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**GRANTHAM POLICE DEPARTMENT**

**GRANTHAM, NEW HAMPSHIRE**

**JOB DESCRIPTION**

**Position Title:**  **Chief of Police**

**Statement of Duties**

Position is a senior management level professional position that is responsible for administering and managing the town’s police department, including establishing department goals, objectives, policies, and regulations; directing and coordinating all department procedures, practices and functions; inspecting police personnel to ensure proper discipline is maintained, cooperating with other law enforcement agencies; serving as the principal department representative, and overseeing the department’s financial management system.

**Supervision Received**

Incumbent works under the administrative direction of the Board of Selectmen, managing the operations of the department, performing highly responsible professional and administrative functions. Incumbent develops and follows professional law enforcement principles and practices, departmental rules and regulations, federal, state and local laws, rules and regulations; and is directly accountable for department actions. Incumbent seeks advice and counsel of the Town Administrator when unusual circumstances occur or in determining overall plans and policies for the Police Department. The incumbent develops departmental policies, goals, objectives and budgets, consistent with statutory requirements, professional law enforcement guidance and training, State and Federal regulations, and, Town Ordinances.

**Supervision Exercised**

Incumbent provides department level supervision to full and part time personnel, who work at the same location and on different shifts; with a various number of staff in the field dependent upon the type and level of staff assignments issued; evaluates personnel performance on an ongoing and annual basis, administers discipline to departmental staff, and recommends hiring and firing of personnel to the Board of Selectmen. Incumbent is subject to call, to provide administrative direction and control to the department.

**Job Environment**

Position responsibilities require the use of extensive judgement and ingenuity to perform the required police administration services within the limits of guidelines that include departmental rules and regulations, federal, state and local laws rules and regulations, and Town Ordinances. The position is responsible for interpreting these guidelines to others, in determining their application to specific departmental incidents and situations, and in developing operational responses. The position requires the use of many different law enforcement principles, techniques and practices; as well as the application of a variety of management principles and practices that govern the supervision and deployment of personnel and equipment, financial management, contract and grant management, and criminal investigations; and is considerably complex, especially in the development of rules and regulations, policies and procedures, and the efficient deployment of personnel.

Errors can result in personal injury, delay or loss of service, monetary loss, injury to other employees, damage to buildings or equipment, or legal repercussions. The position requires decisions that can have catastrophic consequences to the Town.

The position has regular contact with the public to meet and discuss complaints and police issues and conduct public relations functions. Other contacts are significant with other local, state and federal law enforcement agencies, Town departments, and local, state or national press; for the purpose of pursuing police issues for the Town. The department is regulated by many federal and state laws which require constant communication with outside agencies to make sure of compliance. Contact types are usually by email, telephone, radio, in person or in writing.

**Position Functions**

*The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.*

**Essential Functions**

1. Establishes department goals, objectives, policies, regulations, and procedures based upon the needs of the Town and the Police Department;
2. Maintains open communications with the Board of Selectmen and Town Administrator by attending the regular meeting of the Board of Selectmen and providing regular reports/updates.
3. Continually evaluates the effectiveness and responsiveness of the Department and its employees.
4. 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; proactively seeks opportunities and takes the necessary steps to continually improve police operations.
5. Inspects or provides for the inspection of all police personnel in order to insure that proper discipline is maintained; personally or with supervisory officers, deals with problems in assignments, discipline, morale, training, and any other problem affecting a member of the Department.
6. Cooperates with other town, state and federal law enforcement officials in the apprehension and detention of wanted persons with other town departments where activities of the Police Department are involved.
7. Is the keeper of all official departmental personnel files and records.
8. Serves as 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; appears before the State Legislature and Board of Selectmen to present testimony on proposed statutes, bills, and ordinances affecting the Police Department.
9. Serves as the primary spokesperson for the Department and seeks electronic and traditional media opportunities to better inform the public of the Department’s operations/functions/major incidents.
10. Oversees the preparation and administration of the Department's operating budget, and seeks financial grant assistance from state and federal agencies as appropriate.
11. Is responsible for the operation and maintenance of all department issued equipment including but not limited to vehicles, firearms, less lethal weapons and electronic devices including radios and computers.
12. Performs all duties of a police/patrol officer, which includes, answering calls for service, routine patrol, traffic enforcement, and all duties required of subordinate members through all ranks.

**Other Functions**

1. Advises and assists Department personnel in non-routine investigations and personally participates in more difficult police problems.
2. Oversees Department’s overall training program insuring that all training activities are consistent with Departmental goals and objectives; also insures that proper management and training is provided to all supervisory, management and top management personnel.
3. Performs other related duties as required.

**Recommended Minimum Qualifications**

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of modern police practices, techniques, and methods; knowledge of the New Hampshire Criminal Code and Motor Vehicle Code, Federal laws, court decisions, and local ordinances; knowledge of the standard operating procedures of the Department; knowledge of crime scene interpretation and safe-guarding and preserving evidence; knowledge of and familiarity with the geography and buildings of the Town. Skill in the use and care of firearms and police equipment; skill in the use of camera, accident investigation equipment, and fingerprinting equipment; skill in the use of standard office equipment. Ability to obtain information through interview and interrogation and to deal firmly and courteously with the public; ability to analyze situations quickly and objectively and to determine proper courses of action; ability to drive a motor vehicle; ability to use a personal computer and the Internet; New Hampshire certification as a fulltime police officer and ability to attend annual training courses certified by the New Hampshire Police Academy and, if necessary, special courses pertinent to position; ability to speak and write effectively; ability to work under physically and emotionally stressful situations; ability to develop and maintain effective working relationships with employees, Town officials and the public. Must maintain a valid driver’s license.

**Physical and Mental Requirements**

The incumbent works in a moderately noisy office setting most of the time, and is exposed to occupational risks at any time, as the potential to respond to any dangerous call and the likelihood of responding to all major incidents involving potentially hostile or firearm related incidents is high. The incumbent is required to stand, walk, sit, and talk or listen/hear up to ⅓ of the time; and use hands up to ⅔ of the time. The incumbent occasionally lifts up to 30 lbs. The position has normal vision requirements. Equipment operated includes automobile, office machines, computers, and firearms (pistol, shotgun, rifle and semi-automatic rifle). Must meet and maintain all standards established by the NH Police Standards & Training Council for fulltime police officer certification.

**Education and Experience**

The Chief of Police must meet all standards established by the NH Police Standards & Training Council and maintain the status of certified fulltime police officer. A candidate for this position should have a Bachelor’s Degree with major course work in police administration or related field, and ten (10) years progressively responsible experience in law enforcement and crime prevention work, including five (5) years in a supervisory capacity or equivalent combination of education, training and experience.