



March 19, 2026

Job #2026-17

**PLEASE POST**  
**ANTICIPATED OPENING**

**POSITION:**

**Police Chief** (Non-Civil Service position)

**INTERNAL**

Police Department

**HOURS OF WORK:**

**40 hours per week (Full-time)**

**SALARY:**

**\$243,517 per year**

(Admin Scale)

**SUMMARY:**

The Chief of Police is the Chief Executive Officer of the Department and the final authority in all matters of fiscal management, policy, operations, and discipline. He/she exercises all lawful powers of the office and issues such lawful orders as are necessary to assure the effective performance of the Department.

Through the Chief of Police, the Department is responsible for the enforcement of all laws and by-laws coming within its legal jurisdiction. The Chief of Police is responsible for planning, directing, coordinating, controlling, and staffing all activities of the Department, for its continued and efficient operation, for the enforcement of rules and regulations within the Department, for the completion and forwarding of such reports as may be required by competent authority and for the Department's relations with local citizens, the local government, and other related agencies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

**GENERAL DUTIES AND RESPONSIBILITIES:**

It is the duty and responsibility of the Chief of Police to appoint, promote, suspend, or discharge any member of the Haverhill Police Department in accordance with Civil Service Regulations and the Code of Ordinances of the City of Haverhill. Ensures compliance of all laws which the Department or its officers have the authority to enforce. Organize, direct, and control all resources of the Department to preserve the peace; protect persons and property; obey and enforce all ordinances of the City; and all criminal laws of the Commonwealth of Massachusetts and the United States of America. Develops a professional organizational structure of the Department, establishing divisions, units, and positions in accordance with administrative authority.

Establish a routine of daily duties to be performed by officers as designated by him and designate the senior captain to serve as commanding officer in his absence. Assign, detail or transfer any member or employee of the Department to or from any unit or assignment whenever s/he shall deem such action to be in the best interest of the efficiency, discipline or morale of the Department. Subject to contracted Union obligations.

Cause an adequate and progressive program of training to be organized and conducted for members and employees of the Department. Ensure that all members have available to them copies of the Department's Rules, Regulations, Policies and Procedures. Promulgate all General, Personnel and Special Orders of the Department and issue on his own authority orders, written and oral, not inconsistent with his powers, duties and responsibilities.

Plan and execute police programs designed to prevent and repress crime, to apprehend and prosecute offenders, to recover property and to regulate non-criminal conduct. He/she shall modify these programs to meet current trends as they are referred to him/her by analysis of records and reports.



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmcclanahan@haverhillma.gov](mailto:dmcclanahan@haverhillma.gov)

Christina Carrie, HR Technician – [ccarrie@haverhillma.gov](mailto:ccarrie@haverhillma.gov)

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Bridget Panniello, Head Clerk/Floater – [bpanniello@haverhillma.gov](mailto:bpanniello@haverhillma.gov)

Provide for investigation into cases of alleged or apparent misconduct by Department personnel. At all times inform himself/herself of the affairs of the Department and be assured that the duties and responsibilities of members and employees are being properly discharged.

Be responsible for the necessary delegation of authority to those under his/her command, commensurate with their duties and responsibilities. Enlist the suggestions of members and employees of the Department to ensure maximum relevance and acceptance of all Department rules, regulations, policies, and procedures.

Exercise general supervision and inspection of all licensed public places within the community. Develop or adopt new techniques to improve effectiveness in the discharge of primary police obligations of the Department. Be responsible for the preparation and justification of the annual departmental budget and for the control of all departmental expenditures.

Maintain a personnel record system, in which shall be kept all pertinent information on all departmental members and employees. Submit such other reports as required by law. Establish departmental goals, objectives, policies, regulations and procedures based upon the needs of the city and the Police Department; continually evaluating the effectiveness and responsiveness of the department.

Direct, coordinate and keep apprised of all department procedures, practices and functions; establish and maintain formal channels of communications through which information must flow and specific authority is delegated; take necessary steps to improve police operations.

Conduct staff meetings, reviews schedules and personnel plans. Participates in contract negotiations, carries out provisions of the labor contract and maintains discipline, within the department. Deal with problems and discipline, scheduling, morale, training, or any other personnel problems affecting a member of the department.

