

**TOWN OF MIDDLETOWN, RI  
POSITION DESCRIPTION**

**TITLE:** Chief of Police

**DEPARTMENT:** Police

**REPORTS TO:** Town Administrator

**SUPERVISES:** Police Officers and Police Administrative Support staff

**JOB GRADE:** Department Head

**JOB CLASSIFICATION:** Administrative / Exempt

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**POSITION SUMMARY:**

The Chief of Police serves as the principal administrator of the Middletown Police Department and is responsible for the management and administration of all police department personnel and resources to ensure the preservation of the public peace, prevention of crime, apprehension of criminals, protection of the rights of persons and property, regulation of traffic and the enforcement of the laws of the state of Rhode Island and ordinances of the Town of Middletown. The Chief of Police is in direct command of the Town of Middletown police force and shall make all rules and regulations concerning the conduct of all officers and subordinates. The Chief of Police is responsible for providing excellence in police services to the community and for maintaining a high level of morale within the department while carrying out the Mission of the department.

**I ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Directs and supervises all personnel and resources of the department to meet service demands most efficiently, which includes but is not limited to the following activities:
  - a. Determines and establishes the Department's organizational structure and ranks, and assigns and allocates all equipment, resources, and personnel accordingly.
  - b. Directs and manages department personnel to ensure an effective, motivated, professional, and productive work force.
  - c. Reviews work activity and monitors performance to ensure conformity to all departmental standards, bargaining unit contracts, applicable statutes, ordinances, and regulations.
  - d. Recommends new programs, goals and priorities for the department as required to ensure effective and responsive operations to meet the needs of the community.
  - e. Formulates and implements rules, regulations, policies and procedures concerning the conduct of all officers and subordinates, in consultation with the town administrator and town council.
  - f. Provides for appropriate investigation into cases of alleged or apparent misconduct, enforces necessary discipline
  - g. Maintains and promotes communication with staff and subordinates through meetings and other contacts
  - h. Plans and directs a comprehensive training program for the purpose of enhancing and ensuring maximum utilization of the skills and talents within the department

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2. Monitors the technological, economic, sociological, political and legal environments to properly implement and manage necessary change within the organization, and plan for future growth in the community.
3. Maintains knowledge of current and innovative police procedures and technology through attendance at meetings, seminars, training sessions, and interaction with other law enforcement personnel and professional resources
4. Serves as the primary representative of the department in working and cooperating with other law enforcement agencies, civic organizations, citizens and the media.
5. Work closely with other Town departments, officials and agencies, including the school department, to coordinate Town-wide projects.
6. Develops the annual operating budget and capital improvement program for review by the town administrator; administers department budget in accordance with Town policy
7. Oversees the appropriate maintenance of all records of the department
8. Participates in the coordination of the selection process, interviews applicants eligible for appointment and recommends applicants for appointment to the town administrator
9. Coordinates all emergency activities of the department in accordance with the Town Emergency Management Plan, ensures the department is available to respond twenty-four hours a day
10. Represents the department in civil and/or criminal litigation; gives testimony to arbitration panels relative to alleged contract violations, workers compensation claims etc.
11. Contributes to labor negotiations and administers the union contracts
12. Provides community policing programs and other public relations programs to promote a positive image of police authority and police responsibility
13. Attends senior staff meetings
14. Performs other duties as required or assigned

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**II NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

1. Must possess extensive knowledge of all phases of law enforcement, crime prevention, modern police management equipment and techniques
2. Must possess thorough knowledge of the operational procedures of the Middletown police department
3. Must possess the ability to supervise, develop, and lead the department operation and maintain exemplary public and community relations
4. Must possess the ability to design, implement and maintain internal and quality controls within the department
5. Must possess the ability to assign, direct and review the work of subordinates
6. Must possess the ability to communicate orally and in writing with clarity and precision
7. Must possess a working knowledge of Rhode Island General Laws and local town ordinances
8. Must possess the ability to establish and maintain effective working relationships
9. Must possess the ability to analyze problems and develop appropriate solutions
10. Must possess experience with collective bargaining agreements and working with a unionized police force
11. Must possess the ability to develop and administer a departmental budget
12. Must possess the ability to maintain confidentiality of all departmental, employee, and community matters and records
13. Must possess strong interpersonal skills in order to foster a positive working and team environment

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**III MINIMUM REQUIREMENTS:**

1. Must be a police officer with at least ten years of experience above the rank of patrol officer in any organized police department, or have equivalent experience in a state or federal law enforcement agency, with at least five years of command experience.
2. Strong preference given to a candidate with a Bachelor's degree in police administration, public administration or related field or an equivalent combination of education and experience
3. Must be a citizen of the United States of America
4. Must possess and maintain a valid Rhode Island driver's license, must have Cardiopulmonary Resuscitation (CPR) and First Responder's First Aid training provided by the Town.
5. Must maintain qualification in the use of a firearm
6. Must have technical and computer skills to effectively carry out designated responsibilities including experience in the use of a personal computer, personal productivity software, and law enforcement records management systems
7. Must successfully complete an extensive background investigation showing no criminal offense convictions, a medical examination and psychological screening prior to appointment
8. Must live within a thirty-minute response time, preferably with the goal of becoming a resident of Middletown.

**IV PHYSICAL DEMANDS:**

1. Position may involve working under conditions of stress and physical discomfort, must be able to act quickly and remain calm under duress and strain
2. May be subjected to varying weather conditions from extreme cold to extreme heat, to wet and damp conditions
3. May be required to move, lift and carry or assist in lifting and carrying and/or moving equipment or materials with a weight limit of 50 pounds
4. While performing the duties of this job, the employee frequently is required to sit, stand, walk talk or hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms; is occasionally required to climb, balance, stoop, kneel, crouch, or crawl, and to taste and smell

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5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
6. There is a high level of intellectual demand requiring the ability to communicate complex issues and situations clearly, effectively, and efficiently especially during emergencies, policing related incidents, and with the media and before large audiences
7. The noise level in the work environment is usually moderate but there is periodic exposure to loud noises from sirens and weapons

**V EQUIPMENT USED:**

1. Personal computer, calculator, copy machine, digital camera, telephone, radio, car, firearms, explosives, handcuffs, baton, flashlight, radar equipment