

City of Caribou Chief of Police

Job Summary and Position Description

Job Title: Chief of Police
Position Classification: Regular, Full-time, FLSA exempt, Non-union
Salary Range: \$85,000 - \$90,000 / year + Benefit package

The City of Caribou is seeking a dynamic and experienced individual to serve as the next Chief of Police. The Chief is responsible for leading, managing, and overseeing all aspects of police department operations, including law enforcement, community outreach, and administrative functions. The ideal candidate will be proficient and confident in managing all areas of the police department and will be a strong leader and administrator who will work well with City officials, with a commitment to fostering positive relationships within the community.

The next Chief of Police will be a visionary leader who understands the true nature of public service and will serve as a strong advocate for the community. The Chief of Police ensures that order is maintained, through the enforcement of laws and ordinances, and takes appropriate action for the prevention of crime. The Chief will strive to lead a strong organization characterized by low turnover, high morale, and productivity. Experience working in a unionized environment is preferred. Per Section 3.04 (1)(a) of the City Charter, the City Manager shall appoint the Chief of Police for an indefinite period.

Supervision Received:

Activities are conducted with considerable operational independence and personal judgement under the general administrative direction of the City Manager. At the direction of the City Manager, the Chief of Police will make reports to the Caribou City Council on topics to include department finances, equipment, personnel, and public safety matters.

Supervision Exercised:

When fully staffed, the Caribou Police Department employs four Sergeants, twelve Patrol Officers, five part-time reserve officers and one administrative assistant. The Chief of Police supervises directly or through subordinate supervisors, the law enforcement department; assigns work schedules, oversees employee job performance, and has responsibility for the selection, performance, evaluation, training, and discipline of department staff. The Chief of Police designates a chain of command to serve in their absence.

Essential Duties and Key Responsibilities:

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of responsibilities for an employee in this position; it may not include all the duties to be performed.

- Provides strategic leadership and direction to the police department in alignment with the City's goals and priorities.
- Fosters a culture of accountability, professionalism, and integrity among department staff.
- Works collaboratively with and provides timely updates to the City Manager.
- Establishes department goals, long-range plans, objectives, policies, directives, regulations, and procedures based upon the needs of the City and the Police Department; continually evaluates the effectiveness and responsiveness of the department.
- Conducts regular inspections of the department's facilities, personnel, and equipment. Addresses problems in assignments, discipline, morale, and training as may affect any member, or group of members of the department.
- Selects and disciplines staff in accordance with established policies and procedures.
- Evaluates employees annually and outlines personal development plans for and with employees.
- Plans and directs training programs in compliance with the Maine Criminal Justice Academy and state statutes. Maintains training and performance records of all department personnel.
- Cooperates with law enforcement officials from other jurisdictions on investigations and in the apprehension and detention of suspects.
- Develops and presents the annual department budget and administers the approved budget within established policies. Maintains equipment and personnel at a level consistent with budgeted allocations. Seeks financial assistance through grants.
- Takes charge at scenes of emergencies, serious crimes, and accidents. Decides on a course of action and protection of citizens, property, and police personnel. Operates both as a member of a team and independently at incidents of uncertain duration, advising and assisting department personnel, performs complex tasks during life-threatening emergencies.
- Establishes and maintains necessary and records of activities. Prepares department summary for the City of Caribou Annual Report.
- Uses approved firearms, handcuffs, and other equipment in performing duties in accordance with Federal and State laws, and City and Department policies and procedures. Keeps abreast of the latest equipment and ensures that officers are trained to be proficient in its use. Maintains proficiency in the operation of technical equipment. Operates motor vehicles safely in routine and emergency situations.
- Keeps accurate records of all property and handles safekeeping and lawful return or disposal.
- Plans, implements, and maintains effective customer relations and public education programs.

- Represents the department in public forums, media interactions, and community events to enhance transparency and trust.
- Ensures that any citizen inquiries and sensitive complaints against the department or its personnel are resolved effectively and in a timely manner.
- Actively participates in professional law enforcement associations; acts as a liaison between City and other law enforcement agencies; attends and participates in meetings involving or relating to the Police Department.
- Serves as an active member of the City's executive management team.
- Attends and takes part in all staff and interdepartmental meetings.
- Regular attendance at the workplace is required.
- Performs other related duties as required or directed by the City Manager.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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. External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Knowledge, Skills, and Abilities required:

Work involves performance requiring some skills or special knowledge acquired through specific police management training and experience.

- Possesses and demonstrates a thorough knowledge of the principles and practices of modern police administration and police methods.
- Possesses and demonstrates a thorough knowledge of state statutes and codes, federal guidelines and protocols, and local ordinances relating to law enforcement.
- Possesses and demonstrates an extensive knowledge of the standards by which the quality of police service is delivered and evaluated.
- Ability to communicate effectively, both orally and in writing, including capability to interact comfortably with the media.
- Thorough knowledge of budgetary practices and procedures.
- Knowledgeable and skilled in the use of firearms and police equipment.
- Knowledgeable and skilled in the use of computers with standard office software.
- Knowledgeable and skilled in the use of law enforcement software.
- Ability to plan, organize and direct the work of subordinates performing varied operations connected with police activities.
- Ability to develop proper training and instructional procedures.