Cooperate with other city, state and federal law enforcement officials in the detection and apprehension of wanted persons. Cooperates with other city departments where activities of the Police Department are involved. Serve as the primary representative of the department with civic organizations, public interest groups, elected representatives, schools, etc. by attending meetings related to public safety problems and enforcement.

Advise and assist departmental personnel in non-routine investigations and personally participate in more difficult police problems. Maintain a personnel record system that will keep all pertinent information on all departmental members and employees. Supervises maintenance of all records, and materials associated with law enforcement activities or administration.

Meet with news media for interviews, make periodic public addresses, attend meetings, and serve on committees, boards, and agencies related to promoting crime prevention and improving law enforcement.

Do related work as required under the general direction of the Mayor. Performs related work as required.

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## QUALIFICATIONS/PREFERRED QUALIFICATIONS:

**Education, Training and Experience:** Bachelor's Degree from an accredited college or university in Criminal Justice, Public Administration, Business Administration, or a closely related field; Master's Degree preferred; and a minimum of 10 years of progressively responsible experience in law enforcement within the Commonwealth of Massachusetts, including five (5) years of administrative or command level experience or any equivalent combination of education and experience. Successful completion of at least one recognized executive leadership program, such as: FBI National Academy, Southern Police Institute, Northwestern University School of Police Staff and Command, Senior Management Institute for Police, or an equivalent nationally recognized executive leadership school. Demonstrated success in community-oriented policing initiatives. A valid motor vehicle operator's license and license to carry firearms is also required.

Experience with collective bargaining environments and civil service systems. Experience with CALEA Accreditation preferably as an Accreditation Manager.



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**Knowledge:** Thorough knowledge of the principles and practices of modern police administration, and of approved police methods and procedures. Thorough knowledge of state and federal laws and regulations affecting police work. Knowledge of the principles and practices of law enforcement, investigation, patrol, community services and related police services. Knowledge of criminal law and modern techniques of criminal investigations. Knowledge of traffic laws and traffic control. Knowledge of Mass. General Laws (Chapter 150E-collective bargaining, 111F, FLSA, Civil Service, etc.), city ordinances, federal, constitutional, and statutory laws.

**Ability:** Ability to lead and supervise subordinates and to transmit general instructions in the form of detailed orders. Ability to plan, organize, administer, coordinate, and evaluate comprehensive police services programs. Ability to establish and maintain effective working relationships with town officials, subordinates, the general public and other law enforcement officials. Ability to foster trust and collaboration within the Department. Ability to analyze and interpret laws, ordinances, rules, regulations, standards, and procedures, and apply them to specific situations and cases. High level of integrity, professionalism, and sound judgment.

Ability to formulate police rules, regulations, policies, and procedures. Ability to work in a high stress environment on a regular basis. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Able to communicate effectively and efficiently, verbally, and in writing at all times. Ability to identify, apply for and administer all police department and emergency management grants available to the city and police departments on a state and federal level.

**Skill:** Demonstrated skills in working cooperatively with other agencies, town employees, and individuals in promoting the best delivery of services to the community. Excellent managerial, organizational, decision-making abilities. Proficient skill in operating office, computer applications and police equipment. Effective business management skills such as budget management.

**Physical:** Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain. Work generally involves light physical effort, with moderate to strenuous physical effort occasionally demanded. During emergencies performance of work may involve standing, running, and driving for long periods of time. May be required to be awake for extended periods of time in emergency situations. Physical agility is required to access all types of areas. Must be able to operate firearms and other police equipment. May be required to push, climb, stoop, kneel, crawl and reach. May be required to physically restrain person(s) during arrests using standard police procedures. Excellent eyesight, including depth perception, color, and peripheral vision is required to perform the job. Ability to operate a keyboard. While performing the duties of the job, the employee may work in various weather conditions and will be exposed to wet, humid, and other climatic environments. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

**CLOSING DATE: MONDAY MARCH 30, 2026**

**APPLICATION IS AVAILABLE ONLINE AT:**

[www.cityofhaverhill.com/departments/human\\_resources/job\\_opportunities.php](http://www.cityofhaverhill.com/departments/human_resources/job_opportunities.php)

**Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT [HRD@HAVERHILLMA.GOV](mailto:HRD@HAVERHILLMA.GOV)**