

## **TOWN OF STOUGHTON**

### **DEPUTY CHIEF OF POLICE**

<b>Department:</b>	Police Department	<b>Date:</b>	<b>September 2023</b>
<b>Reports to:</b>	Police Chief	<b>Hours per week:</b>	(Flexible schedule)
<b>FLSA Status:</b>	Exempt		

#### **Statement of Duties:**

Under the direction of the Town Manager and Police Chief, the chief law enforcement officer of the Town, the Deputy Chief is responsible for utilizing the resources of the department to the fullest extent to protect the lives and property of the people and businesses of the Town of Stoughton, and for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. The Deputy Chief is responsible for working collaboratively with all Town departments; federal, state, and regional law enforcement agencies; community groups; local schools; and other agencies to meet the needs of the Town's citizens.

#### **Supervision**

- Works under the supervision of the Police Chief.
- Supervises all departmental functions of all divisions of the Police Department including patrol, detective/investigation, community safety, community services, parking enforcement, dispatch and all other department staff.
- Performs highly responsible work, requiring the exercise of considerable independent judgment in the planning, direction, and control of the operation and maintenance of the public works infrastructure.
- May exercise independent judgment and initiative in the performance of duties.
- Responsibilities include recommending for hire/promotion, and training employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems.

#### **Job Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Work is performed primarily in an office setting.
- Exposure to outdoor weather conditions with a minimal risk of exposure to noxious odors, loud noises, and pathogenic substances.
- Regularly required to attend evening meetings and work outside of normal business hours; on call to respond to emergencies.
- Access to confidential information, including personnel records and bid documents
- Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town.

**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.*

Include but not limited to the following:

- Under the Chief of Police, directs the operations of the Police Department.
- Plans and executes police programs designed to prevent and repress crime, to apprehend and prosecute offenders, and to coordinate departmental actions with other law enforcement agencies and police departments.
- With the approval of the Chief, assigns subordinates to shifts and establishes daily routines, details or transfers officers to different assignments as required.
- Assists in the promulgation all general and special orders consistent with the Chief's authority and responsibility.
- Conducts confidential and internal investigations.
- Trains and/or directs the training of all department staff and monitors performance to ensure all police work is carried out in compliance with established policies and procedures and applicable laws and regulations.
- Assists in the planning, organizing, and directing of the operations of the police department, staff, and equipment in order to implement directives from the Police Chief and the Town Manager.
- Assists in the development of department budget requests for the Town Manager; directs the implementation of the department's adopted budgets, when assigned; monitors budget and expenses regularly; and makes adjustments as necessary to ensure that Town resources are effectively managed.
- Assists in the establishment of the general philosophy of the police department, consistent with community needs and expectations, and national standards.
- Under the direction of the Chief, administers the department's Public Safety Collective Bargaining Agreements on behalf of the department.
- Administers and monitors state and federal grants as appropriate.
- Assists in the development of a capital replacement plan for facilities and vehicles as well as administering and monitoring the plan.
- Participates in the interviewing and recommending for hire all department employees, monitors and evaluates employee performance, makes recommendations concerning employee promotion and discipline where necessary to sustain department operations and support the succession plan, and addresses all personnel issues and concerns.
- May represent the department within the Town; may attend a variety of town meetings with boards to present the department's views on a variety of municipal issues where police input is relevant.
- Interacts with federal and state officials to represent the interests of the town and the department; serves as the department's chief spokesperson to the press, media and the general public.

- Prepares or oversees the preparation of a variety of regular and special reports related to departmental programs, plans and services.
- Ensures the maintenance of departmental reports, records and files consistent with requirements for confidentiality and public disclosure.
- May serve as the record custodian of all statistical data and records of department activities.
- Maintains knowledge of laws and regulations related to police and public safety issues; ensures that department staff is fully trained in application of such laws, regulations and in all department policies, procedures and practices.
- Performs special projects and related responsibilities as initiated and requested.
- Performs other related duties as required, directed, or as the situation dictates.

## **Recommended Minimum Qualifications**

### **Education and Experience**

- Minimum of Bachelor's degree in Criminal Justice, Law Enforcement, Business Administration, Public Administration or a closely related field required.
- Minimum of five years of progressively responsible recent supervisory and command experience in a law enforcement agency; or an equivalent combination of education and experience.
- A relevant Master's degree, FBI National Academy attendance, and/or additional management-level training is preferred.
- Additional experience in specialty areas preferred

### **Special Requirements**

- Certification by the Municipal Police Training Committee (MPTC) as a full-time police officer. (Incumbent must have certification from a full-time police officer training academy, as recognized by MPTC, to be eligible for hire; certification by MPTC must be obtained within sixty days of hire.)
- Possession of a License to Carry Firearms and qualifications to process firearms licenses.
- Must be, and remain, a non-smoker.
- Familiarity with MUNIS Financial software preferred.

## **Knowledge, Ability and Skill:**

### **Knowledge:**

- Thorough knowledge of the principles and practices of police administration, and of approved police methods and procedures.
- Thorough knowledge of automated police systems, internet, and on-line databases, and related applications.
- Thorough knowledge of town, state and federal laws and regulations affecting police work.
- Knowledge of criminal law and modern techniques of criminal investigations.
- Knowledge of labor law and collective bargaining.
- Knowledge of the principles and practices of personnel management public procurement, and budgeting,
- Working knowledge and skill in the operation of computers (Microsoft Office), standard office machines, hand tools, light equipment, light truck and automobile

**Ability:**

- Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public safety operations.
- Ability to work with a high level of detail; ability to prioritize multiple tasks and deal effectively with interruptions; ability to identify and analyze complex issues and to develop appropriate recommendations.
- Ability to communicate effectively; orally and in writing.
- Ability to demonstrate strong interpersonal and organizational skills
- Ability to prepare and administer budgets and to prepare financial reports.
- Ability to enforce policy directives
- Ability to operate standard office equipment
- Ability to operate automobiles and public safety vehicles.
- Ability to execute oral and written instructions in a precise manner.
- Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies, the general public, consultants, vendors and contractors.
- Ability to interact in a positive and effective manner with the general public.

**Skill:**

- Excellent management and leadership skills
- Skill in developing policies and procedures to accomplish goals and objectives.
- Strong customer service and communication skills
- Excellent computer skills.
- Independent judgment when addressing multiple and complex issues.
- Excellent public relations skills and ability to handle multiple tasks.

**Physical and Mental Requirements**

- Moderate physical effort required when performing field work with exposure to outdoor weather conditions.
- Frequently required to stand, walk, sit, speak and hear.
- Vision requirements include the ability to read routine and complex documents, use a computer and operate a motor vehicle.
- May have to walk or climb in rough terrain
- Physical demands may require occasional lifting of objects up to 50 pounds.
- Must be able to hear normal sounds and communicate orally.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.*

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**2011-47**

**General**  
**Job Description**

**[21.2.2]**

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## **CHIEF OF POLICE**

### **SUMMARY**

The Chief of Police is the chief administrative officer of the Department and the final authority in all matters of fiscal management, policy, operations and discipline. He/she exercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective performance of the Department

Through the Chief of Police, the Department is responsible for the enforcement of all laws and by-laws coming within its legal jurisdiction. The Chief of Police is responsible for planning, directing, coordinating, controlling and staffing all activities of the Department, for its continued and efficient operation, for the enforcement of rules and regulations within the Department, for the completion and forwarding of such reports as may be required by competent authority and for the Department's relations with local citizens, the local government and other related agencies.

