



TIVERTON POLICE DEPARTMENT GENERAL ORDERS

Subject: Job Descriptions		General Order Number: 200.20
Section: 200 – Administration		Subsection: 00 - Organization
Amends/Supersedes: Job Descriptions (09/16/2014)		
Effective Date: 09/16/2014	Revised Date: 01/19/2021	Review Date: As Needed
Per Order Of: Patrick W. Jones, Chief of Police		
RIPAC: 3.1, 3.5		
Distribution: All Department Members		

NOTE: This written directive is for the internal governance of the Tiverton Police Department, and is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

INDEX WORDS: Chief of Police, Deputy Chief of Police (Major), Captain, Lieutenant, Sergeant, Planning & Training Sergeant, Detective, Patrol Officer, School Resource Officer, Armorer, Firearms Qualification Officer, Field Training Officer, Records Clerk, Communications Center Operator, Chief Administrative Assistant, Animal Control Officer, Maintenance, Reserve Officer, Special Police Officer.

I. POLICY

It is the policy of the Tiverton Police Department to provide each employee with a written job description that outlines their duties.

II. PURPOSE

The purpose of this policy is to create a written job description for each personnel position within the Police Department. In that way, all employees will know what is expected of them, the task of personnel evaluation will be made easier, and by identifying the essential elements of each personnel position. Job descriptions provide key elements in achieving more effective management and supervision. The department will be able to better target its recruiting efforts as well as complying with the provisions of the Americans with Disabilities act. Job descriptions shall be available to all personnel.

III. JOB DESCRIPTIONS

The following are the formal job descriptions for each personnel position within the Tiverton Police Department:

A. CHIEF OF POLICE

JOB SUMMARY:

The Chief of Police is responsible under the general direction of the Town Administrator for the overall management and direction of the Tiverton Police Department in enforcing the laws of the State and ordinances of the Town. The Chief shall exercise the powers and perform the duties imposed by law upon and required of Police Departments and their Chiefs. The Chief is appointed for a three (3) year term by the Town Administrator under a contractual arrangement and may be demoted, suspended or dismissed without cause. The Chief is eligible for reappointment for successive three (3) year terms at the discretion of the Town Administrator, provided that he or she shall pass a physical examination prior to each reappointment, and further provided that the reappointment shall be on a contractual basis.

SUPERVISION RECEIVED:

Appointed by and directly responsible to the Town Administrator, the Chief of Police operates with considerable independence, latitude and personal judgment. The Town Administrator through conferences, reports, and departmental performance reviews the Chief's work.

SUPERVISION EXERCISED:

The Chief of Police is the ranking command officer in the Police Department and supervises directly, or through subordinate command level personnel and supervisors, a staff of law enforcement, communications center, and support personnel. The Chief advises the Town Administrator relative to the appointment and promotion of subordinate officers and consults with the Town Administrator regarding the Administrator's recommendations to the Town Council for further organization of the Police Department into divisions, offices or grades. The Chief makes recommendations to the Town Administrator relative to the issuance and timely updating of rules and regulations governing the Police Department.

The Chief has the authority and responsibility to direct and control all employees of the Police Department in the day to day performance of their official duties, to maintain the efficiency of police operations, to oversee the efficient and economical use of police facilities and equipment, and to take reasonable action to carry out the purposes of the Police Department that may arise in emergency situations, including circumstances of a critical nature calling for immediate action to protect the public interest.

The Chief is responsible for the periodic performance evaluation of departmental personnel and for administration of discipline consistent with the provisions of State law, the Town charter, and the collective bargaining agreement. The Chief is responsible for the department's compliance with Rhode Island police training laws

and regulations, including but not limited to those that affect the hiring, initial and ongoing training of police officers.

EXAMPLES OF DUTIES:

Establishes department values, mission statements, goals and objectives and long-range plans consistent with the policies of the Town Administrator, based upon the needs of the Town and the Police Department, and continually evaluates the effectiveness and responsiveness of the Department.

Directs, coordinates, and keeps apprised of all department procedures, practices and functions; establishes and maintains formal channels of communications through which information must flow and specific authority is delegated; takes necessary steps to improve police operations. Reviews department activities to determine problem areas, crime trends, and the need for special action. Reviews, researches, and delineates laws and ordinances.

Conducts staff meetings, reviews schedules and personnel plans, and maintains discipline within the department. Solves personnel problems in accordance with established Town policy and the collective bargaining agreement, such as discipline, scheduling, morale and training. Initiates and reviews investigations of cases of alleged or apparent misconduct of personnel. Reviews the workload and productivity of officers.

Cooperates with other Town, State and Federal law enforcement officials in the apprehension and detention of wanted persons and with other Town departments as a member of the Town Administrator's management team and where activities of the Police Department are involved.

Serves as primary representative of the department with civic organizations, public interest groups, elected representatives, and schools by attending meetings related to public safety problems and enforcement. Oversees the preparation and dissemination of information to the news media consistent with laws pertaining to freedom of information and confidentiality of records. Testifies at Law Enforcement Officers Bill of Rights hearings as required.

Oversees development of the departmental budget and presents annual budget requests to the Town Administrator. Administers departmental budget in accordance with established Town policy. Oversees departmental billings for outside work and other charges. Oversees the development of work schedules, the approval of leave for employees, approval of request from officers to engage in outside employment, administration of mutual aid pacts, and the issuance or denial of various licenses and permits. Oversees the maintenance of adequate inventory records of department-owned property and the proper chain of custody and security of evidence and recovered property in the hands of the department.

