

Town of Hampstead, NH

Position: Deputy Chief
FLSA Status: Exempt
Labor Grade: T.B.D.

Department: Police
Reports To: Chief of Police

General Summary

Oversees the day-to-day operations of the Hampstead Police Department, including the supervision of all full and part-time officers of lower rank, all dispatchers, custodian, animal control officers and civilian contracted employees. The primary purpose of the position is to function as the second highest commanding officer within the department.

Essential Duties & Responsibilities

Commanding Officer - Department Operations

- Manages the day-to-day operations of the police department.
- Handles all police department administration functions in the absence of the Police Chief.
- Works directly with the Police Chief in order to implement department goals, objectives, policies, directives, and procedures, based upon the needs of the Town and the Police Department; continually evaluates the effectiveness and responsiveness of the department.
- Directs, coordinates, and keeps apprised of all departmental procedures, practices and functions; establishes and maintains formal channels of communications through which information must flow and specific authority is delegated; takes necessary steps to improve police operations.
- Reviews departmental activities to determine problem areas, crime trends and the need for special action. Works with community members to address concerns involving public safety, property crimes, motor vehicle laws and narcotics crimes.
- Has final review and approval of all incident reports, arrest reports, accident reports, traffic citations, arrest warrants, and search warrants, before being submitted to the Chief.
- Assists the Chief with the department's annual budget. Assists the Chief with planning future operational and management strategies for the department, within budgetary means and implements said strategies.
- Controls management rights to the departments computer network, IMC software, department's security systems (cameras and door FOB's) and email accounts. Manages department fuel accounts and DOT gas accounts for vehicle fleet. This includes managing department account users, ensuring proper department use and liaison with the NH DOT fuel department.

Personnel Management

- Manages staffing needs for the department and generates a monthly schedule.
- Coordinates hiring processes and the administering of candidate selection for perspective employees. Assigns background checks, generates employment contracts when needed. Ensures department compliance with NH Police Standards and Training mandates for matters involving psychological testing and polygraph matters for new employees.
- Develops, implements and oversees the department's field training program for new officers.
- Department liaison to the New Hampshire Police Standards and Training (NH PS&T), regarding all matters of employment, to include new officers, retiring officers and terminated officers. Ensures department compliance with regards to NH PS&T's annual training requirements, physical fitness testing, exculpatory evidence schedule list matters and any other matters as necessary.
- Conducts annual personnel reviews to ensure department compliance with NH Police Standards and Training and the NH Attorney General's Office regarding the Exculpatory Evidence List mandates.
- Conducts annual employee evaluations on all subordinate employees upon the Chief's request.
- Maintains department files pertaining to citizen complaints, internal affairs matters, employee discipline, Letters of Counseling, Letters of Recognition, UCR reporting and NCIC validations.
- Develops and implements selection process for specialized assignments and makes recommendations to the Chief regarding these staffing strategies. Specialized assignments include; detective, school resource officer, juvenile officer, SWAT team member, Drug Task Force member, evidence officer, fleet maintenance officer, firearms instructor, taser instructor, defensive tactics instructor, case preparation officer, felony first coordinator, PBT instructor, motorcycle patrol and others as needed.
- Determine case assignments as needed. Oversee all detective investigations to include narcotics investigations, large scale thefts, burglaries, sexual assaults, fraud or matters requiring search warrants.
- Meets with personnel as needed. Maintains discipline within the department. Deals with problems involving discipline, scheduling, morale, remedial training, or any other personnel problem affecting a member of the department.
- Oversees, delegates or conducts all internal affairs investigations and citizen complaint investigations as needed. Makes discipline recommendations to the Chief of Police based on internal affair investigation findings. Ensures that appropriate corrective measures are taken to address any personnel issues and generates Letter of Counseling statements as needed. Works directly with union stewards to properly address disciplinary matters and ensure collective bargaining compliance.
- Handles all walk-ins and phone calls from people looking to speak with a supervisor or officer in charge, in the absence of a patrol supervisor.
- Patrol supervisors, detectives, full-time officers, part-time officers, specials, non-sworn employees and contracted employees answer to the deputy chief. This includes dispatchers, custodian, animal control officers, prosecutors and IT technicians.

- Reviews and approves all of the department's Use of Force reports. Maintains Use of Force records. Meets with supervisors and officers to review all Use of Force reports and situations. Ensures officers and supervisors are complying with State use of force guidelines and RSA 627:5. This includes review of all police pursuits.
- Stays current on national law enforcement events and trends. Including such things as current training trends, social concerns, improved investigating techniques, improved equipment and technology advancements.

Training Compliance

- Oversees the police department training needs and requirements. Ensures compliance with NH Police Standards and Training's mandates with regards to annual training requirements. Reviews officer's training requests, recommends training, coordinates department trainings, coordinates training for individual staff development or designates officers to remedial training as needed.
- Maintains police department training records.

Equipment

- Oversees or directly manages all police department equipment acquisitions. To include such things as police cruisers, mobile data terminals (Patrol PC's), shooting range facility, range equipment, training equipment, portable radios, firearms, patrol rifles, bullet proof vests, less lethal shotguns, Tasers, OC spray, breaching equipment, military surplus acquisitions, radars, body cameras and more.
- Responsible for writing grants when applicable. Grants for such things as equipment, personnel or patrol related grants through organizations like NH Highway Safety Agency, NH Liquor Enforcement, NH Fish & Game and more.
- Is the department's point of contact for the following accounts; IMC, email services, Comcast, Verizon, AT&T FirstNet, Taser, LESO Program, Patrol PC, NH State Police J-One Agreement and Mobile Data Terminal (MDT) access through Rockingham County Sheriff's Department.
- Monitors the police department's general maintenance & repairs as needed. This includes matters involving: HVAC system, plumbing, the security system, computer network, phone system and any other structural / safety concern.

