

**PLAISTOW POLICE DEPARTMENT
PLAISTOW, NEW HAMPSHIRE**

JOB DESCRIPTION	POSITION: CHIEF OF POLICE	
	EFFECTIVE DATE: October 20, 2006	LAST REVISION: July 17, 2007

NH State Standard:	
CALEA Standard:	

Objective: The Police Chief is the chief administrator of the Plaistow Police Department and is responsible for the policy development, control, supervision, and program implementation for the Department. The Police Chief is accountable for the effective delivery of police services to the community, including the dispatching of services for police/fire. The Police Chief supervises, directly or through subordinate supervisors, a Department of law enforcement officers, support staff, and clerical employees. He/she has the final authority for decisions pertaining to law enforcement and delegates the assignment of work and scheduling of shifts to senior officers; the Chief also has the responsibility for the selection, separation and discipline of personnel, subject to approval by the Town Manager. The Chief of Police works under the general administrative direction of the Town Manager (RSA37). The Police Chief derives his/her statutory authority from RSA 105.

Job Description:

1. Establishes departmental goals, objectives, regulations, and procedures based upon the needs of the Town and Police Department, continually evaluates the effectiveness and responsiveness of the department;
2. Develops and promotes the Department's management philosophy, building positive relationships and developing a team concept with employees, in order to develop a positive work atmosphere;
3. 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/analyzes the Department's activities to determine problem areas, crime trends, and the need for special action;

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4. Conducts staff meetings, reviews schedules and personnel plans, participates in contract negotiations, and carries out provisions of the labor contract. Deals with and is responsible for problems in discipline, scheduling, morale, training, or any other personnel problem affecting a member of the Department;
 5. Directly supervise the Deputy Chief of Police and Executive Secretary. Gives out assignments and instructions to employees under his/her direct supervision and, in their absence, subordinate employees;
 6. Coordinates the implementation of department projects and then monitors progress toward completion
 7. Cooperates with other town, state, and federal law enforcement officials in the apprehension and detention of wanted persons; also works with other Town departments where activities of the Police Department are involved;
 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 law enforcement;
 9. Develops departmental budget and presents budget request to the Town Manager and Board of Selectmen, and Budget Committee. Administers the department's budget in accordance with established Town policy. Oversees departmental billings of outside work and any other charges. Oversees the department's payroll. Develops the Department's Capital Improvement Plan (CIP) and presents it to various Boards;
 10. Advises and assists Department personnel in non-routine investigations and personally participates in more difficult police problems;
 11. Oversees the Department's overall training programs; determines, through the Deputy Chief of Police, the training needs and ensures that all training activities are consistent with departmental goals and objectives;
 12. Counsels employees on career development;

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13. Reviews and approves pistol permits;
14. Represents the position and interests of the agency as required on governmental boards, committees and task forces;
15. Member of Joint Loss Management Committee and collaborates with other departments and Town staff on tasks;
16. Submits reports as required including monthly and annual reports of department activities, and data forms for compilation of the Uniform Crime Report;
17. Serves as the primary spokesman for the Police Department to the media; prepares news releases and grants interviews regarding crime reports, arrests, status of investigations, departmental programs, and community policing programs run by the Department unless delegated;
18. Enlists the suggestions of members and employees of the Department to ensure maximum relevance and acceptance of all departmental regulations;
19. Keeps himself informed as to the affairs of the Department, ensuring that the duties and responsibilities of members and employees are being properly discharged;
20. Is responsible for the necessary delegation of authority to those under this command, commensurate with their duties and responsibilities;
21. Exercises general supervision and inspection of all licensed public places within the community;
22. Develops or adopts new techniques to improve effectiveness in the discharge of police obligations of the Department;
23. Adopts a policy covering the safekeeping of all evidence and any property recovered, found or confiscated. Designates a member of the Department as Evidence Officer;

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24. Is responsible for the preparation and justification of the annual departmental operating budget, the six-year Capital Improvement Plan (CIP), and for the control of all departmental expenditures;
25. Is responsible for the development of harmonious working relationships with all other Town Departments, Boards, and Committees so as to effectively carry out the overall mission of the police department. Sit on such boards as appointed by the Town Manager or Board of Selectmen. Establish networking with community influencers;
26. Maintains a personnel record system in which shall be kept all pertinent information on all departmental members and employees;
27. Effectively communicates with citizens, including juveniles, by giving them information and directions, mediating disputes, calming down agitated persons or prisoners, and advising them of their rights and processes;
28. Is responsible for the Animal Control operation in Town; and
29. Consistently reviews operations and provides updates to the Town Manager about operational issues, department personnel issues and incidents of note. Maintains regular communication with Town Manager.

Accountability: Reports directly to the Town Manager.

