

**JOB TITLE: Chief of Police**

DEPARTMENT: Police

STATUS: Full-Time

**JOB SUMMARY:** Under the general direction of the Board of Selectmen. Performs highly responsible supervisory and administrative work in planning, organizing and directing the activities of the Police Department as well as performing the duties of a police officer. Maintains positive intermunicipal relationships with local law enforcement agencies as well as other departments within the Town of Sugar Hill. Represents the Town in a professional manner while promoting Sugar Hill's town values.

**MAJOR DUTIES:**

- Plans, organizes and directs all activities of the Police Department to include: scheduling, annual training, special events and Department programs.
- Supervises directly, or through subordinate supervisors, a staff of up to 8 law enforcement, communications and clerical employees.
- Prepares and conducts performance evaluations and may suspend with pay any subordinate employee.
- Consults with elected officials in the development of over-all policies and procedures to govern the activities of the Department.
- Directs and participates in the preparation of the annual Departmental budget request and in the control and expenditure of appropriations.
- Formulates and prescribes work methods and procedures to be followed by the Department; appraises work conditions and takes necessary steps to improve police operations.
- Cooperates with other Town, city, county, state and federal officers in the apprehension and detention of wanted persons and with other agencies where activities of the Department are involved.
- Advises and assists subordinates in non-routine criminal or other investigations.
- Detains prisoners.

- Prepares court cases and prosecutes cases as needed. Works with a prosecutor from an outside agency on the resolution of Department cases.
- Performs the functions of a Police Officer on a patrol shift.
- Required to be on call while off-duty; to return to duty as needed.
- Performs the functions of a Communications Specialist as needed.
- Attends civic club and other community organization meetings to explain and promote the activities and functions of the Department and to establish favorable public relations.
- Performs other related duties as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Ability to exercise sound judgment in evaluating emergency situations.
- Skill in public and interpersonal relations.
- Ability to communicate effectively both orally and in writing.
- Knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement.
- Knowledge of Police Department operations, technology, practices and policies.
- Knowledge of the geography and population patterns of the jurisdiction.
- Knowledge of modern law enforcement principles, procedures, techniques and equipment.
- Knowledge of applicable laws and ordinances in Department rules and regulations.
- Knowledge of administration and budgetary methods and procedures.
- Knowledge of employment and personnel laws, practices and procedures.
- Knowledge of use of computer programs and systems for law enforcement and administrative functions.

- Knowledge of Police Department rules and regulations, State law and Town ordinances, and standard law enforcement practices and procedures.
- Knowledge of supervisory and administrative practices and procedures.
- Skill in planning, organizing, analyzing, decision-making and problem-solving.
- Skill in the use of motor vehicles, electronic equipment, computer, typewriter, telephone, firearms, restraint and control equipment and test equipment.
- Skill in the use of office equipment, including a computer and calculator.
- Skill in problem-solving and conflict mediation.
- Skill in supervising employees.
- Ability to supervise and coordinate the activities of a Police Department.
- Ability to ensure compliance with safety practices and procedures common to law enforcement work.
- Ability to establish and maintain effective working relationships with Town officials, other law enforcement agencies, service and community organizations, businesses and the public.
- Ability to evaluate performance, analyze weakness and apply corrective action for those under their supervision as well as themselves.
- Ability to compile reports that are complete, accurate and timely.
- Ability to organize and staff the Department to ensure maximum efficiency and productivity for all programs and activities.
- Ability to maintain high morale within the Police Department and to set and maintain a positive role model for all personnel.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion and may involve defending oneself or others against physical attack.

PRIMARY PHYSICAL REQUIREMENTS	FREQUENCY
Lift 11 to 25 lbs.	Frequently required.
Lift 26 to 50 lbs.	Frequently required
Lift over 50 lbs.	Occasionally required.
Carry up to 10 lbs.	Frequently required.
Carry 11 to 25 lbs.	Frequently required.
Carry 26 to 50 lbs.	Occasionally required.
Carry over 50 lbs.	Rarely required. Assistance may be available.
Reach above shoulder height.	Frequently required.
Reach at shoulder height.	Frequently required.
Reach below shoulder height.	Frequently required.
Push/Pull.	Frequently required.

OTHER PHYSICAL CONSIDERATIONS	FREQUENCY
Twisting.	Frequently required.
Bending.	Frequently required.
Crawling.	Rarely required.
Squatting.	Occasionally required.
Kneeling.	Frequently required.
Crouching.	Rarely required.
Climbing.	Occasionally required.
Balancing.	Frequently required.
Running.	Occasionally required.

Work Surface(s): Standard office desk and chair; vehicle; concrete, asphalt, tile and carpet surfaces; rough, wet and slippery terrains.

HAND MANIPULATION	FREQUENCY
Grasping.	Occasionally required.
Handling.	Frequently required.
Torqueing.	Occasionally required.
Fingering.	Frequently required.

Controls and Equipment: Two-way radio, motor vehicles, radar trailer, firearms, Taser's, restraint equipment, telephone, computer, calculator, typewriter, measuring devices, technical equipment, copy and FAX machines.

COGNITIVE AND SENSORY REQUIREMENTS	NEED
Talking.	Necessary for communicating with others.
Hearing.	Necessary for receiving reports and instructions.
Sight.	Necessary for doing job effectively and correctly.
Tasting and Smelling.	May be needed to detect fuel leaks, smoke, intoxicated individuals, etc.

WORK ENVIRONMENT: The work involves high risks with exposure to potentially dangerous situations or unusual environmental stress, which require a range of safety and other precautions (e.g. working under extreme outdoor weather conditions, subject to possible physical attack or mob conditions or similar situations where conditions cannot be controlled).

SUMMARY OF OCCUPATIONAL EXPOSURES
May be exposed to toxic fumes, chemicals and substances, fuels and fluids.
Bloodborne Pathogens.
Tasks and procedures performed by employee involve risks classified by the Center for Disease Control as: Category II (Activity performed without blood exposure may occur in emergency) Category III (Task/activity does not entail predicable or unpredictable exposure to blood)
This position typically does not involve Category I exposure risk, however, if employee is trained in first aid, some emergency procedures may entail Category I exposure risks.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from a four-year college or university with a degree in Criminal Justice, Criminology or a related field. Law enforcement training and experience beyond the minimum of seven years can be considered on lieu of formal education.
- At least seven years of full-time law enforcement experience, which will enable the candidate to sufficiently and thoroughly understand the diverse objectives and functions of the Department.
- Must possess NH Police Standards and Training Council full-time law enforcement certification and firearms qualification.
- Possession of a valid driver’s license issued by the State of New Hampshire for the type of vehicle or equipment operated.

OTHER CONSIDERATIONS AND REQUIREMENTS
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Employee will be subjected to a criminal background check prior to employment.
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The nature of the position requires employee to be in and maintain sound physical conditioning in conformance to the standards prescribed by NH Police Standards & Training Council.
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Employee will be subjected to a background check and psychological examination prior to employment.
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Employee appointed pursuant to RSA 105.
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The nature of the position also exposes the employee to grotesque sights and smells associated with major trauma.
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