

Revised 12/10/2018

**BRIEF JOB DESCRIPTION:** The Chief of Police is the chief administrative officer of the department, who recommends candidates for positions within the department to the Board of Selectmen for approval, and has the final departmental authority on all matters of policy, operations, personnel assignment, and discipline. He exercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective operation of the department. Activities are conducted with considerable operational independence and personal judgment, under the general administrative direction of the Board of Selectmen. Through the Chief of Police, the department is responsible for the effective delivery of police services to the community, and the enforcement of all laws coming within his legal jurisdiction. The Chief of Police is responsible for planning, directing, coordinating, controlling, and staffing all activities of the department and the training of its personnel. He is also responsible for the department's continued and efficient operation, the enforcement of rules and regulations within the department, for the completion and forwarding of such reports as may be required by proper authority and for the department's relations with local citizens, local government, and other related agencies.

**SUPERVISION:** Reports directly to the Board of Selectmen while working under the guidance of the Town Administrator. Performs duties with a great degree of independence, exercising judgment and excellent interpersonal communication skills in working with the public and Town staff.

**SUPERVISION EXERCISED:** Supervises directly, or through subordinate supervisors, a staff consisting of members of the Stratham Police Department. Responsible for employee recruitment, training, evaluation, and discipline that is subject to review and approval of the Board of Selectmen.

**A. GENERAL DUTIES AND RESPONSIBILITIES:** The performance of the following tasks/functions is required in meeting the expectations for the position as described: *(NOTE: The listed examples are illustrative only and may not include all duties found in this position.)*

1. Ensure compliance with all laws which the department or its officers have the authority to enforce.
2. Organize, direct, and control all resources of the department to preserve the peace, protect persons and property and enforce the law.
3. Develop a professional organizational structure for the department, establishing divisions, units, and positions in accordance with his administrative authority.
4. Establish a routine of daily duties to be performed by officers. Designate an officer to serve as Officer in Charge in his absence.
5. Assign, detail, or transfer any employee of the department to/from any assignment or collateral duty as deemed necessary or in the best interest of the efficiency, discipline, or morale of the department.
6. Institute an adequate and progressive training program for officers and employees of the department.

7. Ensure that all members have available to them copies of the department's policy manual.
8. Promulgate all General and Special Orders of the department and issue, on his own authority, orders or directives, written and oral, consistent with his powers, duties, and responsibilities.
9. Plan and execute police programs designed to prevent and repress crime, to apprehend and prosecute offenders and to recover property. Modify these programs to meet current trends.
10. Provide for investigation into all cases of alleged or apparent misconduct by department personnel.
11. Enlist the suggestions of department employees to ensure maximum relevance and acceptance of all department rules and regulations.
12. Remain informed as to the affairs of the department, ensuring that the duties and responsibilities of employees are properly discharged.
13. Assume responsibility for the delegation of authority to those under his command, commensurate with their duties and responsibilities.
14. Exercise general supervision and inspection of all licensed public places within the community.
15. Develop or adopt new technologies to improve effectiveness in the discharge of police obligations of the department.
16. Submit an annual report to the Board of Selectmen outlining the activities of the department.
17. Be responsible for the preparation and justification of the annual department budget, and for the control of all department expenditures.
18. Submit the appropriate data forms to the proper authority for the purposes of compiling the uniform crime report.
19. Maintain a personnel record system in which shall be kept all pertinent information on all department employees.
20. Submit such other reports as required by law.

Revised 12/10/2018

21. Establish agency goals, objectives, policies, and procedures based upon the needs of the Town and the department, continually evaluating the effectiveness and responsiveness of the department.
22. 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 and strive to improve police operations.
23. Properly communicates to all members of the department all established non-law enforcement policies, practices, rules, and/or directives established by the Board of Selectmen and ensures continuing compliance with the same.
24. Conduct staff meetings, review schedules, and personnel plans. Deal with problems and discipline, scheduling, morale, training, or other personnel issues involving employees.
25. Cooperate with other town, county, state, and federal law enforcement officials in the apprehension and detection of wanted persons. Cooperate with other town departments where activities of the police department are involved.
26. Serve as primary representative of the department with civic organizations, public interest groups, elected representatives, and schools, etc. by attending meetings related to public safety problems and enforcement.
27. Advise and assist department employees in non-routine investigations and personally participate in more difficult police problems.
28. Serve as a member on boards and committees as may be required.
29. Advise the Board of Selectmen on parking and traffic issues.
30. Responsible for the direction, accountability, and control of all property coming under the control of the police department.
31. Perform related work as required.

**B. ESSENTIAL 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 service is evaluated and the use of police records and their application to police administration.

The ability to project confidence, self-assurance, and certainty to the public. The ability to project a neat, professional appearance to the public. The ability to communicate clearly, both verbally and in writing. Emotional stability and the ability to cope with stressful situations and

Revised 12/10/2018

confront hostile persons. The ability to utilize self-defense techniques and equipment, restraining devices and firearms. The ability to operate police vehicles under routine and emergency conditions.

Thorough knowledge of statutes and ordinances relating to law enforcement. Ability to plan, organize, and direct the work 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, county, 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.

Physical capabilities sufficient to engage in confrontational arrest situations under a variety of circumstances. Physical capabilities to subdue attacking persons as well as the physical capabilities to chase, apprehend and restrain individuals consistent with the enforcement of the law and apprehension of criminals. Physical capabilities sufficient to engage in activities that require greater than average strength, cardiovascular fitness, and range of motion.

### **C. QUALIFICATIONS**

Bachelor's Degree in Criminal Justice, Police Administration, or related field with course work in management practices, budgeting, and labor relations. Certified as a full-time officer with the State of New Hampshire. At least ten (10) years progressively responsible experience in law enforcement and crime prevention with an emphasis on supervisory and management experience or any combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities. Master's Degree in Criminal Justice, Public or Police Administration is preferred.

### **D. PHYSICAL EXERTION/ ENVIRONMENTAL CONDITIONS**

Physical effort involves standing and/or walking and occasional strenuous positions when apprehending law violators. Working conditions are disagreeable due to varying climatic conditions, emotional stress, and exposure to hazards, which could result in total disability or even death.