistical information to state and federal law enforcement agencies. Oversees establishment and maintenance of police records system.

Oversees the preparation of the annual departmental budget. Analyzes department costs and operational needs, and develops operating and capital improvement budget recommendations to the Town Manager. Administers approved budget and revises operations to effect economies. Prepares specifications for the purchase of equipment and contractual services.

Oversees the accreditation process, training and development programs for department employees. Works closely with the Human Resources department on recruitment efforts. Administers personnel regulations and collective bargaining agreements for the department. Takes personnel actions, including recognition of exemplary service and discipline, as necessary. All major actions of recognition or discipline of department employees shall be recommended to the Town Manager.

Examples of Incidental Job Duties:

Coordinates security services and activities with private industrial and business firms. Oversees the coordination of police services for special events and responses to protracted emergency events. Organizes and manages special police services to private contractors, businesses, and members of the public.

Represents the department in regional, state, and police professional organizations to promote and enhance services to the community.

Prepares written materials for, and speaks to, school groups, civic organizations, and private citizens on matters of law enforcement and public safety.

Physical, mental exertion/environmental conditions: Administrative work is performed in an office setting subject to continuous interruptions. There is increased stress in performing the leadership police role in a changing social environment. Must be able to work under stress from demanding deadlines, emergency situations and changing priorities and conditions. Ability to work in poor weather conditions, including heat, cold, rain or snow. There is exposure to life-threatening situations in police investigations for which precautionary measures must be taken. There is regular highway driving.

Knowledge, skills, and abilities: A thorough knowledge of municipal police practices and procedures and a working knowledge of Connecticut criminal justice system are essential. A working knowledge of labor relations practices and procedures is required. The ability to apply current principles of police science to define problems, collect data, establish facts and draw valid conclusions and the administrative and executive ability to organize and follow through on municipal programs and projects is required. Ability to supervise and manage personnel under stressful conditions. Ability to present ideas and policies to individuals, groups and the media, and explain police goals and objectives to lay persons in a clear manner is necessary. Ability to apply state, and federal laws, town ordinances, departmental policies, procedures, rules and regulations to determine necessary action. Familiarity with state and national law enforcement accreditation programs is essential. Must have the ability to give concise written and oral instructions and work effectively with staff, superiors and the general public.

Minimum qualifications required: Bachelor's or Master's Degree in Criminal Justice, Police Science, or Public Administration, and five years' experience at the command level of Lieutenant or higher in a police division. Master's degree is preferred.

License or Certificate: Valid Driver's License. Connecticut Police Officer Standards and Training Council (POST) certified or eligible for comparative certification by POST.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.