

**Position Purpose:**

Performs professional, administrative, and supervisory work and is the chief administrative officer of the department; plans, organizes, and directs 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 of Candia and the police department; reviews daily operations of the department to assure quality and proficient performance and service levels.
- Ensures that public protection and peace is maintained in the community.
- Reviews all reports daily on police matters to include arrest reports, traffic accidents and summonses. Additionally, takes reports and follows up with citizens.
- Works with the Sergeant on special assignments for officers.
- Meets with Department employees, Selectmen, and other officials on matters related to the Police Department.
- Maintains a good relationship with the community and attempts to resolve any issues/concerns.
- Has the responsibility of all essential functions of a Police Officer. Responds to all major crime scenes or emergencies. 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.
- Interacts with State, Federal and local criminal justice agencies and other legal, social, public and private agencies.
- Provides supervision of all police employees and the administrative assistant and animal control officer.
- Reviews and coordinates policies with the Sergeant and Corporal and the Firearms/Use of Force Instructor.
- Keeps self and members of the police department informed of significant developments in the criminal justice field which affect the department.
- Monitors officers of lesser rank 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 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.
- Oversees and manages the various ancillary services which have been assigned under the supervision and control of the Police Department such as Animal Control.
- Maintains proper disciplinary levels through supervisor staff; addresses issues with discipline, training, morale, assignments, equipment and other problems affecting the efficient operation of the department.

- Maintains knowledge of laws and regulations related to police and public safety issues; ensures that department staff is fully trained in application of such laws, regulations and in all department policies, procedures and practices.
- Provides periodic reports to the Board of Selectmen for the purpose of reporting various aspects of the Police Department's operations; 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.
- Interacts with federal and state officials to represent the interests of the town and the department.
- Manages the department's budgets; prepares and presents the department budget and oversees the preparation, expenditures and appropriations in keeping with budgetary constraints.
- Conducts confidential investigations and inquiries regarding complaints on staff misconduct.
- Adopts, promulgates and amends all policies and standard operating procedures for the department, providing for the maintenance, regulations, control and operation of the Police Department. Plans, supervises, trains and evaluates subordinates.
- Prepares or oversees the preparation of a variety of regular and special reports related to departmental programs, plans and services. Ensures the maintenance of departmental reports, records, and files, consistent with requirements for confidentiality and public disclosure.
- Applies for and administers numerous state and federal grants, and seeks alternative funding sources.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

Bachelor's Degree in Criminal Justice, law enforcement, public administration or related field; and Ten (10+) years of progressively responsible experience with at least five (5+) years of increasingly responsible command experience; or an equivalent combination of education and experience. A valid motor vehicle operator's license and license to carry fire arms is required. Certification as full time Police Officer from the NH Police Standards and Training Council.

**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 labor law and collective bargaining. 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. Ability to establish and maintain effective working relationships with town officials, subordinates, the general public and other law enforcement officials. Ability to analyze and interpret laws, rules, regulations, standards, and procedures, and apply them to specific situations and cases. Ability to organize the Police Department in such a manner as to recognize needs and provide applicable social and protective services to the community. Ability to formulate police rules, regulations, policies and procedures. Ability to work in a high stress environment on a regular basis. Ability to remain calm, concentrate and perform all

responsibilities in a competent manner. Able to communicate effectively and efficiently verbally and in writing.

*Skill.* Managerial and organizational skills. Proficient in the use of firearms and with computer software programs. 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 is regularly required to sit and talk or hear, walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. This position requires the ability to operate a keyboard and calculator at efficient speed. During patrol work, the employee may be required to perform all of the physical requirements as required by a Police Officer position. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* The Chief of Police is the commanding officer of the police department and has oversight of all department employees to include uniformed members and civilian staff. 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.

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

*Supervision Given:* 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.

**Job 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. In addition, employee is on call for emergencies 24 hours a day, 7 days a week.
- Operates police cruiser, all police equipment/firearms, computer, and other standard office equipment.
- Makes frequent contacts with other public officials, other town departments, schools, other municipal police departments, local civic and social organizations, and the legal community; makes frequent contacts with regional, state, and federal governmental agencies including the DEA, the FBI, the State Police, etc.

- Has access to extensive confidential information such as personnel records, criminal investigation and records, lawsuits, and personal information about citizens.
- Errors could be costly in terms of decreased or less efficient protection to persons and property, possible personal injury/death, and have direct financial and legal repercussions. The position requires employee to make decisions that can have catastrophic consequences to the town.

*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.*