

Town of Bolton, Massachusetts
Job Description

Position Title:	Police Chief	Grade Level:	VII
Department	Police Department	Date:	November 2025
Reports to:	Town Administrator	FLSA Status:	Exempt

Statement of Duties: In accordance with MGL c. 41, s. 97A, the Police Chief is responsible for the overall supervision of the Police Department including short and long-term planning, administration, staffing, policies, rules and regulations within the Department; for the enforcement of all laws and by-laws and to preserve life, maintain public peace and to protect property within the Town of Bolton's legal jurisdiction; and for the Department's relations with local citizens, local government, and other Town agencies. Performs all other related work as required.

Supervision Required: Under the administrative direction of the Town Administrator and the Select Board, the employee establishes short and long-range plans and objectives for this department; establishes department and employee performance standards, and assumes direct accountability for department results. Consults with the Town Administrator and the Select Board where clarification, interpretation, or exception to municipal policy may be required. The employee independently exercises responsibility in the development of department operating and capital budgets and the recruitment and training of employees. The employee is expected to resolve all conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: The employee is accountable for the direction and success of a major department of the Town including programs and services accomplished through others. The employee is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and staffing requests and accounts for the effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including recommending hiring, training and disciplining of employees.

The employee supervises a major department of the Town consisting of full-time and part-time sworn officers and one Administrative Assistant. Work operations are subject to frequent, abrupt, and unexpected changes in deadlines, volume of work, sudden emergencies, and goals due to uncontrollable or unpredictable circumstances. Large numbers of employees are physically separated for substantial portions of time due to multiple work shifts or concurrent work.

Confidentiality: Has access to extensive confidential information such as personnel records, criminal investigations and records, lawsuits, personal information about citizens, and collective

Town of Bolton, Massachusetts **Job Description**

bargaining negotiating position. The employee is required to maintain confidentiality and security of confidential information at all times in compliance with best practice professional standards and ethics.

Judgment: Guidelines, laws or regulations provide guidance for performing the work. They may be in the form of administrative or organizational policies, general principles, state or federal legislation or directives that pertain to the police department or functional area within the department. Extensive judgment is required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of established guidelines, laws (state or federal), regulations or policies. The employee is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity: Performs complex and highly responsible duties requiring a high level of initiative and independent judgement.

Work Environment: Work is generally performed under typical office conditions. During emergencies or when conducting investigations, the Chief is exposed to varying weather conditions and situations seriously endangering personal safety. Required to work outside of normal business hours. May be contacted at home at any time to respond to important situations and emergencies. The Chief is expected to perform all the duties of a police officer if needed. Assist as required in patrol operations, investigations, emergency response, critical incidents, and special events.

Public Contact: Employee has constant interaction with local, state, and federal government officials, community leaders and any other individuals to protect and promote government relations and the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well-being of the municipality. The Chief shall serve as the primary media contact and chief spokesperson for the Department. The Chief may designate a secondary media relations spokesperson as needed.

Accountability: Duties include department-level responsibility for technical processes, service delivery, and contribution to municipal-wide plans and objectives, and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize departmental programs or services, have adverse public relations, personal injury, extensive financial and/or legal repercussions to the Town, and danger to public health/safety.

Occupational Risk: Duties may involve exposure to hazardous life-threatening conditions. Job duties may entail the possibility for serious personal injury or exposure to conditions that could result in total permanent disability or loss of life such as when restraining violent persons, for example, danger of physical attack or work during extreme weather conditions. Extreme care and safety precautions are required at all times in order to prevent personal injury.

Town of Bolton, Massachusetts
Job Description

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Plans, coordinates, controls, and directs the provision of police law enforcement operations as well as the development of the Department's organization structure including staffing in order to enforce all laws which the Department and its officers have the authority to execute including emergency management, Homeland Security and in accordance with the town's personnel bylaw and the Department's collective bargaining agreement.
2. Organizes, directs and controls all resources to establish a daily routine and tasks for all personnel of the Department including the most effective utilization of all Department resources.
3. Responsible for identifying, evaluating, and managing the risks and hazards impacting public safety and the quality of life in the community.
4. Provides and oversees the organizational structure and employee performance of all Department staff including community policing, professional development, training, discipline, maintenance of equipment, crime prevention, suppression of crime, as well as maintaining the efficiency and effectiveness of all Department personnel.
5. Prepares and coordinates the presentation of the Department's annual operating budget; directs the implementation of the Department's budget; plans for and reviews specifications for new or replaced equipment, and controls the expenditures of the Department within annual budgeted appropriations.
6. Reviews, administers, and develops the Department's operating and capital budget plans to ensure adequate and timely replacement and/or repair of Department capital equipment.
7. Responds to incidents and ensures command at the scene of emergencies in accordance with Department policies; National Incident Management System (NIMS) and Incident Command System (ICS).
8. Represents the Town at various local and/or state ceremonial events.
9. Communicates with and attends public events as requested by various local organizations, service clubs and civic groups.
10. Initiates investigations of alleged or apparent misconduct by Department personnel as required.
11. Reviews search and arrest warrants; appears and testifies as a witness in an official proceeding to assist the Department's role in the judicial and administrative process.
12. Oversees the design and implementation of the Department's community relations, press releases, relations with the media, and community policing programs; attends related meetings as required.
13. Provides information and reports regarding the Department's activities and operations as may be required by competent authority and for the Department's relations with local citizens, the local government and other related agencies.
14. Conducts independent research and prepares various reports for local, state and federal authorities as required regarding Department operations.
15. Coordinates and cooperates with State and federal law enforcement authorities such as