### **DUTIES AND RESPONSIBILITIES**

1. Observe and enforce all laws, which the Department or its officers have the authority to execute.
2. Organize, direct and control all resources of the Department for the most efficient discharge of his duty preserve the peace; protect persons and property; obey and enforce ordinances of the Town; and, criminal laws of the Commonwealth of Massachusetts and the United States of America.
3. Develop the organizational structure of the Department in accordance with professional standards.
4. Establish a routine of daily duties to be performed by officers as designated by him and designate an officer to assume command of the department (as per command protocol) in his/her absence.
5. Assign, detail or transfer any member or employee of the Department to or from any unit or assignment whenever he shall deem such action to be in the best interest of the efficiency, discipline or morale of the Department.
6. Cause an adequate and progressive program of training to be organized and conducted for members and employees of the Department.
7. Ensure that all members have available to them copies of the Department's Rules, Regulations, Policies and Procedures.

8. Promulgate all General, Personnel and Special Orders of the Department and issue on his own authority orders, written and oral, not inconsistent with his powers, duties and responsibilities.
9. Plan and execute police programs designed to prevent and repress crime, to apprehend and prosecute offenders, to recover property and to regulate non-criminal conduct. He/she shall modify these programs to meet current trends as they are referred to him/her by analysis of records and reports.
10. Initiate investigation cases of alleged or apparent misconduct by Department personnel.
11. At all times inform himself/herself of the affairs of the Department and are assured that the duties and responsibilities of subordinates are being properly discharged.
12. Exercise general supervision and inspection of all public places within the Town and cause the laws and ordinances concerning them to be obeyed.
13. Develop or adopt new techniques to improve effectiveness in the discharge of primary police obligations of the Department.
15. Enlist the suggestions of members and employees of the Department to ensure maximum relevance and acceptance of all Department rules, regulations, policies and procedures.
16. Be responsible for the safekeeping of all criminal evidence and any recovered, found or safekeeping property brought to the station.
17. Prepare and be responsible for the Department's fiscal policies and annual budget



## **Deputy Chief**

### **SUMMARY**

Under the direction of the Chief of Police, the Deputy Chief shall oversee the day-to-day operations and business of the Police Department, supervising police personnel in the performance of their official duties, maintaining discipline, resolving and coordinating issues, concerns and grievances from the collective bargaining representatives, and providing training and motivation. The Deputy Chief shall report to the Chief of Police.

### **DUTIES AND RESPONSIBILITIES:**

1. Participate on behalf of management during grievance hearings, collective bargaining meetings, and other union and management meetings or forums.
2. Establish and maintain sound union and management relations, while upholding the rights and interests of management. Adhere to the collective bargaining agreements for and between the Town of Stoughton and Organized Labor Unions.
3. Insure that the integrity of the department is not compromised by the malfeasance or of any nonfeasance employee.
4. Monitor and/or conduct internal affairs investigations, to include those allegations of criminal wrongdoing on the part of police officers.
5. Participate in the processes associated with the presentment of management's case before hearing officers of the Human Resources Division, Labor Relations, Arbitrators, etc.
6. Insure that the Police Department is in compliance with the equal employment opportunity policies, rules and procedures of the Town of Stoughton and as required by law.
7. Supervise the daily activity of Departmental personnel, issuing verbal and written directives to ensure that the department is providing efficient and effective policing services.
8. Monitor the quality of work performed for adherence to acceptable policing standards identifies areas of deficiency and recommends improvements to enhance the efficiency and effective utilization of police department resources.
9. Acts as a liaison with news media (see policy on Media Relations), business

and civic organizations, and other individuals and organizations as assigned by the Chief of Police.

10. Inform the Chief of Police of all investigations and/or other issues or areas of concern that might have an effect upon the Police Department or the Town of Stoughton.
11. Initiate, compile, and write General Orders, Policies, Procedures, Rules and Regulations, reports, memoranda, and other documents necessary for the governance or operation of the Police Department.
12. Participate in the preparation of the Police Department Budget for presentment to the Board of Selectman, Town Meeting, and other Boards on Communities as deemed necessary.
13. Insure compliance with all laws the Police Department or its officers are charged with the responsibility and authority to enforce.
14. Recommend to the Chief of Police, promotion/demotions, the assignment, reassignment or transfer of any member or employee of the Department to or from any unit or assignment whenever it is deemed that such action is in the best interest of the efficiency, effectiveness, discipline or morale of the Police Department.
15. Plan and execute police programs designed to enhance the police and citizen partnership while preventing and repressing crime, apprehending and prosecuting offenders, recovering property for the rightful owners. Engage in problem solving, and respond to the issues and concerns confronting individuals and neighborhoods of the community, modifying these programs to meet current trends, changes in acceptable policing standards and practices, and in responding to the issues and concerns of the individuals and the neighborhoods of the community.
16. Enlist the suggestions and input of members and employees of the Department to ensure participation at all levels.
17. Develop a policing strategy to prevent crime as well as sizeable to respond effectively to the community needs.
18. Be responsible for the necessary delegations of authority to those under his/her command, commensurate with their assignment duties and responsibilities.
19. Submit such other reports as are required by law or as required by the Chief of Police.
20. In the absence of the Chief of Police, and upon his direction, the Deputy Chief will assume the powers, duties, and responsibilities of the Chief of Police, subject to any limitations set by the Chief of Police.
21. Shall perform such other duties as may be assigned by the Chief of Police.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

1. Oversee and coordinate the various elements and requirements of the recruitment selection and promotion processes.
2. Develop and distribute the Department's Policies and Procedures, Rules and Regulations.

3. Responsible for department wide inventory of equipment.
4. Coordinate the Town of Stoughton Personnel Performance Evaluation System for the Police Department.
5. Coordinate and direct crime analysis, crime mapping, planning and research for the department.
6. Maintain all records of internal affairs and/or criminal complaints against officers in a secure manner.
7. Conduct both announced and unannounced staff inspection patrols to ensure the maintenance of proper standards of police duty, supervision and command.
8. Meet with the shift/bureau/area commanders and supervisors on a regular basis to discuss importance activities of the particular tour of duty or unit. Convey information from the Chief of Police to the shift/bureau/area commanders and supervisors and advises the Chief of Police of all issues or areas of concern that might have an effect upon the Police Department or the Town of Stoughton.
9. Direct, coordinate and plan the activities of the Investigative Services Bureau, the Uniform Patrol Division, the Anti-Crime unit.
10. Provide and exchange information with command and supervisory personnel concerning the performance of officers in their command. Where performance is below acceptable standards, insures that the measures taken to correct the situations are designed to be responsive to the deficiency.

## **Lieutenant**

### **SUMMARY**

A Police Officer holding the rank of Lieutenant occupies a highly responsible mid-level management position. The primary responsibility of a Lieutenant is to extract the proper performance of police duties from the officers assigned within the area subject to his/her supervision. He/she may be assigned as a shift, unit, division or bureau commander and in the absence of his/her commander; he/she may be assigned to act in that capacity. Additionally, a Lieutenant may be assigned to any other highly technical or specialized assignment within the department that requires a high level of supervision or management experience.

The Lieutenant is charged with insuring compliance with the Department's rules, regulations, policies and procedures. He/she handles infractions, reports all violations and forwards any action taken or recommended to his/her supervisor.

The Lieutenant shall thoroughly acquaint him/herself with the duties of police officers and employees under his/her supervision and shall assist and instruct in the proper discharge of those duties. He/she shall be responsible for proficiency, morale, discipline, training, conduct, appearance and strict attention to duty of all personnel under his/her command.

Where the Sergeant is primarily responsible for first line supervision with some management responsibilities, the Lieutenant is primarily a manager with some first line supervision responsibilities. The Lieutenant shall report to the Deputy Chief.

