

City of St. Albans Job Description

Chief of Police and Emergency Management

Nature and Scope

The Chief of Police and Emergency Management provides leadership, management, and oversight directly and indirectly to the Department. The Department is comprised of multiple divisions and units, including patrol, criminal investigation, school resource officers, dispatch / emergency communications, animal control, and emergency management.

The Chief is responsible for goal setting; team building; personnel selection, promotion, and discipline; budget preparation; financial control; and aligning the Department with the policy vision adopted by the City Council.

The Chief exercises all lawful powers of the office and issues such directives as are necessary to ensure the effective performance of the Department. Activities are conducted with considerable operational independence and personal judgment, under the general administrative direction of the City Manager.

General Duties and Responsibilities

1. Ensure the effective delivery of police and emergency management services, including regional dispatch services and any special units or task forces.
2. Develop and manage an annual budget, including non-property tax revenue sources such as grants and public safety service contracts.
3. Organize, direct and control all resources of the Department to preserve and promote public safety, protect persons and property and enforce the law.
4. Develop and maintain an organizational culture focused around 21st Century Policing; ensure professional development of police officers as guardians.
5. Ensure police officers receive annual training, particularly in de-escalation strategies, racial equity, and managing mental health issues in emergency situations.
6. Develop a professional organizational structure for the Department, establishing Divisions, Bureaus and positions in accordance with administrative authority.
7. Plan and execute community based programs designed to develop relationships with marginalized groups and individuals that frequently use police services. Modify these programs to meet current trends and best practices.
8. Enlist the suggestions of members and employees of the Department to insure maximum relevance and acceptance of all department regulations.
9. Delegate authority to others, commensurate with their duties and responsibilities.

10. Develop or adopt new technologies to improve effectiveness in the discharge of obligations of the Department.
11. Ensure the City Manager remains abreast of Department issues, opportunities, and activities.
12. Serve as key member of citywide Leadership Team; participate in regular Department Head meetings and work collaboratively with other Department Heads.
13. Serve as primary representative of the Department with civic organizations, public interest groups, elected representatives, schools, etc. by attending meetings related to public safety problems and enforcement.
14. Advise and assist Department personnel in non-routing investigations and personally participate in more difficult police problems.

Knowledge, Skills, and Abilities

1. Must be a Vermont Criminal Justice Training Council Level III Certified Law Enforcement Officer.
2. Thorough knowledge of the principles and practices of modern police administration and police methods.
3. Extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.
4. Ability to plan, organize and direct the work of a large number subordinates performing varied operations connected with police activities.
5. Ability to develop proper training and instructional procedures.
6. Ability to maintain effective working relationships with other city officials, state and federal authorities.
7. Ability to prepare and present effectively oral and written materials relating to the activities of the Department.

Qualifications

Bachelors Degree in relevant discipline. Ability to receive required certification by the Vermont Criminal Justice Training Council. At least ten (10) years of progressively responsible experience in law enforcement, including five (5) years' experience at a command level, or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.