

Town of Hampstead, NH

POSITION: Police Chief
FLSA STATUS: Exempt
LABOR GRADE: Employment Contract

DEPARTMENT: Police
REPORTS TO: Full-time Appointed
DATE: March 28th, 2024

GENERAL SUMMARY

Responsible for professional and administrative work in planning, organizing and directing the activities of the Hampstead Police Department, assuring that laws and ordinances are enforced, that criminal offenders are identified and apprehended, and that measures are implemented to prevent crimes and protect lives and property. Work also involves determining overall plans and policies to be followed in conducting police operations. Administers, supervises and enforces all phases of Police Department policy, operations, equipment and building.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes and directs the programs and activities of the Police Department.
- Reviews complaints and accident reports.
- Determines data requirements, records and reports needed for management of the Department.
- Determines personnel, equipment, facility, materials and supply needs.
- Prepares the Police Department budget and is responsible for ensuring that it is effectively managed.
- Handles the payroll for all Officers/Dispatchers.
- Plans, monitors and evaluates the work of the officers in the Department; counsels them about work performance and initiates disciplinary actions as may be necessary.
- Establishes and continues strong ties to community/civic groups, the school systems and other municipal departments; attends meetings of these groups and makes presentations representing the Police Department.
- Approves all classes and training for Officers.
- Addresses all complaints with the Deputy Chief.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

SUPERVISORY CONTROLS: The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

GUIDELINES: Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or to propose new policies.

COMPLEXITY: The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work, or refining the methods and techniques to be used.

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 operation 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 persons.

PERSONAL CONTACTS: The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the 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 regularly required to stand, walk and 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 taste or smell. The employee must regularly lift and/or move more than 200 pounds.

Pursuit situations and other duties may require significant physical agility and may expose incumbent 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 of Police Standards and Training as required.

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

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

While performing the duties of this job, the employee is occasionally exposed physical violence, fire arms, explosives and vibrations; to fumes or airborne particles; blood and air borne pathogens and other diseases, toxic or caustic chemicals; outside weather conditions and physical hazards from traffic and 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, unsafe building sites and gunshots and may require extending work schedule during periods of emergency.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Department heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and objectives.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree from a recognized college or university in Criminal Justice, Law Enforcement, Public Administration or related field.
- OR
- Experience sufficient to thoroughly understand the diverse objectives and functions of the Department usually interpreted to require a minimum of ten years of experience in a full-time law enforcement agency, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- AND
- Must possess, or be able to readily obtain, a minimum of a NH Police Standards and Training Council part-time law enforcement certification and ability to meet the physical fitness requirements of the 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 and ordinances.
- Considerable knowledge of police technology; use of computers; communication systems; techniques of investigation and surveillance; protective equipment; etc.
- Skill in the use of firearms and 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 public.
- Ability to prepare and present effectively, oral and written informative material relating to the activities of the Police Department.
- Ability to effectively lead the Department and instill the confidence of subordinates and the community.

LICENSING AND CERTIFICATION

Valid New Hampshire Driver's License and is a certified police officer in the State of New Hampshire.

TOOLS AND EQUIPMENT USED

Police cruiser, radios, radar gun, handgun and other firearms, baton, handcuffs, bulletproof vests, ; first aid equipment to include automated external defibrillator, fire extinguisher, flares, pepper spray, animal control equipment, investigating equipment including cameras, blood evidence tubes, fingerprinting apparatus and other evidence collecting materials, computers and other general office equipment.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.