



**Matthew J. Carl**  
Chief of Police

Position: Deputy Chief of Police  
Agency: East Windsor Police Department  
Location: 25 School St, East Windsor, CT 06088

### **POSITION ANNOUNCEMENT AND COMMUNITY PROFILE:**

The East Windsor Police Department is seeking qualified applicants for the position of Deputy Chief of Police. The Department, established in 1973, is comprised of twenty-six sworn police officers (including the Chief and the Deputy Chief), six dispatchers, and four civilian employees. The Department is supported by an annual operating budget of \$3.8 million, and receives civilian oversight from an elected police commission. All employment contracts are negotiated with and approved by the Board of Selectmen.

The Town of East Windsor, incorporated in 1768, is located between Hartford, CT and Springfield, MA, and has a population of 11,100 residents. The Town's enrolled student population is approximately 1,000 students. The Town covers twenty-six square miles, and is located in the heart of the region's Knowledge Corridor.

The East Windsor Police Department typically responds to approximately 12,000 calls for service per year. The Department is organized into the following divisions: Patrol Division; Detective Unit; Communications Division; Administrative Division; Animal Control; and Records Division.

### **THE IDEAL CANDIDATE:**

The East Windsor Police Department is excited to expand its leadership team. The ideal candidate for our next Deputy Chief of Police will be someone who can work collaboratively and in support of the vision for the Department established by the Chief of Police and the Police Commission. The ideal candidate will have a deep knowledge of modern law enforcement techniques, with a strong focus on community policing. The ideal candidate will embody the highest standards of customer service, community engagement, and the establishment of trust with superiors, subordinates, and the community at large. The ideal candidate will be dedicated to the understanding that they are part of a town-wide team.

### **MINIMUM QUALIFICATIONS:**

Training, Education, & Experience:

- Must have a minimum of 10 years of sworn (full-time) municipal law enforcement experience and have held the rank of Police Lieutenant or higher for a minimum of 3 years with proven administrative responsibilities in a police department of comparable or greater in size to that of the East Windsor Police Department.
- Must possess a current Connecticut POST certification at the time of application.
- Must have completed a minimum of a bachelor's degree from an accredited College or University in Criminal Justice, Law Enforcement Sciences, Public Administration, or a closely related field. Master's degree preferred.
- Must have computer literacy in Microsoft Word, Excel, and PowerPoint.



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- Ability to establish and maintain effective working relationships with Town officials, state, and federal authorities, civic leaders, and must be assessable to and engaged with the public.
- Must be able to communicate clearly, including strong presentation skills in a professional meeting setting.
- Must be able to evaluate statistical data and budget reports, anticipate trends, develop, and administer annual work plans, and supervise projects and groups.
- Excellent communication (verbal/written) skills, including public speaking, are required.

### **RESPONSIBILITIES:**

- The Deputy Chief of Police plays a vital role in the department's management. The position serves as the "Operations Commander," reporting directly to the Chief under a Police Commission form of government. The responsibilities of the Deputy Chief will include planning, organizing, and directing day-to-day operations, including discipline, overseeing specialized units, interpreting rules & regulations, and providing executive leadership in the Chief's absence.

### **SPECIAL CONDITIONS:**

- Availability for on-call/varying shifts and some shiftwork to oversee daily operations or emergencies.
- The position is subject to comprehensive testing procedures and a thorough background investigation.
- Employment is contingent upon successfully completing testing components, including oral & written examinations or an assessment center-style test, medical examination/stress test, drug screening, psychological evaluation, polygraph, fingerprinting, credit history, and East Windsor Board of Selectman selection and approval.
- The position of Deputy Chief of Police is a contractual position within the East Windsor Police Department.

### **SUPERVISION RECEIVED:**

- The Deputy Chief of Police at the East Windsor Police Department will work closely with and report directly to the Chief of Police. In this role, the Deputy Chief will operate under the general supervision of the Chief, who will review all assigned work to ensure it aligns with departmental policies, procedures, operational directives, performance standards, and the law.