Equipment Used: Cruiser, defensive weapons such as handgun and rifle, OC spray, handcuffs, baton, computer, typewriter, telephone, copy and fax machines, calculator, recording devices, breath testing devices, photography equipment and radios. This list is not exclusive.

Environment: Inside: 90% Outside: 10%

Essential Job Functions:

The following outlines the essential job functions for the position of Chief of Police:

1. Extensive knowledge of the principles and practices of modern police administration and police methods;
2. 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;

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3. Extensive knowledge of local, state, and federal laws/ordinances;

4. Ability to advise, instruct, and train subordinates;
5. Ability to plan, organize, and direct the work of a large number of subordinates performing varied operations connected with police activities;
6. Ability to develop proper training and instructional procedures;
7. Ability to maintain an effective working relationship with other town officials and other state and federal authorities;
8. Ability to establish and maintain an effective working relationship with fellow employees, other law enforcement agencies, as well as the general public;
9. Project confidence, self-assurance;
10. Project positive first impression;
11. Ability to prepare and present effectively, oral and written material relating to the activities of the department;
12. Provide leadership and motivation to agency employees. Build positive relationships through application and demonstration of personal commitment; and
13. Exceptionally self motivated and disciplined. Exhibits strength of character and sound decision making capabilities. Unquestionable honesty and integrity.

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<u>Physical Activity Requirements</u>

Primary Physical Requirements

LIFT up to 10 lbs: Frequently required.
LIFT 11 to 25 lbs: Occasionally required.
LIFT 26 to 50 lbs: Rarely required.
LIFT over 50 lbs: Rarely required. Assistance may be available.

CARRY up to 10 lbs: Frequently required.
CARRY 11 to 25 lbs: Occasionally required.
CARRY 26 to 50 lbs: Rarely required.
CARRY over 50 lbs: Rarely required. Assistance may be available.

REACH above shoulder height: Occasionally required.
REACH at shoulder height: Frequently required.
REACH below shoulder height: Frequently required.

PUSH/PULL: Frequently required. Assistance may be available.

Hand Manipulation

Grasping: Frequently required.
Handling: Frequently required.
Torquing: Rarely required.
Fingering: Frequently required.
Controls and Equipment: Radio, motor vehicles, firearms, restraint devices, computer, telephone, calculator, copy and fax machines, technical equipment.

Other Physical Considerations

Twisting: Occasionally required
Bending: Frequently required.
Crawling: Rarely required.
Squatting: Occasionally required.

Kneeling: Occasionally required.
Crouching: Occasionally required.
Climbing: Occasionally required.
Balancing: Rarely required.

Work Surface(s)

Standard office desk and chair, motor vehicle, carpet, tile, wood and concrete floors. Rough, wet, slippery terrain and surfaces.

During an 8 Hour Day, Employee is Required to:

Sit 4 hours
Stand 2 hours
Walk 2 hours

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Necessary for receiving information, reports, instructions, queries, etc.

Sight: Necessary for doing job effectively and correctly.

Tasting & Smelling: May be needed to detect fuel leaks, smoke, noxious odors, etc.

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Summary of Occupational Exposures: May be exposed to hazardous materials, chemicals, fuels, etc. Blood borne pathogens. Tasks and procedures performed by employee involve risks classified by CDC: Category I (some emergencies entail Category I exposure risk.)

Specific Vocational Preparation Requirement(s): At least 10 years of uniformed law enforcement experience and 5 years of police supervision and/or administrative experience above the rank of Sergeant.

Licensure/Certification Requirements: Must be a U.S. citizen and certifiable in New Hampshire by the Police Standards and Training Council as a Police Officer. A valid driver's license.

Other Training, Skills and Experience Requirements: A minimum of a Bachelor's Degree in Criminal Justice, Management and/or any other related fields of study is preferred. Executive Command Training Certification is also preferred.

Other Considerations and Requirements: Candidates will be subjected to criminal and financial background checks. An oral board may be used as part of the selection process. Psychological testing and a polygraph examination may be administered prior to employment. Required to take and pass a physical examination after a conditional offer of employment. If promoted from within, these may be waived.

Work involves environments with a variety of adverse conditions such as heat, cold, wet, slippery, noisy, etc.

Work involves exposure to grotesque sights and smells associated with major trauma.

The nature of the position requires the employee to be in, and maintain, sound physical conditioning.

Low to moderate levels of occupational and/or emotional stress associated with the duties and responsibilities of being a Police Officer and/or member of the Command Staff.

Potential for moderate to high levels of physical exertion during the performance of the duties of a Police Officer to include running, jumping, lifting, etc.

Potential hazards of injury, disability, or death exist when investigating and/or pursuing those suspected of a crime and/or during the performance of their police duties.