Town of Bolton, Massachusetts Job Description

Emergency Management and Homeland Security as necessary.

16. Establishes a routine of daily duties to be performed by officers as designated by the Police Chief and designates an officer to assume command of the Department (as per command protocol) in his/her temporary absence; ensures that all members of the Department have available to them copies of the Department's Rules, Regulations, Policies, and Procedures.
17. Promulgates all General, Personnel, and Special Orders of the Department and issues orders, written and oral consistent with the powers, duties and responsibilities of the Police Chief position.
18. Informs himself/herself of the affairs of the Department including the analysis of reports, statistics, professional journals and other information to recognize trends and develop response measures to ensure that the duties and responsibilities of subordinates are being properly discharged.
19. Exercises general supervision and inspection of all public places within the Town and causes the laws and ordinances concerning them to be obeyed.
20. Ensures that all Department personnel are kept abreast of new statutes or changes in existing laws, techniques, methods of safety and other developments in the field of law enforcement.
21. Oversees the custody of all funds, evidence, and personal property submitted to the Department.
22. Responsible for the administration and issuance of firearms licenses in accordance with State guidelines.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's Degree in Criminal Justice, Public Administration or a related field; Master's Degree highly desirable; more than ten (10) years of experience in the law enforcement field with at least five (5) years experience at a command or supervisory level; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Valid Massachusetts Class D Motor Vehicle Operator License CPR/First

Responder and Defibrillator Certification

MPTC Certification as a Massachusetts full-time police officer

Massachusetts Class A License to carry firearms

Incident Command (ICS 100, 200, 300 and 700)

Knowledge, Abilities and Skill

Knowledge: Extensive knowledge of pertinent Mass. General Laws (Chapter 150E-collective bargaining, 111F, FLSA, etc.), Town By-laws, federal, constitutional, and statutory laws, Town Bylaws and Ordinances, as well as the principles and practices of modern police administration and law enforcement methods and techniques (i.e. community policing etc.); extensive knowledge of the

Town of Bolton, Massachusetts Job Description

standards by which the quality of police service is evaluated and the use of police records and their application to police administration; thorough knowledge of statutes and ordinances relating to law enforcement; the ability to plan, organize, and direct the work of a large number of subordinates performing varied operations connected with police and emergency medical activities. Working knowledge of the criminal and juvenile justice systems. Working knowledge of budgeting, personnel management, fleet management, and occupational risk management. Knowledge of technology such as office software (word processing, spread sheet applications) and specialized police software in support of department operations and administration.

Abilities: Ability to supervise subordinates and delegate authority as required in a positive and effective manner and to delegate authority efficiently; ability to establish and maintain harmonious and productive working relationships and maintain discipline and morale with employees in a union environment; maintain effective working relationships with town officials, town departments, local, county, state, and federal law enforcement officials, and the public; ability to plan, assign, direct and review the work of subordinates and to direct large scale operations of personnel and equipment making sound judgments under stressful life-threatening situations; ability to deal with disgruntled members of the public in a diplomatic and effective manner and to deescalate violent situations and combative individuals. Ability to perform the duties and functions of a police officer and operate equipment including motor vehicles in emergency situations under adverse weather and/or road conditions. Ability to exercise sound judgment and to enforce local ordinances, state and/or federal laws and regulations in an impartial manner. Ability to plan, produce and present reports in a comprehensive, clear and concise manner.

Skill: Proficient oral and written communication skills. Effective leadership and supervisory and personal computer software skills in support of department operations. Effective business management skills such as budget management.

Physical and Mental Requirements

The physical demands described here 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 position's essential functions.

Physical and Mental Requirements: Work involves frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting and carrying on a continuous basis for extended periods of time, or regular travel on foot over rough terrain or barriers, or the potential need to subdue or restrain violent persons or animals.

Motor Skills: Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed to safely operate emergency vehicles at high rates of speed or to fire a gun.

Town of Bolton, Massachusetts
Job Description

Visual Skills: Visual demands require the employee to constantly read documents for general understanding and analytical purposes, as well as to review non-written materials such as maps or blueprints. Employee is also required to constantly determine color differences.