

# Town of Wilmot



## Police Chief Job Description

### Job Summary

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

### Supervision Received

Activities are conducted with considerable operational independence and personal judgement under the general administrative direction of the Board of Selectmen. Performance is reviewed through employee performance evaluation, reports, and program results.

### Supervision Exercised

Supervises directly, or through a subordinate supervisor, a department of law enforcement, support, and clerical employees. Has final authority for decisions pertaining to law enforcement. Has responsibility for the hire, separation, discipline, and performance evaluations of staff, subject to approval by the Board of Selectmen.

### Examples of Essential Duties

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Establishes Department goals, objectives, policies, regulations, and procedures based upon the needs of the Town and the Police Department. Continually evaluates the effectiveness and responsiveness of the Department;
2. Directs, coordinates, and keeps apprised of all Department procedures, practices, and functions, establishes and maintains formal channels of communication through which information must flow and specific authority is delegated, takes necessary steps to improve police operations. Reviews Department activities to determine problem areas, crime trends, and the need for special action;
3. Organizes, directs, and controls all resources of the Department to preserve the peace, protect persons and property, and enforces ordinances and by-laws of the Town, State Laws, and Federal laws;
4. Supervises and trains staff in law enforcement practices and procedures, ensuring that all training activities are consistent with Departmental goals and objectives;
5. Conducts staff meetings, reviews schedules and personnel plans, and maintains discipline within the Department. Using the Town's Personnel Policy and Departmental Procedures as a reference, deals with problems in discipline, scheduling, morale, training or any other personnel problem affecting a member of the Department;
6. Within the department, organizes, maintains, and administers the personnel policies of the Town and the procedures of the Department;
7. Cooperates with other Town, State, and Federal law enforcement officials in the apprehension and detention of wanted persons and with other Town departments where activities of the Police Department are involved;

8. Develops Departmental budget and presents budget request to the Board of Selectmen. Administers Departmental budget in accordance with established Town policy. Maintains equipment and personnel at a level consistent with budget.
9. Supervises and conducts complete and accurate investigations and prepares reports of the results. Submits reports as required, including monthly report of Department activities, data forms for compilation of the Uniform Crime Report, and reports of police activities. Supervises preparation of cases before the courts;
10. 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. Maintains proficiency in the operations of technical equipment, including radar, data processing equipment devices, cameras, two-way radios, etc. Operates motor vehicles in accordance with State laws and Department regulations in routine and emergency situations;
11. 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;
12. Performs all duties of a Patrol Officer as needed;
13. Performs other related duties as required.

#### **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 the police service is evaluated and the use of police records and their application to police administration. Thorough knowledge of statutes and ordinances relating to law enforcement. Knowledge of budgetary practices and procedures. 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 and department heads, State, and Federal authorities, civic leaders, and the public. Ability to prepare and present oral and written material relating to the activities of the Department. Ability to handle multiple tasks simultaneously.

#### **Minimum Qualifications Required**

Bachelor's Degree in Law Enforcement, Public Administration, Criminal Justice, or related field. Master's Degree preferred. Certification by the NH Police Standards and Training Council. At least ten years progressively responsible experience in law enforcement and crime prevention, with a minimum of three years in a supervisory capacity. Demonstrated oral and written communication skills. Or any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities. Ability to meet the physical fitness requirements of the Department, ability to pass criminal and financial background checks prior to employment; ability to pass physical exam. Willingness to undergo psychological testing and polygraph tests prior to employment.

#### **Physical Exertion/Environmental Conditions**

The nature of the position requires the employee to be in, and maintain, sound physical condition. Attendance at annual re-certification training program(s) is required. Work is performed in a variety of environmental conditions, including heat, cold, wet, slippery, noisy, etc. Employees may be exposed to toxic fumes, chemicals, and substances, fuel, and fluids, as well as grotesque sights and smells associated with major trauma. Tasks and procedures performed in some emergencies may involve risks classified by the Center for Disease Control as Category I, Category II, and Category III. Work may involve emotional stress and hazards of disability or even death when pursuing those suspected of a crime.