**Position Purpose:**

Performs administrative, technical and supervisory work in directing the operations of the Police Department, its staff and equipment, in the protection of life and property, and in the prevention and suppression of crime; performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below 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.)*

Establishes department goals, objectives, policies, regulations and procedures based on the

needs of the Town and the police department; reviews daily operations of the department to assure quality and proficient performance and service levels.

Has the responsibility of all essential functions of a Police Officer. Must be available for all emergency call outs and be in contact with Police Department personnel 24 hours a day, 365 days per year. Commanding officer of the department, responsible for ensuring impartial enforcement of all criminal laws/policies/rules and regulations.

Provides supervision of all staff sworn and non-sworn and oversight of all department operations.

Coordinates the training of all to include initial training certification and recertification of all programs and to supervise the proper development of training and educational programs. To ensure all staff are knowledgeable about new developments in State, Federal, local and departmental rules, regulations and policy and procedures.

Oversees the department payroll, bills requiring payment and the budget.

Responsible for motor vehicle and equipment maintenance.

Monitors officers and civilian staff for compliance with department policies and procedures and rules and regulations and documents the need for and makes changes to department policies and procedures and rules and regulations when needed.

Handles serious infractions of departmental standards and recommends and implements actions to be taken for such infractions of rules/regulations or policies and procedures.

Prepares reports and submits them to the Board of Selectmen as requested. Prepares and provides written reports on the department’s activity that may include but not necessarily be limited to budget information, administration and appropriate manpower and crime statistical information.

Responsible for planning, organizing, directing, staffing and coordinating police operations.

Manages grants received and completes grant applications to see additional grants.

Maintains proper disciplinary levels.

Provides case management, assignment and follow-up.

Maintains knowledge of laws and regulations related to police, public safety and emergency management issues; ensures that department staff is fully trained in application of such laws, regulations and in all department policies, procedures and practices.

Participates in meetings, conferences and regional discussions for the purpose of information gathering and exchange.

Represents the department within the town government decision-making processes. Attends a variety of town meetings with boards, commissions, etc. to present the department’s views on a variety of municipal issues where police input is relevant.

Manages the department’s budgets; prepares and presents the department budget and makes necessary submittal for approval at Town Meeting; oversees the preparation, expenditures and appropriations in keeping with budgetary constraints.

Conducts performance evaluations and implements the process for all sworn police officers and provides oversight of the process of all staff.

Conducts the process for hiring prospective staff and conducts promotional procedures for staff for further advancement within the Department.

Conducts confidential investigations and inquiries regarding complaints on staff misconduct.

Performs similar or related work as required, directed or as situation dictates.

**Supervision:**

*Complexity:* The Chief of Police is the commanding officer of the police department and has supervision oversight of all Police Department employees. Performs highly responsible duties requiring a significant degree of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel; incumbent works independently in formulating decisions regarding department policies, procedures, operations and plans.

*Independent Action:* Works under the direction of the Select Board; working from municipal policies and objectives, consulting with supervisor only where clarification, interpretation or exception to municipal policy may be required.

*Supervisory Responsibility:* Supervises all department employees, developing job direction, assigning tasks and instructions, and monitoring personnel performance evaluation, directly and indirectly through subordinates. Administers discipline to departmental staff.

**Work Environment:**

Work is generally performed under typical office conditions, with exposure to varying weather conditions and situations endangering personal safety during emergencies, on patrol or when conducting investigations. Employee is required to work outside of normal business hours on a regular basis.

Operates police cruiser, all police equipment/firearms, computer, and other standard office equipment.

Makes frequent contacts with other public officials, other town departments, other municipal police departments and the court system; makes frequent contacts with regional, state, and federal governmental agencies for both Law Enforcement and Emergency Management.

Has access to extensive confidential information such as personnel records, criminal investigation and records, lawsuits, and personal information about citizens.

Errors could cause confusion, damage or delay and could be costly to correct; errors in some instances could jeopardize personal or public safety to include injury and loss of property and also have legal ramifications

**Recommended Minimum Qualifications:**

Education, Training and Experience:

Bachelor’s degree in criminal justice, law enforcement, public administration or related field; and seven to ten years of progressively responsible experience with at least five years of increasingly responsible command supervisory experience. A valid NH motor vehicle operator’s license is required as well as NH Police Certification.

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of the principles and practices of police administration, and of approved police methods and procedures. Thorough knowledge of town, state and federal laws and regulations affecting police work. Knowledge of criminal law and modern techniques of criminal investigations. Knowledge of computers applications as they are used in police work.

*Ability:* Ability to lead and supervise subordinates and to transmit general instructions in the form of detailed orders; establish and maintain effective working relationships with town officials, subordinates, the general public and other law enforcement officials; analyze and interpret laws, rules, regulations, standards, and procedures, and apply them to specific situations and cases; formulate police rules, regulations, policies and procedures and to work in a high stress environment on a regular basis. Able to communicate effectively and efficiently verbally and in writing at all times.

*Skill:* Managerial and organizational skills. Excellent oral and written communication skills. Demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of services to the community.

**Physical Requirements:**

*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 may also be required to lift and/or move objects weighing over 30 pounds occasionally. During emergencies performance of work may involve standing, walking and driving for long periods of time. Employee may be required to run, jump, climb a ladder, crawl, kneel, and stoop. Vision and hearing at or correctable to normal ranges.

*(This job 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.)*