- Ability to recognize potentially dangerous situations and to act decisively to protect persons and property from harm.
- Ability to prepare and present material relating to the activities of the department.
- Ability to create and maintain effective working relationships with subordinates, department heads, elected and appointed officials, County, State and Federal authorities, and civic leaders.
- Ability to deal effectively with the public and provide referrals to social service agencies.
- Ability to work effectively in physically and emotionally stressful and demanding situations.
- Ability to be on call to address and/or respond to police emergencies.

About the Environmental Conditions:

- Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing, or walking.
- May occasionally be required to make physical custody arrests, subdue attacking or resisting individuals, perform rescue work or administer first aid.
- Must be able to manage multiple tasks simultaneously and respond appropriately to deadlines.
- Must be able to communicate effectively in the English language to include via telephone and radio and to read, write and understand English rapidly and effectively.
- Must be able to effectively operate a computer terminal and keyboard.
- Ability to accurately aim and fire weapons and qualify with same in accordance with the requirements of the Maine Criminal Justice Academy.

Education and Experience:

- Certification by the Maine Criminal Justice Academy.
- Bachelor's degree from an accredited college or university in Criminal Justice, Law Enforcement, Criminology, Public Administration, or related field is preferred.
- Minimum of 10 years of Law Enforcement experience with progressively responsible related experience, including supervisory experience; or any equivalent combination of education and experience.
- Work in comparably sized police department or demonstrated understanding of cultural and operational distinctions in small-town law enforcement is preferred.
- Experience as a Public Information Officer or ability to obtain training within six months.
- Possession of a valid State of Maine driver's license.
- U S Citizen with no history of disqualifying conduct as defined by the MCJA.
- May be required to successfully complete psychological, medical and polygraph examinations.

Personal Qualifications:

It will be essential for the next Chief of Police to be forward-thinking and able to evaluate, assess, and amend operating procedures and department policies as needed to enhance police services. The ideal candidate will possess outstanding organizational and analytical skills, with the ability to strategically plan and communicate a clear vision for the future of the department. The City of Caribou is seeking a transformational leader who is honest, compassionate, fair, and progressive. The successful candidate will be dedicated to earning the respect of officers and will place strong emphasis on building trust with both staff and citizens.

The successful candidate will have a collaborative management style and a commitment to staff development and team building based upon trust and delegation of responsibilities. The ideal candidate will be “hands-on” and will mentor and develop the next generation of leaders. The new chief will be expected to create an environment where staff feels connected and actively involved in decision-making. It will be important for the new chief to enthusiastically support the police department and regularly celebrate its successes.

The Caribou Chief of Police will be of strong moral character and will demonstrate the virtues of intelligence, wisdom, humanity, justice, fortitude, self-control, sincerity, courage, and humility.

About the Caribou Community:

Caribou is the most northeastern city in the United States with a population of approximately 7500 community-minded citizens. Members of the Mi’kmaq tribal nation were the first residents of the 80 square miles of our present-day home which was later settled by Canadian and American pioneers in the 1820’s. Caribou was established as a municipality in 1859. More than just an iconic name, Caribou is the heart of Aroostook County, and has become the epicenter of the local outdoor recreation and hospitality economy while maintaining a balance with the legacy industries of agriculture and forestry. The City of Caribou has beautiful parks and well-maintained municipal buildings, a quality education system (RSU#39), and a municipally owned hospital. Caribou has a bright future through the many ongoing community initiatives.

About the Caribou Government Structure:

The City of Caribou operates under the Council-Manager form of government by a City Charter approved by an act of the Maine legislature in 1967. The Caribou City Council is comprised of seven members elected at large each year on a rotating basis for a term of three years. Each year, the City Council elects a Mayor and Deputy Mayor from among its members. The City Council appoints the City Manager, who is responsible for all administrative matters, including the hiring

and supervision of all personnel. Additional information can be found in the City Charter and the City Employee Personnel Manual: <https://www.cariboumaine.org/government/city-ordinances/>

About the Caribou Police Department:

The Caribou Police Department is dedicated to serving and protecting the community. With a commitment to professionalism, integrity, and community engagement, the Caribou Police Department strives to ensure the safety and well-being of residents and visitors alike. Our department values collaboration, innovation, and continuous improvement as we work to uphold the highest standards of law enforcement. The sworn officers at the Caribou Police Department are represented by two collective bargaining units: patrol and sergeants. The department has an annual operating budget of over \$2,000,000. The department responds to over 6,000 incidents annually and maintains the only holding facility in central Aroostook County. In 2022, the voters in Caribou have approved the construction of a new police department facility.

Application Process:

The position 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 requirements of the job change.

Qualified applicants should submit a cover letter, resume and City of Caribou employment application to: Carl Grant, Finance Director / HR, City of Caribou, 25 High Street, Caribou, Maine 04736 or by email to: cgrant@cariboumaine.org. Position will be open until filled. A review of applications will begin on June 4, 2024.

The City of Caribou is an Equal Opportunity Employer.