### **DUTIES AND RESPONSIBILITIES**

1. A Police Officer attaining the rank of Lieutenant must be able to successfully perform the essential functions, duties and responsibilities of the rank of Sergeant. Additionally, a lieutenant shall perform the following functions, duties and responsibilities.
2. Supervise police and civilian personnel assigned to his/her command.
3. Be fully familiar with the current departmental rules, regulations, policies, procedures and developments in the law that effect him/her and members under his/her supervision. Accurately communicate the reasons, letter and spirit of rule, regulation, policy and procedures; ensuring a high level of support and compliance.
4. Review the performance of officers and civilian personnel under his/her

command on a regular basis to determine whether they are properly, effectively and consistently carrying out their assigned duties. Note changes in attitude, behavior and demeanor of employees that indicate a problem. Identify the cause and initiate the appropriate action.

5. Ensure that when the police performance of an officer under his/her command is unsatisfactory, measures are taken through encouragement, explanation, referral to his/her supervising officer or other means consistent with departmental policy to see that the officer's future conduct is up to standard. Submit written reports as may be required regarding any member of the department when that member commits a breach of rules, regulations, policies or procedures and indicate the corrective or disciplinary action taken or recommended.
6. Implement all orders received from his/her own supervisor(s). To this end, thoroughly explain to departmental personnel under his/her command the content of new orders that affect their responsibilities.
7. Be accountable for the actions or omissions of officers under his/her supervision which are contrary to departmental rules, regulations, policies or procedures.
8. Respond to emergencies, incidents or dispatches as required. Take command of the situation until properly relieved by an officer of higher rank.
9. Develop and upgrade necessary knowledge, skills and abilities by attending training made available by the department. Prepare training course outlines and present training classes as may be required.
10. Comply with the departmental records and reporting system and instruct members in the proper method of reporting.
11. Report to his/her division or bureau commander all serious or unusual occurrences that occur during his/her tour of duty.
12. Familiarize him/herself with the authority delegated to him/her and the limits of that authority, taking special care to know the substance of his/her responsibilities and of those under his/her command.
13. Observe probationary employees and evaluate their qualifications to secure permanent status.
14. Conduct investigations into citizen complaints and/or conduct internal investigations as assigned or required.
15. Coordinate the management of investigations assigned to his/her shift, unit, division or bureau.
16. Perform other duties as may be assigned or required.

## **SERGEANT**

### **SUMMARY**

A Sergeant is responsible for the first level of supervision in the department, they must frequently exercise significant discretion. His/her primary responsibility is ensuring the proper performance of police duty by the members assigned within his or her area of supervision.

A Sergeant shall thoroughly acquaint him/herself with the duties of police officers and employees under his/her supervision and shall assist and instruct in the proper discharge of those duties.

A Sergeant shall be responsible for the proficiency, morale, discipline, training, conduct, appearance and strict attention to duty of all personnel under his/her supervision. He/she may be assigned as patrol Supervisor, Officer-in-Charge, the Commander of a Unit or Division or to other specialized duties within the department. The Sergeant shall report to the Lieutenant on his/her shift.

### **DUTIES AND RESPONSIBILITIES**

1. An Officer attaining the rank of Sergeant must be able to successfully perform the essential functions, duties responsibilities of a Police Officer. Additionally, Officers holding the rank of Sergeant must be able to perform the following functions
2. Supervise personnel assigned to his/her command.
3. Be completely familiar with current departmental rules, regulations, policies and procedures and developments in the law, as they affect the department and officers under his/her supervision.
4. Review the performance of officers and civilian employees under his/her supervision on a regular basis to determine whether they are properly, effectively and consistently carrying out their duties.
5. Ensure that when the performance of a member under his/her command is unsatisfactory, measures are taken through encouragement, explanation, referral to his/her supervisory officer or other means consistent with departmental policy to see that the officer's future conduct is up to standards.
6. Implement all orders received via the chain of command. To this end, thoroughly explain, to departmental personnel, the content of new orders that affect their responsibilities.

7. Be accountable for the actions or omissions of members under his/her supervision, which are contrary to departmental rules, regulations, policies or procedures.
8. Submit written reports regarding any member when he/she commits a breach of rules, regulations, policies or procedures of the department and indicate the corrective or disciplinary action taken or recommended.
9. Submit written reports regarding members who produce exemplary service, who discharge duties above and beyond the call of duty.
10. Respond to emergencies, incidents or dispatches as required. Assume command of the situation until properly relieved by an officer of higher rank.
11. Ensure that all patrol officers receive warrants, summonses, subpoenas or other official papers and serve or deliver or perform their duties regarding such papers promptly and accurately.
12. Maintain knowledge of criminal and /or call for service activity and ensure that officers are properly briefed prior to the beginning of the shift.
13. Develop and upgrade necessary knowledge, skills and abilities by attending training made available by the department.
14. Operate breath test equipment and other sophisticated or technical equipment.
15. At the direction of his/her supervisor, observe probationary employees and submit detailed reports concerning their qualifications to secure a permanent status in his/her opinion as to the desirability of their retention as required.
16. Comply with departmental records and reporting system and instruct members the proper method of reporting.
17. Report to his/her Officer-in-Charge or Division Commander all serious or unusual occurrences.
18. Cause reports to be filed on preliminary investigations and periodic reports on the status of more in-depth investigations calling to the attention of his/her Officer-in-Charge or Division Commander any significant developments in all investigations.
19. Familiarize him/her with the authority delegated to him/her and the limits of such authority, taking special care to know the substance of his/her responsibilities and of those under his/her command.
20. Coordinate the management of follow-up investigations assigned to his/her shift.
21. Investigate citizen complaints or conduct internal investigations as may be assigned or required.
22. Trained in suicide prevention
23. Perform other duties as may be assigned or required.

## **Detective Sergeant**

### **SUMMARY**

The works under the direct supervision of the Deputy Chief. Detective Sergeant is responsible for the immediate supervision and control of all personnel under his/her command, as well as for the efficient and effective operation of the Detective Division. The basic responsibility is to oversee investigative operations, coordinate and monitor the activities of bureau members and to ensure investigators perform their duties properly, efficiently and according to orders, procedures, and laws.

### **DUTIES AND RESPONSIBILITIES**

1. The Police Officer assigned to the position of Investigative Services Commander shall be responsible for the following functions, duties and responsibilities:
2. Ensure the efficient and effective performance of all tasks assigned to the division.
3. Develop good morale, a team spirit and encourage positive attitudes toward the Department and its goals, performance of duties and the public.
4. Responsible for the operation of the division; being accountable for the full and complete investigation of all crimes that are assigned to the division or that comes to the division's attention by citizen complaint.
6. Determine which police incidents require or would benefit from follow-up investigation by the division, in addition to any assigned by higher authority.
7. Assign, or cause to be assigned, investigations to individual investigators for follow-up; prioritize these assignments; and review the activities of the investigators and time spent on these investigations.
8. Ensure that division employees effectively perform their duties.
9. Ensure that all reports of all investigations conducted by the division are complete, accurate, and timely.
10. Maintain or cause to be maintained all records concerning investigations, ongoing or completed, intelligence information and other pertinent records the maintenance of which may be required by department policy or law.
11. This includes the computer entry of such information, its maintenance, control and retrieval.



13. Supervise the workload of all investigators for equitability; make special assignments; schedule training and compensatory time.
14. Ensure the availability of investigators via electronic paging devices or police radio when they are not within the police station. Arrange for the availability of division personnel during off-duty hours.
15. Assume operational command of all major felony investigations as directed.
16. Anytime, when circumstances require, personally visit the scene of a major crime or those of an unusual nature.
17. Conduct and/or supervise confidential investigations and/or internal affairs investigations as assigned. Ensure the timely submission of written documentation regarding such investigations.
18. Maintain an accurate accounting of all money available to be used by the department during authorized special investigations.
19. Ensure that the prosecutions are handled properly and legally.
20. Ensure the integrity of all evidence submitted by investigators.
21. Supervise the department's crime scene operations. Ensure that forensic evidence is properly processed utilizing the most proper technology and that photographs are developed as necessary.
22. Remain abreast of improvements in scientific investigative techniques with regard to police identification and laboratory processes.
23. Maintain an Informants File to ensure the integrity of the department and legitimacy of the informants.
24. Maintain and document Confidential Expenditure Fund, which is used to pay informants, make drug buys, used in alcohol stings and other related investigative functions approved by higher authority.
25. Submit a monthly report on division activities, in accordance with established procedures.
26. Ensure the development, documentation and updating of policies, procedures and directives related to this division.
27. Promote and maintain a spirit of cooperation and mutual assistance between the Bureau of Investigative Services and other Bureaus, Divisions and Units of the Department.
28. Act as the department liaison with the Massachusetts Attorney General's Office, the Norfolk County District Attorney's Office, and other Federal, State and Local investigative agencies.
29. Perform other duties as assigned or required.