### **SUPERVISION EXERCISED:**

- Exercises immediate day-to-day supervision over all ranking supervisors and general supervision over all other police (*Patrol Division*) and civilian employees (*Dispatch Center/Records Division*), including special services and communications. Supervisory responsibilities also include overseeing the supervision of IT, the Training Unit, Community-Policing, School Resource Officers, the Detective Division, Traffic Enforcement, the Canine Unit, Internal Affairs, Accreditation, Animal Control, Projects & Programs, and Fleet Maintenance.

### **EXAMPLE OF DUTIES:**

- Administrative and operational supervision in direct cooperation and coordination with the Office of the Chief of Police; appraises conditions of work in the department and takes necessary steps to improve operations; develops and implements standard operating procedures to improve



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operations, discipline, emergency preparedness, increase efficiency and effectiveness, and provide better service for the public; initiates training programs for new recruits and develops continuous in-service training for all members of the department; assists the Chief of Police in the planning and coordinating of police functions and operations; interprets and administers provisions of collective bargaining agreements; interprets and applies established departmental and personnel policies, rules, regulations and procedures; directs police activities at the scene of major crimes, fires, and other emergencies; analyzes the work load data to ensure optimum use of personnel and equipment; initiates, delegates, and follows-up on investigations into complaints regarding violations of departmental regulations; analyzes necessary material and assists in budget preparation (and budget maintenance) as well as statistical gathering of information; responsible for the general supervision and evaluation of all departmental personnel; coordinates departmental activities with those of other town departments and law enforcement agencies; submits reports of departmental activities to such departments and agencies as directed; attends meetings, supervises the expenditure of departmental funds; works actively for good public relations; media relations, represents the department at town and external functions; performs related work as required.

To be considered for this position, candidates must submit a cover letter and complete resume in writing or via email, no later than 12:30 pm, September 8, 2023 to:

**East Windsor Town Hall**

**11 Rye Street Broad Brook, CT 06016**

**Email: [mlabelle@eastwindsorct.com](mailto:mlabelle@eastwindsorct.com)**

**East Windsor is an Equal Opportunity Employer**



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### **Typical Responsibilities:**

- Develops, revises, interprets, and coordinates the implementation of rules, regulations, policies, and procedures related to the day-to-day operation and long-term goals of the East Windsor Police Department, including accreditation and grant management. Works in accordance with established performance & evaluation standards for the position of Deputy Chief of Police.
- Provides employees under their command with appropriate and timely feedback and performance evaluation. Does so in accordance with established East Windsor Police Department Evaluation & Development Guidelines.
- Directs the development of division budgets; determines staffing levels and equipment/resources needed to provide police services to the citizens of East Windsor effectively; weighs department priorities and makes final determinations for current and future budgets; and monitors/approves expenditures. Assures sound fiscal management within the day-to-day operations.
- Represents the department in meetings with town officials, civic and business organizations, and other federal, state, and local law enforcement agencies to discuss department functions, coordinate joint activities/programs, and identifies and facilitates the resolution of policing problems/issues and financial matters. Public speaking and presentations at various functions and/or events.
- Coordinates or directs the preparation of a variety of reports to inform the Police Commission, Chief of Police, town officials, and others of department activities and the status of various programs and projects, including strategic planning and fiscal management.
- Participates as a negotiating team member during collective bargaining (Contracts); works with the town officials to develop management proposals, interprets contract provisions, resolves labor disputes, and adapts cost-effective measures to provide fiscally responsible and operationally safe police services.
- Approves training programs to maintain department staff certifications, proficiency, and professionalism. Develops professional and managerial staff through coaching and mentoring; identifies training needs, trends, and opportunities.
- Coordinates the investigation of major crimes and matters of internal significance. Operates with a thorough understanding of the law and contract language.
- Reviews crime and accident rates and related statistics to determine the most effective deployment of staff and other resources.
- Identifies issues/problems that hinder department operations and assist with resolutions to ongoing or emerging problems/concerns.
- Fosters a positive image for self and the entire police department. Works with media relations.
- Exercises proper authority and responsibility of the Chief of Police in his or her absence.
- Performs all other assigned tasks and responsibilities.

Revised: August 17, 2023