Advises and assists department personnel in non-routine matters and personally participates in more difficult police problems. Arranges for the proper prosecution

of department cases before the district court and at motor vehicle hearings, and monitors the results of the prosecution function.

Provides necessary oversight of the department's overall training program and monitors it to ensure that all training activities are consistent with department goals and objectives.

Arranges for traffic surveys. Determines that the department is maintaining an adequate traffic law enforcement effort targeted at reducing traffic collisions and relieving congestion. Determines that an adequate records system is in place to provide management information for the administration of the department, including information for an Annual Report, and submission of the necessary reports such as Uniform Crime Reports and Traffic Accident Reports to the appropriate authorities.

May assume field command at the scenes of natural disasters, serious crimes and other emergencies.

As a sworn police officer, takes appropriate action upon observing law violations or when necessary to keep the peace or to provide emergency assistance to other officers.

Performs other related duties as required.

PHYSICAL SKILLS REQUIRED

Must be able to carry out law enforcement functions in an emergency, including the ability to make physical custody arrests, search and handcuff prisoners if required.

Must be able to qualify with service weapon and utilize other self-defense equipment.

Must be able to operate a standard police vehicle under both emergency and non-emergency driving conditions.

Must be able to use physical force when necessary to defend self or third parties or to make arrests.

Must be capable of occasional strenuous activities to accomplish police purposes.

Must be able to hear well enough in person and over the radio or telephone to distinguish direction and content of conversations even in the presence of background noise.

Must be able to see well enough to read and fill out forms in artificial lighting conditions.

Must be able to use a personal computer for word processing functions and to query various databases.

Must be able to stand or sit for protracted periods of time such as in the operation of a command post.

Must be able to administer first aid and cardiopulmonary resuscitation.

Must be able to speak English clearly and distinctly enough to use a police radio, speak to groups, or be overheard when giving commands during a crowd control situation.

Must be able to remain calm and think clearly in emergencies, and to adapt to both long-term and short-term stress, and have no mental disease or defect that would impair clear judgment and appropriate behavior.

Performs other related duties as required.

OTHER KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Thorough knowledge of the principles and practices of modern police administration and police methods. Extensive knowledge of the standards by which the quality of police services is evaluated and the use of police records and their application to police administration. Thorough knowledge of statutes, court decisions and ordinances relating to law enforcement. Ability to plan, organize, staff, direct and control the work of a number of subordinates performing varied operations connected with police activities. Ability to develop proper training and instructional procedures. Ability to establish and maintain effective working relationships with other Town officials, State and Federal authorities, civic leaders, and the public. Ability to read, interpret, understand and explain complex written materials pertaining to criminal justice and public administration. Ability to prepare and present effectively, oral and written material pertaining to the activities of the department.

MINIMUM QUALIFICATIONS REQUIRED:

Bachelor's degree in Criminal Justice, Police Administration, or related field with course work in management and budgeting and significant, progressively responsible experience in law enforcement management and supervision preferred, OR any equivalent combination of education and experience which demonstrates possession of the required knowledge's, skills and abilities.

United States citizen, at least 21 years of age.

Ability to meet certification requirements of the Rhode Island Police Academy at the appropriate level, and possess a valid driver's license.

At least five (5) years of experience at or above the rank of Lieutenant in any organized police department.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

May occasionally require strenuous physical effort in carrying out law enforcement tasks; job stress varies and will tend to be unpredictable in nature.

B. DEPUTY CHIEF OF POLICE (MAJOR)

JOB SUMMARY:

Assists with overall department direction by managing and overseeing the three major divisions in the Police Department. Exercises considerable discretion, guided by the goals, objectives, policies and procedures established by the Police Chief. Serves as primary advisor to the Chief, formulates policy and procedure recommendations for approval. Takes command responsibilities during highly sensitive incidents and serves as the liaison between the department and a variety of local, state and federal agencies. In the absence of the Chief, may be designated to assume command of the entire police department, within the limits established by law and departmental policy.

SUPERVISION RECEIVED:

Works under the general supervision of the Town Administrator and Chief of Police and holds subordinates accountable for carrying out the work of the unit. The Chief, through conferences and reports, reviews the Deputy Chief's work.

EXAMPLES OF DUTIES:

The Deputy Chief assists the Chief of Police in developing the goals and objectives for the police department. Ensures that the work of the divisions is carried out expeditiously and efficiently and that its goals and objectives are achieved and are consistent with the policies, objectives, tone and philosophy set for the department by the Chief.

Monitors morale, administers discipline (with approval of the Police Chief) within the department and advises the Chief of problems and possible solutions.

The Deputy Chief of Police shall be responsible for the investigation of all allegations of misconduct and serious use of force incidents pursuant to Tiverton Police Department policies and procedures.

The Deputy Chief of Police is responsible for the department's Internal Affairs function. The Deputy Chief of Police is designated with the primary responsibility for coordinating all Administrative and Criminal investigations of Tiverton Police Department Employees and Citizen Complaints of Misconduct. The Deputy Chief of Police reports directly to the Chief of Police on all Internal Affairs