

CHIEF OF POLICE
POLICE DEPARTMENT

Job Summary

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

Supervision Received

Activities are conducted with considerable operational independence and personal judgment under the general administrative direction of the Town Manager with frequent interaction with Board of Selectmen and members of the public. The Chief of Police is reviewed through conferences, reports, and program results.

Supervision Exercised

Supervises directly, or through subordinate supervisors, a department of law enforcement, support, and clerical employees. Serves as the final authority for all decisions pertaining to law enforcement.

Examples of Duties

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

1. Organize, direct and control all resources of the Department to preserve the peace, protect persons and property, and enforce ordinances and by-laws of the Town, and state and federal laws.
2. Establish Department goals, objectives, policies, regulations, and procedures based on the needs of the Town and the Police Department; continually evaluate the effectiveness and responsiveness of the Department.
3. Supervise and train staff in law enforcement practices and procedures.
4. Conduct employment processes for vacant positions in the Department and make recommendations for hire to the Town Manager.
5. Maintain equipment and personnel at a level consistent with budget.
6. Develop, present, and administer, after approval, the Departmental budget in accordance with Town policy.

7. Operate both as a member of a team and independently at incidents of uncertain duration.
8. Perform complex tasks during life threatening emergencies.
9. Make rapid transition from rest to near maximal exertion without warm-up periods.
10. Properly use approved firearms, handcuffs, batons, pepper spray, and other hand equipment in the performance of duties.
11. Operate motor vehicles in accordance with state laws and Department regulations in routine and emergency situations.
12. Within the Police Department, organize, maintain, and administer the personnel policies and procedures of the Town and the Department. Responsible for review and completion of personnel evaluations
13. Establish and maintain necessary and appropriate records of activities.
14. Supervise preparation and presentation cases, and present cases before the courts.
15. Maintain proficiency in the operation and maintenance of technical equipment, e.g. radar, blood alcohol measuring devices, etc.
16. Plan, implement and maintain effective customer relations and public education programs. Represent the Department with civic organizations, public interest groups, elected representatives, schools, etc.
17. Serve as a primary member of the Town's Emergency Management Team under the supervision of the Town's Emergency Management Director.
18. 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 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, state and federal authorities, civic leaders, and the general public. Ability to prepare and present oral and written material relating to the activities of the Department.

Minimum Qualifications Required

Bachelor's Degree in Criminal Justice, Police Administration or related field. M.A. preferred. At least ten years progressively responsible law enforcement and crime prevention experience with at least three years in supervisory, command and administrative positions, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. Demonstrated oral and written communications skills. Certified in New Hampshire by Police Standards and Training as Police Officer. Valid NH Driver's license.

Candidates will be subjected to criminal and financial background checks. Psychological testing and polygraph may be administered prior to employment. Required to take and pass a physical exam after a conditional offer of employment, and/or in compliance with RSA 188-F:27.

Employee appointed pursuant to NH RSA 105.

Working Conditions

Employee is often required to do several tasks expeditiously and concurrently. Work is often interrupted by telephone calls, visitors, inquiries from co-workers, etc. The individual must be able to handle demands for information or action in a timely and judicious manner. Work involves environments with a variety of adverse conditions, such as hot, cold, wet, slippery, noisy, etc.

Tools and Equipment Used

Personal computer with Windows, Microsoft Office programs, calculator, phone, fax and copy machine. Familiarity with Tri-Tech (IMC) Records Management Program.

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.

May be exposed to hazardous materials, chemicals, fuels, etc. Tasks and procedures performed by employee involve risks classified by CDC as:

Category I (Some emergencies entail Category I exposure risk)

Category II (Activity performed without blood exposure, but exposure may occur in an emergency)

Category III (Activity does not entail predictable or unpredictable exposure to blood)

Work involves exposure to grotesque sights and smells associated with major trauma. The nature of the position required employee to be in, and maintain, sound physical conditioning.

While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

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. The noise level in the work environment is usually moderately quiet.

Sensory Requirements

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required.