

**TEMPORARY/INTERIM CHIEF OF POLICE  
TOWN OF BLANDFORD**

**PART TIME**

**Position Summary:**

The Town of Blandford is seeking to hire a part time Temporary/Interim Chief of Police who will be responsible for all aspects of maintaining a professional and courteous police department for the Town of Blandford and will work under the direction of the Board of Selectmen and the Town Administrator. Resumes, letters of interest, and three (3) professional references are being accepted until August 15, 2018, at which time the Board of Selectmen will begin scheduling interviews with an anticipated hire date on or before September 1, 2018.

**Minimum qualifications to be considered for the position:**

- Basic Reserve/Intermittent Certification from the Massachusetts Criminal Justice Training Academy (MPTC).
- A college degree in Criminal Justice or Public Administration is preferred.
- The candidate must have at least ten (10) years experience in law enforcement with at least seven (7) years in law enforcement administration.
- A valid driver's license with a clean driving history.
- A valid class A License to Carry (LTC) Firearms from Massachusetts.
- First responder and CPR certified.
- 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.
- Must have solid understanding of state and federal laws regarding law enforcement.

Resume, letter of interest, and three (3) professional references can be emailed ([administrator@townofblandford.com](mailto:administrator@townofblandford.com)) or mailed to: Town of Blandford, 1 Russell Stage Road, MA 01008 "Attn: Town Administrator/Interim Chief of Police search" or hand deliver to the Town Hall at the same address.

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

- Will report directly to the Board of Selectmen and the Town Administrator.
- Must assist the Board of Selectmen with its exploratory process for cross-sharing of police services with neighboring towns.
- Must be able to interpret data to execute operations that will achieve efficiency and effectiveness based on available data.
- Must be able to assess needs of the department and communicate needs to the Board of Selectmen.
- Familiarity with 'Community Policing' model and be able to implement best practices.
- Must demonstrate inter-personal communication (IPC) skills to deescalate issues.
- 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, supervising personnel, and scheduling patrol coverage, etc.)
- Comply with all laws of the Commonwealth of Massachusetts and provide the proper notifications to the officers about changes to the laws.
- Maintain a close working relationship with the Massachusetts State Police and surrounding police departments.
- Comply with Mutual Aid agreement/s.
- Maintain patrol logs with a spreadsheet provided to the Board of Selectman and the Town Administrator regularly 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.
- 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.
- Maintain all police records and reports.