

Chief of Police
Job Description

The Town of Russell is seeking to hire a part time Chief of Police. Resumes and letters of interest are being accepted until June 19, 2017, at which time the Selectboard will begin scheduling interviews with an anticipated hire date of August 1, 2017. The current Chief will assist with the transition into the position until necessary.

Minimum qualifications, as follows, to be considered for the position:

- Basic Reserve/Intermittent Certification from the MPTC . Certificate of completion must be provided.
- A college degree in Criminal Justice, public administration or business is preferred
- The candidate must have at least seven (7) years experience in law enforcement with at least four (4) years in law enforcement administration.
- A valid driver's license with a clean driving history.
- A valid class A LTC from Massachusetts.
- First responder and CPR certified. Certificates of completion must be provided.
- An extensive background check will be conducted for qualified candidates.
- Must be flexible and willing to work all hours, to include weekends, evenings and holidays as necessary.

A detailed job description can be found on the Town's website. Resumes can be emailed to: or mailed to: Town of Russell, 65 Main St. PO Box Russell, MA 01071 "Attn: Board of Selectmen, Chief of Police search" or they can be hand delivered to the Town Hall at the same address.

Minimum requirements of the job include, but are not limited to:

- The Chief of Police reports directly to the Board of Selectmen, requiring regular attendance at the bi-weekly Selectboard meetings. (currently Tuesday evenings, but is subject to change per the Selectboard)
- Meetings with other town boards as requested.
- Full operations of the police department to include all administration needs (payroll, balancing the budget, vehicle maintenance, court, etc.)
- Comply with all laws of the Commonwealth and provide the proper notifications to the officers about changes to the laws.
- Maintain a close working relationship with the Mass State Police and surrounding police departments to continue the strong mutual aid agreements in place.
- Maintain patrol logs with a spreadsheet provided to the Board of Selectman annually to show the call volume and responses by the department.
- Prepare an annual budget for the department and present it to the finance committee and at the annual Town Meeting for approval.
- Hiring, training and maintaining all personnel records for the department.
- Carry a cell phone, provided by the Town, at all times to respond to phone calls, emails, texts or service calls.

- Grant writing to provide opportunities for funding of the police department.
- Fill road details for the town as requested by town departments or contractors working in town.
- Provide traffic control for town events. (Memorial Day parade, Parade of Lights, Westfield River Canoe Races, etc.)
- Maintain all police records and reports.

Further job duties include

- Supervision of the Town of Russell Animal Control/Animal Inspector position. Answer and respond to the needs of the Animal Control Officer for the town.
- Provide guidance to the ACO.
- Contact the ACO when called upon for animal issues.
- Prepare the annual budget for the Animal Control department and maintain the budget throughout the fiscal year.
- Submit monthly payroll for the ACO.
- Keep regular communication with the ACO.

The Chief of Police is responsible for all aspects of maintaining a professional and courteous police department for the Town of Russell. The current department of 8 members work tirelessly on a strict budget to provide as much patrol coverage in town during peak hours. The scheduling, training, planning, control and direction of the police department are all the responsibility of the Chief. At times, the Selectboard, members of the community and other town departments may request police services. The planning of these needs will be managed by the parties directly responsible, to include the Chief.