

DUTIES AND RESPONSIBILITIES
OF THE
POLICE CHIEF
CANTERBURY, NEW HAMPSHIRE

I. JOB SUMMARY

Serves as the Chief Administrator of the Police Department and is responsible for policy development, control, supervision, and program implementation of this Department and is accountable for the effective delivery of police services to the community.

II. SUPERVISION RECEIVED

Activities are conducted with considerable operational independence and personal judgment under the broad supervision of the Board of Selectmen. Reports on budgetary and personnel issues, and public safety concerns to the Board of Selectmen on a regular basis. Performance is reviewed through conferences, reports, program results and an annual employee evaluation.

III. SUPERVISION EXERCISED

Directly supervises a department of law enforcement professionals presently consisting of two full-time and two part-time Patrol Officers. Assigns work schedules, oversees employees' job performance and has the responsibility for the selection, performance evaluation, training, and discipline of the department's staff. Has final authority for decisions pertaining to law enforcement.

IV. ESSENTIAL DUTIES

1. Required to attend a minimum of one Board of Selectmen's meeting each month and report on the status of the Department, budget and other issues within the community.
2. Establishes Department goals, long-range plans, objectives, policies, directives, regulations, and procedures based upon the needs of the Town and the Police Department; continually monitors and evaluates the effectiveness and responsiveness of the Department.
3. Directs, coordinates, and oversees all Department procedures, practices, and activities; takes necessary steps to improve police operations.
4. Organizes, directs, and controls all resources of the Department to preserve the peace, protect persons and property, and enforce ordinances and by-laws of the Town, State and Federal government
5. Conducts regular inspections of the Department's facilities, personnel, and equipment.
6. Selects and disciplines staff in accordance with state and federal laws and Town policies and procedures.
7. Evaluates employees annually and outlines personal development plans for employees.
8. Plans and directs training programs in compliance with the NH Police Standards and Training Council and state statutes. Maintains training and performance records on all Department personnel in accordance with existing state and federal guidelines.
9. Assigns work schedules to staff, including coverage by outside agencies when necessary.

10. Within the Department, organizes, maintains, and administers the personnel policies of the Town and the procedures of the Department.
11. Cooperates with law enforcement officials from other jurisdictions on investigations and in the apprehension and detention of suspects.
12. Develops and presents the annual department budget and administers the approved budget in accordance with established Town policy. Maintains equipment and personnel at a level consistent with budgeted allocations. Seeks financial assistance through grant writing at the federal, state, and local levels.
13. Takes charge at scenes of emergencies, serious crimes, and accidents. Makes final decisions as to courses of action and protection of citizens, property, and police personnel. Operates both as a member of a team and independently at incidents of uncertain duration, advising and assisting Department personnel, performing complex tasks during life threatening emergencies.
14. Supervises and conducts complete and accurate investigations, and prepares reports for same. Establishes and maintains necessary and appropriate records of activities. On a monthly basis, prepares statistical information and will prepare the statistical record for annual Town Report.
15. Uses approved firearms, handcuffs, batons, and other hand equipment in the performance of duties in accordance with Federal and State laws, and Town and Department policies and procedures. Keeps abreast of the latest equipment and insures that officers are trained to be proficient in its use. Maintains proficiency in the operation of technical equipment, including radar, blood alcohol measuring devices, cameras, two-way radios, etc. Operates motor vehicles in accordance with State laws and Department regulations in routine and emergency situations.
16. Plans, implements, and maintains effective customer relations and public education programs. 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. Insures that any complaints against the Department or its personnel are handled effectively and in a timely manner.
17. Actively participates in professional law enforcement associations; acts as liaison between Town and other law enforcement agencies; attends and participates in meetings involving or relating to the Police Department.
18. Performs all regular full-time patrol officer duties as necessary, including patrol, traffic control, responding to calls for service, investigating traffic accidents and criminal offenses, issuing citations and warnings, serving subpoenas, making physical custody arrests with and without a warrant, transporting prisoners, testifying in court and before administrative bodies, making application for search warrants and arrest warrants, taking juveniles, intoxicated, or mentally ill persons into protective custody, writing investigative reports, conducting crime prevention surveys, responding to citizen inquiries, taking fingerprints of arrested persons, searching for latent fingerprints, searching for and collecting physical evidence at crime and accident scenes, performing various rescue and lifesaving tasks, participating in raids and high-risk warrant services, controlling violent or resisting subjects, apprehending fleeing suspects on foot or in a motor vehicle, and participating in strenuous and physically demanding basic and in-serve training programs.
19. Performs other related duties as required.

V. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Thorough knowledge of the principles and practices of modern police administration and police methods.
2. Thorough knowledge of state statutes and codes, federal guidelines and protocols, and local ordinances relating to law enforcement.
3. 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.
4. Knowledge of budgetary practices and procedures.
5. Skilled in the use of firearms and police equipment, including pepper spray, portable radios, pagers, handcuffs, batons, ammunition, and shotguns.
6. Experienced in the use of computers with standard office software.
7. Ability to plan, organize, and direct the work of subordinates performing varied operations connected with police activities.
8. Develop proper training and instructional procedures.
9. Accurately assess the potential consequences of alternative courses of action and select the one, which is most acceptable and appropriate.
10. Recognize potentially dangerous situations and to act decisively to protect persons and property from harm.
11. Prepare and present concise and meaningful oral and written material relating to the activities of the Department.
12. Create and maintain effective working relationships with subordinates, Town officials, department heads, State and Federal authorities, and civic leaders.
13. Deal effectively with the public and provide appropriate referrals to other social service agencies.
14. Work under physically and emotionally stressful situations.
15. Be on call to meet police emergencies.

VI. MINIMUM QUALIFICATIONS REQUIRED

1. Bachelor's degree in Law Enforcement, Police Administration, Criminal Justice, or related field.
2. Certification by the Police Standards and Training Council or the ability to obtain certification within one year of date of hire.
3. Eight to ten years progressively responsible experience in law enforcement and crime prevention with five years experience in administration and supervision.
4. Experience in budgeting and grant writing.
5. Willingness to be on call to meet emergency situations.
6. Possession of a valid NH driver's license

VII. PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

1. Work is primarily performed in an office environment but frequently requires on-site visits to emergency and crime scenes to observe subordinates in the field.
2. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.
3. May occasionally be required to make physical custody arrests, subdue attacking or resisting individuals, perform rescue work or administer first aid.
4. Must be able to manage multiple tasks at the same time and respond to deadlines.
5. Must be able to communicate effectively in the English language over the telephone and radio, read and understand English rapidly and effectively.
6. Must be able to operate a computer terminal and keyboard.
7. Accurately aim and fire hand and shoulder weapons and qualify with same according to State standards.
8. Take rolled fingerprints of arrested persons, use handcuffs, a police baton and self-defense spray, and to drive a standard police cruiser.