



TOWN OF BERLIN JOB DESCRIPTION



Job title: Chief of Police
Department: Police
Reports To: Town Administrator
FLSA Status: Exempt
Grade: 23
Prepared By: Human Resources Director, KJ
Prepared Date: 12.08.2025

OBJECTIVE:

Provides strategic leadership and oversight for all police department operations to ensure the safety, security, and well-being of the community through effective law enforcement, ethical conduct, accountability, and collaborative public service.

JOB DUTIES:

Specific job duties and responsibilities include, but are not limited to the following:

1. Provides strategic leadership and overall direction for all divisions, operations, and personnel within the Police Department, ensuring effective, efficient, and professional delivery of law enforcement services.
2. Develops, implements, and enforces departmental policies, rules, and regulations designed to enhance operational effectiveness, accountability, and compliance with applicable laws and standards.
3. Oversees and manages the departmental budget, including monitoring expenditures, forecasting needs, and preparing the annual operating budget in alignment with Town goals and financial policies.
4. Collaborates with Town Administration, including the Human Resources Director, to ensure full compliance with all Town administrative policies, employment practices, and personnel procedures, and works to implement such policies to the extent permitted by law.
5. Collaborates with federal, state, regional, and local law enforcement agencies to support joint operations, information sharing, and the apprehension of wanted or dangerous individuals.
6. Working knowledge of emergency planning and preparedness combined with experience collaborating with allied agencies to meet organizational objectives.
7. Provides written and oral reports to the Mayor, Town Administrator, and elected officials as requested to maintain a state of readiness.
8. Establishes long-range goals and strategic priorities for the department, ensuring alignment with the Town's mission, public safety needs, and best practices in modern policing.
9. Identifies and addresses departmental performance issues, policy violations, and operational deficiencies; administers corrective or disciplinary actions in accordance with the Police Department Disciplinary Process, Town Handbook, and due process requirements.

10. Oversees the collection, analysis, and reporting of crime data and operational statistics, ensuring timely submission to state and federal agencies and using data to inform decision-making.
11. Provides mentoring, guidance, and technical expertise to command staff and line officers on investigative practices, report writing, case preparation, and overall job performance.
12. Prepares and reviews departmental reports, correspondence, and administrative documents, ensuring accuracy, professionalism, and compliance with reporting requirements.
13. Assesses training needs and coordinates professional development opportunities, utilizing internal resources and external training partners to support officer readiness, compliance, and career progression.
14. Reviews and adjudicates employee complaints, appeals, and grievances, resolving issues at the lowest level possible within the legal framework of the disciplinary and grievance processes.
15. Represents the Police Department at Town Council meetings and in community settings, delivering presentations, explaining department functions, and fostering trust and positive relationships with residents and community groups.
16. Performs other related duties as assigned, including duties incumbent upon any sworn law enforcement officer, and responds to major incidents, emergencies, or critical events as needed.

RESPONSIBILITY & AUTHORITY:

Responsible for maintaining knowledge and skills necessary to perform work required. Position is an appointed position by the Mayor, with the approval of the Council, and classified in Chapter VIII, Section C8-5 of the Town Code. Position is subject to all other general personnel regulations and procedures of the Town of Berlin, including disciplinary policy and grievance procedures. Due to the public safety nature of this position, the Chief of Police is subject to a 24/7/365 on-call response as determined by the Town Administrator and requires residency within a 30-minute response time to the municipal limits of the Town of Berlin. During times when a 30-minute response time is not achievable, the Chief of Police is to make accommodations with the appropriate Police Department Command Staff and provide notice of coverage to the Town Administrator.

EDUCATION:

Bachelor's degree in law enforcement or a related field. A combination of experience, education, and training may be substituted for the degree requirement.

JOB KNOWLEDGE AND EXPERIENCE:

Thorough knowledge of the principles and practices of modern police administration, including the standards used to evaluate the quality of police operations and the effective use of police statistics for administration and future planning. Extensive experience as a sworn police officer, including a minimum of two (2) years of supervisory experience at the rank of corporal or above.

JOB SKILLS:

- Ability to establish and maintain effective working relationships with police personnel in a manner that promotes optimal performance and high morale.
- Ability to build and maintain productive relationships with federal, state, and local authorities, civic leaders, and the general public.
- Skilled in preparing and effectively presenting clear and concise oral and written reports on departmental activities, budget needs, and other routine or special matters.
- Ability to demonstrate leadership skills of the highest caliber, with the capacity to earn and maintain the professional respect of Town officials, community members, and partnering agencies.

LICENSING & CERTIFICATION REQUIREMENTS

- Maryland Police Officer Certification: Must be a certified police officer in the State of Maryland through the Maryland Police & Correctional Training Commissions (MPCTC) at the time of appointment, or eligible for certification within six-months of hire.
- Administrator / Command-Level Certification: Must have successfully completed or be able to complete within one (1) year of appointment, an MPCTC-approved Administrator or First-Line Supervisor Training Program, as required under COMAR 12.04.01 for command-level positions.
- New Chief's Training: Must complete any MPCTC-mandated "New Chief's/Executive Leadership" certification or equivalent program within the timeframe established by MPCTC, if not previously completed.
- In-Service Training Compliance: Must maintain all MPCTC in-service training and recertification requirements, including firearms qualification, defensive tactics, legal updates, and any specialty leadership training required for command staff.
- Firearms Eligibility: Must meet all Maryland legal requirements for firearm possession and qualification and maintain ongoing eligibility to carry a service weapon.
- Valid Driver's License: Must possess and maintain a valid Maryland driver's license (Class C or higher) with a driving record acceptable to Town insurance carriers.
- Preferred Certifications (Not Required):
 - FBI National Academy, Southern Police Institute, or similar executive-level training.
 - Advanced leadership, crisis management, or emergency management certifications (e.g., NIMS/ICS 300 & 400).
 - Accreditation-related training (CALEA or similar), if applicable.

WORK CONDITIONS:

This position involves a combination of indoor office duties and outdoor fieldwork in varying weather conditions. The work environment characteristics described below represent those encountered while performing the essential functions of the role. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing job duties, the employee may frequently experience exposure to wet or humid conditions and other outdoor elements. The employee may occasionally work in elevated or potentially hazardous locations. Noise levels in the work environment can at times be loud.

PHYSICAL REQUIREMENTS:

The employee may be required to successfully pass a physical examination and is subject to pre-employment and random drug and alcohol testing. Regular duties may require the use of hands and fingers for handling or feeling objects; reaching with hands and arms; climbing or balancing; and stooping, kneeling, crouching, or crawling. The employee may occasionally be required to sit, stand, and walk. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

ADMINISTRATIVE, SUPERVISORY, AND OPERATIONAL REPORTING:

This position reports directly to the Town Administrator.

RELATIONSHIPS:

The employee must possess strong interpersonal and human relations skills, with the ability to work effectively with subordinates, elected and appointed officials, outside consultants and agencies, and members of the general public.