

Town of Milton

115 Federal St
Milton, DE 19968



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Job Description

Job Title: Milton Chief of Police

Reports to: Town Manager & Mayor of Milton

Prepared by: Personnel Committee

Approved by: Town Council

Date Approved: October 19, 2015

Last Revision Date: October 13, 2015

SUMMARY:

This position is appointed by the Mayor with approval by the Milton Town Council. The Chief of Police reports to the Mayor for all Law Enforcement and criminal justice duties and reports to the Town Manager (or his/her designee) for administrative, personnel, and budget responsibilities. The Chief of Police is responsible for the general administration and control of the department. The Chief of Police establishes departmental policies and procedures for performing work, maintaining records, operating and maintaining police equipment, and promoting safety procedures. The Chief of Police devotes a significant amount of his/her time to monitoring and ensuring that all components of the Milton Police department are performing in the prescribed manner and within the authorized police budget. The Chief of Police recommends rules and regulations for the Police Department for approval by the Mayor and Town Council.

PRIMARY RESPONSIBILITIES:

1. Enforces all laws and ordinances coming within the jurisdiction of the Town and the State of Delaware.
2. Formulates Departmental work methods and standard operating procedures.
3. Recommends rules & regulations to the Mayor and Town Council for the operation of the Police Department.
4. Receives and addresses public safety concerns and complaints.
5. Supervises investigations of formal complaints.
6. Responsible for the department's efficiency, effectiveness, fiscal responsibility and general good conduct of its members.
7. Conducts administrative and operational inspections to determine compliance with established directives, procedures, and policies.
8. Meets with public to explain police services and promotes community policing.
9. Prepares and makes recommendations to the Town Manager (or his/her designee) relative to the annual Town operating and capital budgets.
10. Controls department expenditures in compliance with the approved annual departmental budget.
11. Oversees training and evaluates the work of departmental personnel.
12. Attends meetings of the Mayor & Town Council and provides information relative to public safety.

13. Assigns work schedules and oversees daily operations of all department personnel, and provides staffing direction.
14. Evaluates effectiveness of administrative procedures involving planning, scheduling, budgeting, staffing, maintenance of records, and reporting.
15. Coordinates the activities of the Police department with other Town departments.
16. Coordinates interagency programs and activities with other law enforcement agencies, public jurisdictions, and private organizations.
17. Determines the short and long term needs of the Department.
18. Oversees Department staffing processes, including processes for new hires and internal promotions, and makes recommendations to the Town Manager (or his/her designee.)
19. Prepares reports to the Mayor and Town Council relative to the activities of the Department on a monthly basis, and as otherwise may be requested by the Mayor and Town Council.

ADDITIONAL RESPONSIBILITIES / REQUIREMENTS:

1. Perform the duties of subordinate personnel as needed.
2. Communicate effectively verbally and in writing.
3. Establish and maintain effective working relationships with the Mayor & Town Council, the Town Manager (or his/her designee), departmental employees, other departments, and the public.
4. Mentor, coach and train department personnel.
5. Demonstrate comprehensive knowledge of standard tools, equipment and procedures used in operating all aspects of a municipal police department.
6. Demonstrate comprehensive knowledge of modern law enforcement principles and techniques.
7. Demonstrate comprehensive knowledge of safety procedures.
8. Demonstrate strategic, leadership and supervisory skills.
9. Demonstrate sound judgement in evaluating situations and in making decisions.
10. Comply with the Milton Physical Fitness Standards.
11. Present a professional police image.
12. Lead in emergency situations.
13. Interpret and enforce laws and ordinances with firmness, tact, and impartiality.
14. Demonstrate comprehensive knowledge of police disciplinary issues and internal affairs procedures.
15. Demonstrate strong community outreach skills, and a commitment to fostering effective channels of communication within the Town.
16. Document inventory and maintain department equipment, including police cruisers, firearms, communications equipment, and uniforms.
17. Must possess, or within sixty days after Delaware residency is established obtain, a valid State of Delaware Driver's License; without any record of suspension or revocation in any state.

Note: The primary and additional duties and responsibilities listed above are illustrations of the various types of work that may be performed, and are not listed in order of priority. 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.

EDUCATION / QUALIFICATIONS:

College degree in Law Enforcement, Police Administration, Criminal Justice or a related field is preferable. Specialized education and/or training in law enforcement and/or municipal administration is desirable. High School diploma or equivalent with additional credentials specific to municipal law enforcement and at least ten years of relevant experience are required, with at least two years of experience in the rank equivalent to Lieutenant in a municipal Police Department.

The Milton Chief of Police must be a certified police officer in good standing, preferably with certification from the Delaware Council on Police Training (COPT). If not certified by COPT, he/she must become Delaware certified within three (3) months of the effective date of the appointment. He/she must pass a background check that includes a criterion that he/she shall have no felony convictions. He/she must reside within twenty five (25) miles of 101 Federal Street, Milton. If relocation is required, residency must be met within six (6) months of the end of the probationary period following the appointment.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS:

While performing the duties of Milton Chief of Police, the successful applicant is frequently required to sit, listen, and talk. He/she is occasionally required to stand; walk; use hands to finger, handle or operate objects, controls, or tools listed above; drive a police vehicle; reach with hands and arms; climb or balance; kneel, crouch, or crawl; and taste and smell. He/she may have to occasionally lift or move objects weighing up to fifty (50) pounds. He/she frequently will be required to work in outside weather conditions, and is occasionally exposed to wet and/or humid as well as snowy and otherwise cold conditions. He/she occasionally works near moving mechanical parts; in high, precarious places; and with explosives. The noise level in the work environment is usually quiet in the office and moderately noisy in the field. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Milton reserves the right to modify, interpret, or apply this Job Description in any way. This Job Description does not imply that these are the only responsibilities, including essential duties, that the Chief of Police must perform. The aforementioned responsibilities are subject to change to reasonably accommodate a qualified disabled individual. This Job Description is not an employment contract, implied or otherwise.