## **Detective**

### **SUMMARY**

Investigators shall be responsible for the investigation of all crimes and other special investigations assigned to the Investigative Services Bureau. In addition to investigating those cases assigned to the Bureau for investigation, investigators will be proactive in detecting and preventing crimes. Investigators work under the direct supervision of the Investigative Services Supervisor (Detective Sergeant) and under the general supervision of the Investigative Services Commander (Deputy Chief). An Investigator may further be assigned to any of the following positions and assignments within the Bureau: Sexual Assaults Crime Scenes Narcotics or Task Force.

### **DUTIES AND RESPONSIBILITIES**

1. Conduct thorough investigations into all assigned cases and assist officers by providing investigative/technical assistance. Provide similar assistance to outside agencies as requested and authorized.
2. Conduct self-initiated investigations, and take any appropriate action regarding these investigations, under a supervisor's direction.
3. Maintain current knowledge regarding laws, statutes, by-laws, court decisions and departmental policies and procedures relative to investigative practices, interrogation procedures, drug investigations and all specialized assignments within the division.
4. Be familiar with known criminals, their associates, behavior patterns, usual places and modus operandi. Cultivate and develop informants and other valid sources of criminal intelligence information.
5. Update the Bureau Commander of the progress of investigations and request additional instructions when further progress appears impossible. Ensure that any information uncovered regarding criminal activity beyond the scope of the immediate investigation is properly documented, consistent with department reporting procedures.
6. Submit appropriate reports regarding assigned casework in a timely manner so as to keep the Bureau Commander thoroughly apprised of investigative progress. Furnish other periodic reports as required.

7. Prepare and maintain reports, documents and files in the department computer system to maximize the use of this information and to ensure its timely retrieval when needed, so as to encourage the use of this information and system by investigators.
8. Follow-up all assigned cases until there is final disposition or the case is suspended by the Bureau Commander.
9. Periodically contact the complainant or victim to provide information relative to the status of the investigation.
10. Assist in the preparation of cases for grand jury or trial. Carefully, truthfully, and accurately present facts through effective courtroom testimony.
11. Properly maintain any assigned police motor vehicle and ensure that it is kept clean both inside and out. Immediately report all defects and damage sustained to the vehicle.
12. Provide police intelligence to department members or outside agencies whenever the information may be helpful to police patrol practices or whenever the information may affect officer safety.
13. Be available by telephone, pager, or radio during the tour of duty, when the situation permits. Maintain off-duty availability, if necessary.
14. Maintain custody and control of all evidence submitted until properly turned over to the Evidence Officer.
15. Develop the ability to recognize the need for on-scene and evidentiary photography and specialized evidence collection.
16. Provide crime scene support as necessary and required, ensuring that all crime scenes are properly processed and that crime scene activities are properly documented.
17. Be knowledgeable in the preparation of court complaints, affidavits, search warrants and other official documents necessary for the proper performance of police duties. Present, prosecute or testify in court cases as required.
18. Enforce laws, statutes and ordinances as appropriate. Arrest, summons or warn violators in conjunction with investigations as appropriate. Execute arrest and/or search warrants as necessary. Properly document any action taken.
19. Engage in surveillance operations or undercover police operations as assigned.
20. Respond to crime scenes, either as investigating officers or support personnel. Respond to general information questions from the public and receive and evaluate requests for service from the public. Refer citizens to the appropriate social service or public agencies who can best serve their needs.
21. Perform other duties as may be assigned or required.

## **POLICE OFFICER**

### **SUMMARY**

A Police Officer is required to efficiently perform his or her duties in conformance with the rules, regulations, policies and procedures of the Stoughton Police Department. Entry level police officers shall generally be assigned as uniformed patrol officers. Police officers may also be required to carry out the duties and responsibilities of any of the following assignments in the department: Detective, Traffic Officer, Administrative Officer, and/or other duties as may be assigned or required. A police officer works under the supervision of the Shift Supervisor (Sergeant) and/or Shift Commander (Lieutenant).

General police duties shall consist of, but not be limited to, a number of activities necessary to insure the stability and safety of the community. A police officer is expected to perform essential tasks as defined by the Commonwealth of Massachusetts Division of Human Resources as well as:

1. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
2. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
3. Aid individuals who are in danger of physical harm.
4. Facilitate the movement of vehicle and pedestrian traffic.
5. Identify problems that are potentially serious law enforcement or governmental problems.
6. Create and maintain a feeling of security in the community.
7. Promote and preserve the peace.
8. Provide other services on an emergency basis.

### **DUTIES AND RESPONSIBILITIES**

The essential functions of a police officer are extremely wide and varied, but may be divided into the following broad areas of responsibilities:

General Responsibilities:

1. Exercise authority consistent with the obligations in the oath of office and law enforcement code of ethics. Remain accountable to officers of higher rank and promptly obey legitimate orders.
2. Coordinate efforts with other members of the department so that an atmosphere of teamwork and common purpose prevails allowing maximum achievement of police objectives.
3. Communicate to supervisors and to fellow officers all information obtained this is pertinent to the achievement of police objectives.

4. Prior to his/her tour of duty, ensure uniforms and equipment are in compliance with department standards.
5. Respond punctually to all assignments.
6. Assist all citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the police department and suggest other procedures to be followed.
7. Record activities during his/her tour of duty in the manner consistent with existing policy and procedure.
8. Maintain weapons and equipment in a functional and presentable condition. Report damage or loss of equipment assigned to him/her immediately as prescribed.
9. Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
10. Confer with court prosecutors and testify in court proceedings.
11. Take police enforcement action, including custodial arrest, as appropriate in cases of violations of local ordinances, state laws or other controlling statutes within the jurisdictional boundaries of the Stoughton Police Department.
12. Perform such other duties as may be assigned or required.
13. Review activity logs/reports concerning events that have taken place since his/her last tour of duty.
14. Serve or deliver warrants, summonses, subpoenas and other official papers promptly and accurately when so directed by a supervising officer.
15. Detect conditions tending to cause crime or indicative of criminal activity. Take preventive action to correct such conditions and inform supervisors as soon as the situation permits.
16. Patrol an assigned area, on foot or by vehicle, perform proactive crime prevention and law enforcement. Police patrol should be structured to prevent identifiable patterns from developing.
17. Apprehending persons violating the law or wanted by the police. This process of arrest includes searching the arrestee for contraband or weapons when appropriate; handcuffing the suspect; explaining the charges against the suspect; providing his/her legal rights and transportation to the police station or other facility as may be required. When touching any person, the officer should take whatever health precautions are necessary, including barrier protection to prevent the spread of any virus or disease.
18. Being thoroughly familiar with the assigned patrol area. Such familiarity includes the knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. and conditions that contribute to crime should be reported.
19. Completing detailed reports regarding the investigation of all crimes, vehicle accidents and other incidents requiring police attention as assigned or required in conformity with the procedures outlined in current directives for their accurate and complete preparation.
20. Preserving crime scenes.
21. Checking residences and business in the patrol area for signs of illegal

