

Job Description
for
Chief of Police

Summary

The Chief of Police is a sworn, certified member who possesses all the requisite knowledge, skills and physical abilities incumbent upon the positions of all subordinate members in the Chain of Command. The member performs management and operations duties and tasks specific to the position.

The Chief of Police oversees the activity and operations of all Law Enforcement Activities; assumes responsibility for the planning and execution of the Police Departments response to unusual occurrences and coordinates with all affected agencies; oversees specialized units; reviews the budget and ensures proper budget guidelines are maintained; creates new agency programs, directives, and procedures; reviews citizen complaints; maintains media and community relations.

The most important and essential job function of the position is attitude and includes the following: getting along with co-workers, cooperating with co-workers, responding politely to the public, working as a team member, functioning under intense time pressure.

The member may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Education

- High School or GED
- Four Year College Degree

Required Education, Professional Certification or License:

- A four (4) year degree is required with major course work in:
 - Law Enforcement Administration
 - Criminal Justice and/or
 - Behavioral Sciences
- NH Police Certification
- NH Driver's License

Required Professional Experience:

- Sworn and certified in Law Enforcement Officer with extensive experience in criminal investigation procedures
- Extensive management experience in the Criminal Justice System

Updated 12/1/2023

Status

- Sworn, Certified

Blood and Viral Pathogen Risk

- Moderate Risk

Environmental Conditions

- Works primarily in an office environment
- May be required to execute the duties and responsibilities of a sworn, certified police officer
- Works on an on-call status
- Provides indirect supervision to members and assumes responsibility for members lower in the Chain of Command
- May be required to respond to critical incidents

Required Skills and Knowledge

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| • Knowledge of tactical procedures | • Ability to concentrate |
| • Knowledge of emergency operations and procedures | • Ability to organize thoughts |
| • Knowledge of budgetary process affecting the Police Dept | • Practical application of management skills |
| • Knowledge of product equipment costs | • Accounting skills |
| • Knowledge of NHPTS policy and procedures | • Advanced tactical skills |
| • Knowledge of NH RSA | • Motivational skills |
| • Knowledge of resource material | • Interpersonal skills |
| • Knowledge of Attorney General Guidelines | • Practical application of management styles |
| • Knowledge of governmental budget requirements | • Leadership qualities |
| • Ability to operate a motor vehicle | • Self-discipline |
| • Ability to read and write English | • Basic mathematical skills |
| • Ability to reason logically | • Decision-making skills |
| • Ability to operate audio/visual equipment | • Organizational skills |
| | • Management skills |
| | • Public speaking skills |
| | • Computer skills |
| | • Basic English grammar skills |

Physical Requirements

- | | |
|-----------------------|---|
| • Jump | • Walk |
| • Climb | • Run |
| • Drag/carry 150 lbs. | • Sit for long periods |
| • Crawl | • Stand for long periods |
| • Bend/squat | • See at a normal range or with accommodation |
| • Lift 150 lbs. | |

- Hear at a normal level or with accommodation
- Speak English understandably
- Sense of smell
- Manual dexterity
- Ambulate independently

Essential Duties

- Management
- Oversee law enforcement division activity
- Oversee specialized functions
- Conduct budget review
- Create new agency directives, programs, and procedures

Operations

- Review citizen complaints
- Assume command of agency
- Media and community relations