

CHIEF OF POLICE

JOB SUMMARY

The Chief of Police is the administrator of the Town Police Department is responsible for the policy development, controls, supervision, and program implementation of the department and enforcement. The Chief of Police is accountable for the effective delivery of police services to the community and is also responsible for performing regular and difficult law enforcement duties. The Chief of Police is an exempt, salaried position.

SUPERVISION RECEIVED

Under the administrative and financial direction of the Board of Selectmen, through the communications of the administrative Office of the Selectmen the Chief of Police is afforded the ability to work with considerable independence and personal judgment relative to the law enforcement activities of the Department. Work is reviewed through conferences, reports, and departmental performance.

SUPERVISION EXERCISED

The Chief of Police supervises directly, or through subordinate supervisors, a staff of Patrol Officers and clerical personnel. S/he is responsible for the hiring, evaluation, discipline, and separation of personnel subject to the approval of the Board of Selectmen.

EXAMPLES OF DUTIES

1. Establishes department goals, objectives, policies, regulations, and procedures based upon the needs of the Town and the Police Department; continually evaluates the effectiveness and responsiveness of the department.
2. Directs, coordinates, and keeps apprised of all department procedures, practices and functions; establishes and maintains formal channels of communications through which information must flow and specific authority is delegated; takes necessary steps to improve police operations. Reviews department activities to determine problem areas, crime trends, and the need for special action. Reviews, researches, and delineates laws and ordinances.
3. Conducts regular staff meetings, reviews schedules and personnel plans, and maintains discipline within the department. Solves personnel problems in accordance with established Town policy such as discipline, scheduling, morale and training. Investigates cases of alleged or apparent misconduct of personnel. Reviews the Patrol Officers' daily work sheets.
4. Plans, organizes, and directs the programs and activities of shifts; reviews activities through reports prepared by subordinate Patrol Officers, conferences with personnel and on-site inspection or participation. Coordinates shift functions, including: organizing and conducting personnel training programs; improving working conditions for maximum efficiency and morale; using personnel records and performance evaluations for individual guidance and improvement; ensuring the proper and economical use of police manpower, property and equipment; and, promoting personnel safety.

5. Cooperates with other Town, State and Federal law enforcement officials in the apprehension and detention of wanted persons and with other Town departments in a collaborative and harmonious manner where activities of the Police Department are involved.
6. Serves as primary representative of the department with civic organizations, public interest groups, elected representatives, and schools by attending meetings related to public safety problems and enforcement. Prepares and disseminates news releases in consultation with the Town Administrator and town counsel if necessary.
7. Develops departmental budget and presents budget request. Administers departmental budget in accordance with established Town policy. Oversees departmental billings for outside work and other charges.
8. Advises and assists department personnel in non-routine investigations and personally participates in more unusual and complex policing challenges. Responsible for the proper prosecution of department cases before the 4th Circuit Court, Laconia.
9. Oversees department's overall training program ensuring that all training activities are consistent with department goals and objectives.
10. Assists with traffic surveys. Submits departmental reports as required.
11. The Chief of Police shall, in addition to the department administrative functions, perform regular law enforcement duties including patrol, investigations, traffic control, and responds to call for service.
12. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Thorough knowledge of the principles and practices of modern police administration and police methods. Extensive knowledge of the standards by which the quality of police services is evaluated and the use of police records and their application to police administration. Thorough knowledge of statutes and ordinances relating to law enforcement. Ability to plan, organize, and direct the work of a large number of subordinates performing varied operations connected with police activities. Ability to develop proper training and instructional procedures. Ability to maintain effective working relationships with other Town officials, State and Federal authorities, civic leaders, and the public. Ability to prepare and present effectively, oral and written material relating to the activities of the department.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree in Criminal Justice, Police Administration, or related field with course work in management and budgeting. Currently hold full-time certification or have the ability to receive required certification by the New Hampshire Police Standards and Training Council. At least ten years progressively responsible experience in law enforcement and crime prevention; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Must be available 24 hours a day. The Police Chief is required to live within a reasonable radius of the community.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

Physical effort involves frequent standing and/or walking and occasional strenuous positions when apprehending law violators. Working conditions may be disagreeable due to variable climatic conditions, emotional stress, and exposure to hazards, which could result in total disability or even death, including but not limited to toxic fumes, chemicals, and substances, fuels, and fluids, as well as sights and smells associated with major trauma. Tasks and procedures performed in some emergencies may involve risks classified by Center for Disease Control as Category I, Category II and Category III. The nature of the position requires the employee to be in, and maintain, sound physical condition, and attendance at annual re-certification training program(s) is mandated. (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Employee Signature

Date