- activity. Observing and interrogating of suspicious persons.
22. Conducting traffic duties, including assisting pedestrians and motorists; enforcing traffic and parking laws, use of visible and radar speed detection, determine status of operators' license, registration and compliance with other motor vehicle laws. Observe and evaluate drivers' capabilities to operate a vehicle and comply with traffic laws. When necessary, issue citation for motor vehicle infractions, explaining the laws and the operator's rights relative to the citation. Make arrests when necessary, and issue parking tickets.
  23. Investigating traffic accidents to include determining the status of the operator's license and vehicle registration; identify owners of the vehicle and the operators; interview persons involved and any witnesses; take precautions to protect the accident scene; and inventory any property or vehicles which are to be towed in accordance with department policy.
  24. Reporting traffic signals out-of-order, street hazards and any other conditions that endangers public safety.
  25. Responding to any public emergency. Preserving the peace at public gatherings, neighborhood disputes and family disturbances.
  26. Responding to situations brought to the officer's attention while in the course of patrol or when assigned. Render first aid, when qualified, to persons who are ill or injured. Assist persons needing police services.
  27. Remaining within the assigned patrol area throughout the tour of duty except when a police emergency as defined by policy necessitates a temporary absence, or when a supervising officer or the dispatcher has issued authorization for a temporary absence.
  28. Directing and expediting the flow of traffic at assigned locations keeping in mind the duty as a traffic officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.
  29. Detecting traffic safety conditions which may endanger or inconvenience the public and report such conditions to proper authorities. Take measures to direct the flow of traffic in the area during periods of congestion. Officers directing traffic shall wear the prescribed clothing and equipment as required.
  30. Conduct thorough investigations of all offences and incidents within the area of assignment and scope of activity. Collect evidence and record data which will aid in the identification, apprehension and prosecution of offenders, as well as the recovery of property.
  31. Properly mark, preserve, and secure all evidence and property coming into police custody.
  32. Conduct interviews and interrogations as appropriate to the investigation.
  33. Prepare affidavits, warrants and court complaints as required or appropriate.

## **POLICE PROSECUTOR**

### **SUMMARY**

Police Officers assigned as Police Prosecutors shall be responsible for the preparation of cases in District Court to include the prosecution of all offenders of statutes, ordinances, and other violations of law within the Town of Stoughton and within the jurisdiction of the District Court. The Police Prosecutor shall have sufficient authority to make recommendations to the Court concerning the disposition of cases brought to the Court by the department. The Police Prosecutor serves as the department's liaison with the District Court and the District Attorney's Office. He/she co-ordinates the scheduling of cases and Officers for court appearances. Work is performed with considerable independence under the direction of the Detective Sergeant.

### **DUTIES AND RESPONSIBILITIES**

The Police Prosecutor(s) shall maintain the highest professional standards. He/she shall maintain a working and cooperative relationship with the Court, District Attorney, probation and parole officials, the Clerk Magistrate, and personnel attached to the Court. They shall perform all duties in accordance with department rules, regulations, policies and procedures. Officers assigned to the position of Police Prosecutor shall be responsible for the essential functions, duties and responsibilities detailed in the job description. Additionally the Police Prosecutors shall be responsible for the following functions, duties and responsibilities.

1. Maintain an effective working relationship between the court and the department.
2. Co-ordinate the scheduling of cases for the police department.
3. Draft court complaints as may be required, and review all court complaints prepared by police officers or other personnel for legality.
4. Assure that both police and civilian witnesses are notified and available when needed.
5. Submit reports to the Chief of Police of the time spent in court by officers.
6. Co-ordinate with the District Attorney's Office and the Court Probation Department in the scheduling and presentation of cases. Review all cases prior to their being sent to the District Attorney's Office for legality and completeness. Prepare confidential inter-agency memorandums for the District Attorney's Office regarding cases as may be required.
7. Supervise the effective preparation and presentation of cases before the courts and for insuring the punctual attendance of witnesses.
8. When necessary, advise and explain the law and the criminal justice process to victims, witnesses and others.

9. Keeping supervisors informed of matters of interest and/or importance; recommending to supervisors when certain cases require additional investigation for their successful prosecution.
10. Record all cases presented in court and their disposition thereof and forward them to the records archives.
11. Ensure that the victims of crimes are advised of the disposition of cases.
12. Make recommendations for specific training of officers in areas that are identified as problems during the preparation or presentation of cases in court. Train and supervise police officers in the prosecution of cases and their appearance in court as witnesses.
13. Analyze court decisions that may affect the operations of the police department.
14. Prepare legal memorandums regarding departmental administrative issues or other matters as may be required.
15. Be available to members of the department for consultation on active investigations and any attendant legal implications.
16. Submit reports as required.
17. Notify supervisor(s) and/or the Chief of Police of any unusual occurrences requiring their personal attention.
18. Perform other such duties as may be assigned or required.



## **EVIDENCE OFFICER**

### **SUMMARY**

The Evidence Officer performs departmental functions relating to the, documentation, storage, transfer and security of evidence and found/seized property. The Evidence Officer acts as custodian of all evidence, seized property and controlled substances handled by the Department. The Evidence Officer works under the supervision of the Detective Sergeant.

### **GENERAL DUTIES AND RESPONSIBILITIES**

It is the duty and responsibility of the Evidence Officer to:

1. Properly categorize, document, store and release all physical evidence, seized and found property.
2. Act as custodian of all evidence, property and controlled substances seized in the course of any arrest or investigation.
3. Preserve for court any and all physical evidence stored.
4. Preserve the security and custody of evidence by giving or receiving a standardized receipt whenever evidence is received or transferred. Transfer evidence only to persons authorized to receive it and only according to departmental policy regarding handling of evidence.
5. Receive, mark for identification, prepare, package, record and forward to the laboratories, all evidence that requires further scientific processing.
6. Prevent the destruction or removal of any evidence or property until disposition is authorized by court order or upon administrative approval
7. Document and maintain records for the transfer/ removal or destruction of any property in his/her control.
8. Ensure that all evidence/property is properly packaged and accurately documented.
9. Check to see that property is not reported lost or stolen.
10. Return evidence/property to the rightful owner as soon as it is no longer needed.

## **CRIME PREVENTION OFFICER**

### **SUMMARY**

The Crime Prevention, Officer is under the direct command of the Deputy Chief. He/she shall be a regular police officer and is responsible for the development, implementation, continuation and coordination of all crime prevention programs initiated by the Department.

### **DUTIES AND RESPONSIBILITIES:**

1. Direct, coordinate and control activity of the Department's crime prevention programs.
2. Maintain on-going crime prevention programs in the Department.
3. Maintain community oriented programs of crime prevention in the home, workplace and at local businesses.
4. Maintain a continuous association with the training council regarding new and updated programs for crime prevention.
5. Have current programs geared to the needs of the community organizations and present the programs at area meetings.
6. Keep the public aware of crime watch information through the local media.
7. Maintain on-going crime prevention education workshops
8. Perform other duties as assigned or required.

The Crime Prevention Officer should possess the personality and ability to: make frequent public appearances and speeches on behalf of the Department; prepare news articles and other pertinent materials for public distribution; develop and maintain positive professional relationships with Town officials, residents and members of the commercial, professional and institutional community.

## **FLEET MAINTENANCE OFFICER**

### **SUMMARY**

Works under the general supervision of the Chief of Police. Assures management that continuous and uninterrupted service of the police department's vehicle will be maintained. Plans, develops, and implements the preventative maintenance program for these vehicles with the department of public works and outside vendors. Oversees the purchase of materials and parts that will support the fleet.