Additional Responsibilities

- Generates and conducts department press releases. Handles all media inquiries.
- Reviews and approves all Right-To-Know requests under RSA 91-A.
- Prepares and submits all Uniformed Crime Reports (UCR) to NH State Police, in compliance with the FBI's statistics reporting division's mandates.
- Conducts and monitors weekly and monthly data back-ups for the department's IMC records.
- Is responsible for the proper documentation and cataloging of the department's NCIC entries and oversees the monthly NCIC validations in conjunction with the Rockingham County Sheriff's Department.

- Is the department's liaison for the following law enforcement agencies; Rockingham County Attorney's Office, New Hampshire Attorney General's Office, Rockingham County Sheriff's Department, New Hampshire State Police, New Hampshire Fish & Game, Southern NH Special Operations Unit, Rockingham County Drug Task Force, all federal law enforcement agencies, DCYF and the Child Advocacy Center.
- Manages the department's social media account(s).
- Posts pertinent crime bulletins received from various state fusion centers such as, NH IAC, MA CrimeNet, NESPIN and more.
- Works directly with the patrolmen's union board members to address conflicts pertaining to their collective bargaining agreement. Attempts to resolve any potential grievance matters before a formal grievance is filed.
- Provides guidance to patrol officers, detectives, patrol supervisors as needed. Assist patrol and detectives with calls for service, arrest and investigations when needed.
- Works with the Board of Selectmen, School Board members, community members and Town department heads in order to maintain a good working relationship in order to address any matters of mutual concern.
- Is the department's point of contact for all community relation matters; to include organizing the police department's annual Toys for Tots toy drive.
- Manages the department's Drug Take Back Box and ensures compliance with the DEA's mandates. Coordinates department involvement with the DEA's national "Drug Take Back" events.
- Performs all other duties as required by the Chief of Police.

Supervisory Controls: The supervisor makes assignments by defining objectives, priorities and deadlines; assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Guidelines: The employee uses judgement in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application on specific cases or problems. The employee analyzes results and recommends changes.

Complexity: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

Scope and Effect: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operations of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of person.

Personal Contacts: Contacts are typically with Department personnel, other Town employees, elected officials, the prosecutors, judges, attorneys, school administrators, clergy members, business owners, citizens, suspects, victims, witnesses, motorist and representatives of other law enforcement agencies. The personal contacts are with individuals or groups from outside employing agency in moderately unstructured settings (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

Purpose of Contacts: The purpose is to influence, motivate, interrogate or control persons or groups. At this level the persons contacted may be fearful, skeptical, uncooperative, intoxicated, suffering from a mental health issue or dangerous. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation, reasonable force or gaining information by establishing rapport with suspects, witnesses or cooperating informant.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to regularly stand, walk, run; sit, use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, see and hear; and tasted or smell. The employee must regularly lift and / or move more than 20 lbs.

Pursuit situations and other duties may require significant physical agility and may expose employee to great physical and mental stress. Physical health, strength, stamina and agility to meet the physical demands of police work are required. These demands are subject to physical agility testing under the NH Police Standards and Training requirements.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work is primarily performed in an office setting however the following applies when in the field;

While performing duties of this job, the employee is exposed to physical violence, firearms, explosives and vibrations; to fumes or airborne particles; blood and airborne pathogens and other diseases, toxic or caustic chemicals; outside weather conditions and physical hazards from traffic accidents, emotionally upset people, contact with death and other emotionally stressful situations. The noise level in the work environment may be very loud.

Police Officers perform duties under extremely hazardous conditions that can present high stress and threat to personal safety. Police Officers are subject to physical threat from unruly and dangerous individuals, criminals, animals, vehicles, unsafe building sites and gun shots and may require extending work schedule during periods of emergency.

Supervisory and Management Responsibility: Commanding officers at this level have final responsibility and authority for the accomplishments of objectives, utilization of resources and personnel administrations decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and objectives. They usually only receive guidance in the form of approval / denial on matters of policy, service levels and goals or objectives approved by the Chief.

Desired Minimum Qualifications

Education & Experience

- Full-time New Hampshire Police Academy certification.
- Law enforcement experience sufficient to thoroughly understand the diverse objectives and functions of the police department. Usually interpreted to require five years of full-time experience as patrol officer in conjunction with sufficient experience investigating larger or complex criminal cases.
- At minimum of (10) years of police experience with a minimum of (5) years of full-time experience in a police supervisory capacity.
- Any equivalent combinations of education or military experience which demonstrates possession of the required knowledge, skills and abilities which would help to lead a police department.

Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of police administration and police methods.
- Thorough knowledge of applicable federal, state and local laws & town ordinances.
- Considerable knowledge of police technology, use of computers, communication systems, techniques of investigation and surveillance, protective equipment and more.
- Skill in the use of firearms, patrol rifles and all other police equipment.
- Ability to plan, organize and direct the work of employees performing various police activities.
- Ability to establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders and the general public.
- Ability to prepare and present effectively, oral and written materials relating to the activities of the Police Department.
- Ability to effectively lead the Department and install the confidence of subordinates and the community.

Licensing and Certifications

- Valid driver's license
- Valid / active New Hampshire police officer certification.

Tools and Equipment Commonly Used: Computers, handgun, patrol rifle, police cruiser, portable police radio, Taser, OC spray, expandable baton, handcuffs, ballistic vest, radar, breathalyzer, cell phone, Internet, first aid equipment, tourniquets, external defibrillator, fire extinguisher, camera, computer software, tablets, blood tubes & other evidence collecting tools, fingerprinting apparatus, mobile data terminals, verbal judo and basic office equipment.