### **DUTIES AND RESPONSIBILITIES**

1. Plans daily work that assures continuous fleet operation.
2. Responsible for planning and coordinating the acquisition, maintenance and repair of department vehicles.
3. Prioritize corrective and preventative maintenance.
4. Establishes schedules with the department of public works for preventative maintenance based on equipment type, usage and wear. This will include all department vehicles and will involve as a minimum; oil changes, chassis lubrication, check tires for pressure and wear, check proper fluid levels, examine brake and handling conditions.
5. Determine the need for, and manages contracted services, procurement and disbursement of materials and supplies necessary for the successful operation of the program.
6. Maintains various repair records and reports; recommends changes in maintenance program procedures to improve productivity.
7. Recommend to the Chief, the appropriate specification for the purchase of new vehicles.
8. Responsible for the maintenance and repair of all vehicle accessories including radios, emergency lights and sirens.
9. Responsible for the procurement and filing of vehicle registrations and titles.

## **DOMESTIC VIOLENCE INVESTIGATOR**

### **SUMMARY**

Domestic Violence Officer is a specialist position. The Domestic Violence Officer falls under the supervision of the shift commander and Deputy Chief. The Domestic Violence Officer is responsible for the proper documentation and filing of domestic and harassment orders. The Domestic Violence may be called upon to further investigate domestic incidents. Domestic violence investigators also coordinate support services for victims of domestic abuse. The officer will provide information regarding civil and the criminal court process.

### **DUTIES AND RESPONSIBILITIES**

1. Conducts investigations of domestic violence incidents and crimes associated with domestic violence.
2. Receives assigned cases, initiates investigations, conduct follow-up investigations. Check each case for accuracy and thoroughness.
3. Contacts victims/witnesses of domestic violence. Verifies accuracy of report with victim to determine. If victim can identify suspect, ensure victims injuries are photographed. Assist victim obtaining an Emergency (or standard) Restraining Order, confidential shelter, victim witness information.
4. Works in partnership with the Attorney General, District Attorney's Office, other law enforcement agencies, Probation and Parole Departments, various social services and community groups.
5. Establishes elements of crime to ensure appropriate charges are filed.
6. Attempts to locate, interview, arrest and obtain confession.
7. Completes arrest and follow-up reports,
8. Obtains and serves warrants (if required)
9. Maintains and updates the Restraining Order file for the department.
10. Serves Restraining Order's.
11. Works with and assists other law enforcement agencies concerning domestic violence issues.
12. Maintain or obtains professional skills through education, courses, training and seminars.
13. Works in partnership with Parole and Probation Officers to monitor convicted batterers.
14. Works with the Shift Commanders to develop strategies and procedures.
15. Performs other assignments as directed.

## **TRAFFIC/SAFETY OFFICERS**

### **SUMMARY**

Sworn Officers from the patrol division and a superior officer unit. Officers shall act as a liaison to the community and department. They shall address matters of public concerns to include but not limited to traffic violations and roadway concerns. The Superior Officer shall coordinate a plan with the Patrol Safety Officer to address such issues of concerns. They shall answer to the Deputy Chief.

### **DUTIES AND RESPONSIBILITIES**

It is the duty and responsibility of the Traffic Safety Officer to:

1. Visit all parts of the community periodically to observe and evaluate traffic conditions, noting areas that appear particularly hazardous or congested. Utilize statistics on traffic violations and accidents to further determine those areas that may require special attention. When a location is identified assist in developing a strategy to deal effectively with the issues.
2. Ensure that all traffic controls/signs are erected and maintained and were necessary address any deficiencies.
3. Investigate and implement all laws relating to traffic safety throughout the community.
4. Ensure that the laws in and around schools that affect the health and safety of students and faculty are enforced.
5. Coordinate local traffic safety programs with other community agencies, such as school personnel and the department of public works to establish and maintain safe school zones. Periodically inspect school bus stops, walking routes, pedestrian crossings, signs and markings. Make any required recommendations/suggestions to the proper authorities to ensure compliance.
6. Handle speeding complaints that come to the attention of the department and develop a strategic plan to deal with speed complaints.
7. Coordinate the with officers to conduct enforcement activity at critical locations as identified by civilian complaints, officer input, special circumstances or crime analysis.

## **SCHOOL RESOURCE OFFICER**

### **SUMMARY**

The School Resource Officer (SRO) has the primary responsibility of being a visible and active law enforcement figure on public school campuses and dealing with any police related issues. He/she will work closely with the faculty and administration to solve problems and investigate and prevent crimes within the school community. The SRO will also be the liaison between the school community and this department. The SRO reports to the Commander of Investigative Services (Detective Sergeant).

### **DUTIES AND RESPONSIBILITIES**

It is the duty and responsibility of the School Resource Officer to:

1. Work closely with the school principal(s), meeting at least on a weekly basis.
2. Act as a communication liaison with law enforcement agencies and provide basic information concerning students on campuses served by the officer.
3. Act as a resource with respect to delinquency prevention by providing programs of educational leadership to the students, parents and faculty by addressing tobacco, alcohol, and other drug issues, gang activity, violence diffusion, violence prevention, crime prevention, and safety issues in the school community.
4. Gather information regarding potential problems such as criminal activity, gang activity, student unrest, and identify particular individuals who may be a disruptive influence to the school and/or students.
5. Provide guidance on ethical issues in a classroom setting for students.
6. Provide individual counseling and/or mentoring to students.
7. Refer students and their families to the appropriate agencies for assistance when a need is determined.
8. Be available for conferences with students, parents and faculty members to assist with problems related to law enforcement and crime prevention.

9. Explain the role of law enforcement in society to students, parents and faculty members.
10. Attend meetings of parent groups and faculty-wide in-service sessions.
11. Confer with the school administration to develop strategies to prevent or minimize dangerous situations on or near the campuses.
12. Promote citizen awareness of law enforcement efforts on campuses to ensure the peaceful operation of school related programs and build support with students.
13. Whenever possible, attend school functions or extracurricular school events.
14. File police reports as required by the department.
15. Take steps appropriate and consistent with a law enforcement officer's duty when a crime occurs.
16. Remain fully responsive to the chain of command of the Stoughton Police Department in all matters related to employment.
17. When conducting formal police interviews on a school campus with a student, the SRO shall abide by school policies and state and federal laws regulating these interviews.
18. Cooperate with representatives from related social service and criminal justice agencies i.e. Juvenile Probation, youth guidance programs, DSS, etc.

#### **ADMINISTRATIVE RESPONSIBILITIES**

1. It is the duty of the SRO to submit reports of all activities and incidents to his/her immediate Supervisor.
2. This report will be entered into the in-house computer system, which shall be reviewed by the Supervisor.
3. All criminal complaints and incidents will be recorded and processed according to departmental policies and procedures.

## **SKILLS AND KNOWLEDGE**

The SRO must be knowledgeable in laws relating to juveniles and status offenses. He or she must be able to communicate with school personnel and students in group presentations and individual settings.

## **QUALIFICATIONS**

A police officer with excellent communication skills and desire to work with students, teachers, staff members and parents



## **Administrative Assistant**

### **Summary**

The administrative assistant is a civilian position whose primary responsibility is to monitor expenditures, purchases and departmental finances. To assist the Chief of Police in preparing the annual budget and assists him/her during any presentation regarding the department's financial condition. Provide technical and office support services as needed and as directed by the Chief of Police. This assignment includes the responsibilities of back up LEAPS Representative, Technical Support, Computer System Manager, and Parking Clerk.

### **DUTIES AND RESPONSIBILITIES**

It is the duty and responsibility to:

1. Assist the Chief in preparation of the budget and program planning.
2. Prepare bi weekly and extra detail payrolls
3. Record and deposit to the Town's Treasurer all monies/funds collected by the department. Sources of these funds may come from many sources including but not limited to: sale of reports, insurance settlements, court restitution, asset seizures and various licensing fees.
4. Approve all purchases made by the department and complete necessary purchase orders as required.
5. Process and record all bills and accounts payable
6. Be available to assist the Chief in the collective bargaining process.
7. Oversee departmental supplies and inventory control procedures
8. Prepares Inventory Control reporting to the town's Chief Financial Officer
9. Submits the department's annual request for educational pay (Quinn Bill) reimbursement to the State's Dept. of Higher Education.
10. Monitor the disbursement of Federal and State grants awarded to the department.
11. Knowledgeable in state statutes and Town bylaws regarding purchasing, public bidding process, purchase documentation, and equipment requisition.
12. Must be knowledgeable about the town's pay scale schedule, terms of collective bargaining agreements, wages and salaries, civil service rules regulations and laws regarding hiring, firing, transfer, promotion procedure, suspension and reinstatement.
13. Knowledgeable in spreadsheet software currently in use by the department.
14. Appear at the following meetings as directed by the Chief of Police to represent the department on issues that affect the budget: Finance Committee, Department Heads, Town Meeting, Selectmen's Office.
15. Perform other duties as assigned or required.
16. Prepare and produce the monthly Uniform Crime Report. Coordinate statistical information with other members and units of the department to ensure a full and accurate Uniform Crime Report.

## **Keeper of Records (RECORDS CLERK)**

### **SUMMARY**

The Records Clerk is a civilian office position responsible for the performance of routine clerical work including the skilled use of a computer, typewriter and/or word processor. The Records Clerk works under the supervision of the shift commander. The Records Clerk shall maintains those records that are related to field operations. These records include all incident reports, accident reports and administrative reports.

### **DUTIES AND RESPONSIBILITIES**

1. Operate various office machines and equipment, including telephone, typewriter, and computer and related equipment, printer, and copy machine.
2. Must be proficient in word and data processing to include electronic data entry, modification, manipulation.
3. Maintain a file of all department reports written in a manner that allows for prompt and easy retrieval. Maintain all reports for the time prescribed by law or policy. Maintain such files as complete and current; adding to them all follow-up reports or court dispositions as these are received.
4. Sort and process all department reports from the previous night(s) work shifts. Distribute these reports to the appropriate members or units within the department or to other appropriate town departments.
5. Perform both manual and on-line searches for reports, records, and other information.
6. Receive and respond to telephone calls and mail inquiries; Assist the public, lawyers, insurance companies, and others who may request a copy of a police report or records check, when legally entitled to such reports or not prohibited by law. Produce such copies of reports as needed and deliver such copies to interested persons in hand, by mail or by fax.
7. Collect and process fees charged for various record requests.
8. Perform other duties as assigned or required.

# **Dispatcher**

## **SUMMARY**

Civilian Dispatchers are responsible for coordinating a prompt and efficient response to requests for police services by the efficient and diligent manner in which they dispatch messages to field units. The dispatcher has primary responsibility for the initial deployment of personnel and equipment, subject to the provisions of the applicable written directives. By following established procedures and employing common sense, he/she provides aid and support to the personnel of the Police Department by ensuring that messages are relayed in a clear, concise and timely manner. He/she shall maintain accurate and uniform documentation of all dispatched activity through proper utilization of the Computer Aided Dispatch (CAD) system, and shall be fully familiar with the procedures for all other data recording and entry responsibilities assigned to the Communications Section. The dispatcher maintains and retrieves records, files, and information for prompt dissemination to patrol units and departmental personnel. Dispatchers work under the direct supervision of the Dispatch Supervisor. Dispatchers work under the direct supervision of the Officer-in-Charge of the shift and under the desk officer when the Dispatch Supervisor is not present. Dispatchers shall successfully complete a background investigation and CJIS training, testing, and certification, in accordance with DCJIS regulations.

## **DUTIES AND RESPONSIBILITIES**

1. Be thoroughly familiar with the department's procedures relating to the use of the telephone, radio and other communications equipment.
2. Answer all incoming telephone calls promptly and appropriately and assist all callers in a calm, courteous, and professional manner. When multiple telephone calls are received, service them using a priority based on the nature and severity of the requested service.
3. Receive and process all Emergency 9-1-1 telephone calls; dispatch appropriate response units; and transfer to other appropriate agencies those calls that fall more appropriately within their jurisdiction or the services they provide.
4. Obtain all necessary information from telephone callers, identify the caller, and obtain call back telephone numbers whenever possible. If necessary and possible, keep callers on the line when their continued assistance would be beneficial to personnel responding to an incident or call for service.
5. Be familiar with emergency procedures that relate to matters requiring urgent police and fire attention so as to be capable of activating them immediately.
6. Dispatch all police personnel to calls for service, as needed. Conduct all radio transmissions according to the rules of the Federal Communications Commission and the established procedures of the Police Department. Dispatch all necessary personnel and equipment according to the nature and

- severity of the calls for service.
7. Acquire a thorough knowledge of the location and layout of streets, buildings, parks, housing areas and any other significant areas of the community so as to maximize the accuracy and speed of dispatch.
  8. Maintain constant and diligent monitoring of the communications and CAD system and immediately respond to all requests for assistance or service from field units.
  9. Completely and properly record all calls for service in the CAD system, using proper codes.
  10. Maintain and update the CAD system status screen, indicating the availability of police units.
  11. Become and remain familiar with the procedures for computer operation, data entry, data retrieval, and data modification capabilities, for the in-house and LEAPS computer systems.
  12. Respond to police requests for information concerning warrants, missing persons, stolen motor vehicles, motor vehicle listing, stolen property, domestic 209A orders and other information.
  13. Disseminate police information concerning wanted persons, stolen vehicles, missing persons and other police information as may be received by the LEAPS computer system, telephone, radio or other means.
  14. Keep personnel who have been dispatched on calls fully informed of all facts affecting their safety and efficiency of their response to the call.
  15. Inform the Officer-in-Charge of any unusual or serious occurrences that may develop concerning police personnel, incidents, or calls for service. Inform the Officer-in-Charge of any deployment of police officers beyond their regularly assigned route or area.
  16. Be responsible for monitoring the CJIS computer system for incoming messages and monitoring the closed circuit television system in order to insure station security.
  17. Enter records including, but not limited to, all stolen vehicles, missing persons, warrants, Board of Probation checks, administrative messages, and articles (weapons, stolen property, etc.) when requested or in accordance with department policy.
  18. Maintain equipment, especially the emergency call lines, in working order and immediately report any malfunction or defect to the appropriate authority.
  19. Record all significant communications as required by departmental procedures. Maintain the departmental daily log ensuring an accurate recording of calls received or other significant events.
  20. Maintain a log of all vehicles authorized to be towed by the department according to established procedures. Enter the information into the CAD and LEAPS computer systems when appropriate.
  21. Render assistance to members of the general public who make inquiries at the station. When necessary, take telephone reports which may include recovered stolen motor vehicle reports, general information reports and other minor incidents when so directed by a supervisor.
  22. Make telephone notifications to citizens and business owners regarding such

matters as open doors to their business and homes, vandalism to their premises or vehicles, and/or to ask other questions regarding police related incidents and/or suspicious conditions.

22. Transfer all calls for personnel by proper use of the telephone system.  
Always attempt to take and relay messages for individuals who are not available to answer their telephone.
23. Properly reroute calls for service where the offense/incident occurred in another jurisdiction.
24. Perform other duties as may be assigned or required.
25. Work professionally and collectively with desk personnel.

## **ANIMAL CONTROL OFFICER**

The animal control officer is a civilian employee who working under the Police Chief. The animal control officer shall be supervised by the shift commander.

### **DUTIES**

1. Answer and respond to all calls from the public and Police Department
2. Investigate animal-related complaints concerns.
3. Capture loose and stray dogs and return them to their owners or the Animal Control Facility. Notify owners of the applicable laws and regulations regarding stray dogs, and issue citations as necessary.
4. Examine dogs at the Animal Control Facility to determine health problems, and seek proper veterinary care when required.
5. Maintain daily records of all animals at the Animal Control Facility and determine the disposition of the animals for either adoption or euthanization.
6. Respond to calls regarding ill or injured wild animals in the Town, determine the health status; capture and if needed, if necessary, properly euthanize the animal. Interview those who have had contact to inform them of the proper health procedures.
7. Inform and educate residents of the methods of preventing wildlife problems at their home or in their yard.
8. Investigate calls relevant to cruelty to animals, resolve problems by educating owners or pursue complaints in court as necessary. Prepare reports on all incidents.
9. Taking an animal into custody will be done in accordance with law.
10. Participate in "dog hearings" conducted by the Dog Hearings Officer of the Town of Stoughton Appear before boards, commissions, courts as required.
11. Provide emergency care to injured animals and transport them to proper facilities.
12. Advise the Police and Fire Department of any applicable law changes and procedures in animal control.
13. Supervise the operation of the Town of Stoughton's Animal Control Facility, ensuring safe conditions and proper care of all animals.
14. Participate in animal vaccination clinics for residents.
15. Participate in various safety programs to educate the public on rabies and other health or community issues.
16. Attend training conferences, seminars workshops, and meetings.
17. Perform other duties as assigned or required.

## **MATRON**

### **SUMMARY**

The matron shall assist with female prisoners as directed by the Shift Commander.

### **GENERAL DUTIES AND RESPONSIBILITIES**

It is the duty and responsibility of the Matron to:

1. Search all female prisoners when ordered to do so by the Shift Commander. Taking possession of all articles which might be used to affect an escape or suicide or be used as weapons. Handle all property taken from prisoners in accordance with regular departmental procedures.
2. Be responsible, under the direction of the Shift Commander, for the well being and safekeeping of all female prisoners.
3. Communicate all significant information to the Shift Commander, regarding prisoner and/or cell conditions.
4. Monitor the prisoner until release.

### **TRAINING**

All Matrons will receive mandated training in Suicide Prevention.

## **School Crossing Guards**

### **Summary**

They monitor street crossings during the appointed time when children go to school or come home from school. School crossing guards are supervised by the Superior Officer Safety Officer.

### **General Duties**

In performing this duty;

2. They record the license plate numbers of any vehicle found disregarding traffic signs and signals, stopping and warning drivers as necessary. They report violators to the police.
3. School crossing guards escort children as they cross the street in marked crosswalks when necessary.
4. They make sure that children are always safe as they wait for the school bus at designated school bus stops.
5. They protect children as they cross the street. They make sure that children exit from the school bus and disperse in an orderly manner.
6. School crossing guards must report children with unsafe behavior to school officials for proper action.
7. They also watch for suspicious individuals in and around school areas.
8. They notify school authorities about traffic risks and hazards, including school zones that are not adequately marked and monitored. Using appropriate signs, hand signals.
9. They direct vehicular and pedestrian traffic, and warn them of existing dangers. They also coordinate and discuss with school and police authorities regarding traffic control points and rerouting plans.



**TOWN OF STOUGHTON**  
**ANIMAL CONTROL OFFICER**

Department:	Animal Control	Date:	3-6-2023
Reports to:	Police Chief	Hours Worked:	40
FLSA Status:	Non-Exempt		

**STATEMENT OF DUTIES:**

Highly skilled law enforcement, investigative and public relations work in the enforcement of statutes and town bylaws relating to the control and care of animals; all other related work, as required.

**SUPERVISION:**

Works under the general supervision of the Police Chief. Performs a variety of responsible duties according to department policies and procedures; work requires the application of independent judgment to analyze unusual situations and determine the best course of action. May utilize initiative to complete work assignments. New or unusual assignments may require additional instruction and supervisory review. Unusual situations, requiring clarification of policies or procedures, are referred to the supervisor.

**JOB ENVIRONMENT:**

Performance of duties entails working in the Animal Control Building and outdoor environment with exposure to adverse weather conditions, potentially dangerous animals and deceased or decomposed animals. The workload is subject to daily fluctuations. The employee operates a light truck and specialized hand tools, such as rabies poles, nets, cages and in special cases; traps. The employee has ongoing contact with the general public which requires courtesy, patience and tact, sensitivity to concerned animal owners, and the ability to explain laws and regulations under stressful situations; contact is by telephone and in person. The employee also has contact with other animal control officers and the Town's Board of Health. Has access confidential information, reports and personal information regarding citizens receiving services from the department. Errors could result in personal injury or injury to others, delay in delivery of services, monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

**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 logical assignment to the position.*

- Answer and respond to all calls from the public and Police Department
- Investigate animal-related complaints and concerns.
- Capture loose and stray dogs and return them to their owners or the Animal Control Facility.
- Notify owners of the applicable laws and regulations regarding stray dogs, and issue citations as necessary.
- Provide emergency care to injured animals and transport them to proper facilities.

- Supervise the operation of the Town of Stoughton's Animal Control Facility, ensuring safe conditions and proper care of all animals.
- Examine dogs at the Animal Control Facility to determine health problems, and seek proper veterinary care when required.
- Maintain daily records of all animals at the Animal Control Facility and determine the disposition of the animals for either adoption or euthanization.
- Respond to calls regarding ill or injured wild animals in the Town, determine the health status; capture and if needed, if necessary, properly euthanize the animal. Interview those who have had contact to inform them of the proper health procedures.
- Inform and educate residents of the methods of preventing wildlife problems at their home or in their yard.
- Investigate calls relevant to cruelty to animals, resolve problems by educating owners or pursue complaints in court as necessary.
- Prepare reports on all incidents.
- Participate in "dog hearings" conducted by the Dog Hearings Officer of the Town of Stoughton.
- Participate in animal vaccination clinics for residents.
- Participate in various safety programs to educate the public on rabies and other health or community issues.
- Appear before boards, commissions, courts as required.
- Advise the Police and Fire Department of any applicable law changes and procedures in animal control.
- Attend training conferences, seminars workshops, and meetings.
- Perform other duties as assigned or required.

## **RECOMMENDED QUALIFICATIONS:**

### **Education, Training, and Experience:**

**Minimum Qualifications:** Associate Degree and one year of experience handling and caring for animals;

**Preferred Qualifications:** Associate Degree and three (3) years of experience handling and caring for animals; or an equivalent combination of education and experience.

**Additional Requirements:** Valid Massachusetts motor vehicle operator's license; ability to obtain a License to Carry.

### **Knowledge, Ability, Skill**

#### **Knowledge:**

- General knowledge of applicable Massachusetts General Laws and town bylaws governing the control and regulation of animals.
- Knowledge of animal handling procedures and practices.
- Knowledge of procedures involving enforcement actions and the investigation of complaints.
- Thorough knowledge of business practices, records management, municipal procedures, office terminology, and equipment.
- General knowledge of computers and electronic data processing.
- Working knowledge of applicable office and financial software programs.

**Ability:**

- Ability to capture and restrain animals.
- Ability to deal effectively and appropriately with the general public as well as town and state officials.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain detailed and accurate records and to execute oral and written instruction in a precise manner.
- Ability to use a personal computer and related office software.
- Ability to work effectively under time constraints to meet deadlines.
- Ability to work independently and manage multiple unrelated projects at one time.
- Ability to maintain highly confidential information.
- Ability to use computer and word processing skills including Microsoft Office.

**Skills:**

- Superior skills in handling dogs, domestic animals and wild animals.
- Skills in mediation and negotiation. Excellent public relations skills.
- Skills in word processing and budgeting as well as Microsoft Office.

**Physical Requirements**

Frequent moderate physical effort is required to perform duties. The employee is required to stand, walk, communicate, operate equipment, reach, climb or balance, stoop, kneel, crouch, or crawl. Required to lift and/or move animals weighing up to 50 pounds. Specific vision requirements include close vision, distance vision and to adjust focus. The employee is frequently required to read routine and complex documents, use a computer and operate a motor vehicle.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*