

## Town of Allenstown

<b>Position Title:</b>	Police Chief	<b>Date Revised:</b>	8/2/16
<b>Department:</b>	Police	<b>Classification:</b>	Exempt
<b>Salary Grade/Level:</b>	Grade 5	<b>Reports to:</b>	Board of Selectmen

**Essential Duties & Responsibilities:** Except as specifically noted, the following functions are considered essential to this position. The following are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive

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.

Develops and implements strategic plans to control crime and ensure traffic safety.

Supervise and train staff in law enforcement practices and procedures.

Maintain equipment and personnel at a level consistent with budget.

Develop, present and administer, after approval, departmental budget.

Operate both as a member of a team and independently at incidents of uncertain duration.

Serves as the incident command at scenes when appropriate.

Acts as a liaison with officials of other governmental entities at the local, county, state and federal level.

Implements personnel evaluation program within the department and evaluates personnel as appropriate.

Perform complex tasks during life threatening emergencies.

Make rapid transition from rest to near maximal exertion without warm-up periods.

Properly use approved firearms, handcuffs, batons, and other hand equipment in the performance of duties.

Operate motor vehicles in accordance with state laws and department regulations in routine emergency situations.

Organize, maintain, and administer the personnel policies and procedures of the town and the department within the department.

Establish and maintain necessary and appropriate records of activities.

Supervise and conduct complete and accurate investigations and prepare reports of the results.

Supervise preparation and presentation of cases, and present cases before the courts.

Maintain proficiency in the operation and maintenance of technical equipment, e.g. radar, blood alcohol measuring devices, Plan, implement and maintain effective customer relations and public education programs.

Maintain confidentiality of department information.

Attend to many items simultaneously, and/or in sequence.

Familiar with and executes safe work procedures associated with assigned work.

Performs other related duties as required.

**Other Duties & Responsibilities:**

The nature of the position required employee to be in, and maintain sound physical conditioning in accordance with department policy and Police Standards and Training Council rules.

Make rapid transition from rest to near maximal exertion without warm-up periods.

A medical screening/examination is required in accordance with NH Police Standards and Training Council Administrative Rules Chapter 1

Must be able to pass an annual physical agility test to standards set forth in NH Police Standards and Training Council Administrative Rules 404.07, and maintain a level of fitness so as to perform physically demanding and occasionally arduous tasks in the performance of your duties as are expected in a force protection/law enforcement first responder environment.

Must possess motor power, dynamic strength, range of motion, neuromuscular coordination, stamina, gross body coordination, and dexterity adequate to perform essential functions under all required, routine and emergency duties.

Must be able to perform physically demanding work in hot and humid (up to 100% humidity) atmosphere while wearing duty equipment and/or personal protective equipment, which may significantly impair body-cooling mechanisms.

Must be able to wear personal protective equipment weighting approximately 30 pounds while performing security guard emergency tasks.

Must be able to perform physically demanding work while wearing a protective mask which increases the resistance of inhalation and reduces the efficiency of air exchange.

May be required to work for long periods of time, requiring sustained physical activity and intense concentration.

Must be able to make rapid transitions from rest to near maximum exertion without warm-up periods.

Must be free from frequent episodes of pain or inability to perform work or sudden incapacitation.

Must be able to maintain balance under adverse conditions, weight loads, and at above ground height, and maintain body flexibility.

**Competencies: Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.**

**This position requires the ability to read and interpret rules, regulations, ordinances, etc. at a basic level.**

**Successfully complete NIMs and ICS training requirements for first-responders.**

**Attend to many items simultaneously, and/or in sequence.**

**Firearms testing and successful qualification to NH Police Standards and Training Council Administrative Rules Pol 404.03. This may include firing at night, with one hand, or while under time or physical stress.**

**One year probationary period is required.**

**Phase I responder to terrorism incidents**

**Must have completed the First Line Supervisors course or equivalent or will complete within one year**

**Required Education & Experience:** High school diploma or G.E.D. Valid NH drivers license.

**Certified in NH by Police Standards and Training as Police Officer.**

**BA Degree in Criminal Justice, Public Administration or related field.**

**MA preferred Minimum of ten years law enforcement experience with at least seven years in a supervisory position of which three should be at the command level.**

**Demonstrated supervisory, administrative, oral and written communications skills.**

**Supervisory Responsibilities:** Supervise and conduct complete and accurate investigations and prepare reports of the results.

**Supervise preparation and presentation of cases, and present cases before the courts.**

**Work Environment:** Office area includes standard office desk and chair; motor vehicle cabs; rough, wet, slippery terrain; concrete, asphalt, carpeted surfaces.

**Must be able to work (including walking, standing, pulling, and pushing) in wet, icy, or muddy areas.**

**Must be able to perform a variety of tasks on slippery, hazardous surfaces, such as on icy pavement, wet grass, or leaves, and so forth.**

**Physical Requirements:**

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: frequently required.

Lift 26 to 50 pounds: occasionally required.

Lift over 50 pounds: rarely required. Assistance may be available.

Carry up to 10 pounds: constantly required.

Carry 11 to 25 pounds: frequently required.

Carry 26 to 50 pounds: occasionally required.

Carry over 50 pounds: rarely required. Assistance may be available.

Push/pull: frequently required.

Reach above shoulder height: frequently required.

Reach at shoulder height: frequently required.

Reach below shoulder height: frequently required.

Sit: one total hour per day.

Stand: six plus hours per day.

Walk: four plus hours per day.

Twisting: occasionally required.

Bending: frequently required.

Crawling: rarely required.

Squatting: rarely required.

Kneeling: rarely required.

Crouching: rarely required.

Climbing: occasionally required.

Balancing: frequently required.

**Physical Demands: Continued**

Bending: frequently required.

Crawling: rarely required.

Squatting: rarely required.

Kneeling: rarely required.

Crouching: rarely required.

Climbing: occasionally required.

Balancing: frequently required.

**Hand Manipulation:**

Grasping: constantly required.

Handling: constantly required.

Fingering: frequently required.

Controls and equipment: office equipment, motor vehicles, and telephone.

**Travel: Limited travel is required. Primarily travel for training.**

**Position Type / Expected Hours of Work: Generally Monday through Thursday, between the hours of 7:30am – 5:30pm dependent on total hours authorized. Some evening and weekend meetings required. Possible overtime if and when needed or required.**

**During EOC activation, can be any twelve hour period designated by the Emergency Management Director during and immediately after a declared emergency.**

**Additional Eligibility Qualifications: Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.**

**This position requires the ability to read and interpret rules, regulations, ordinances, etc. at a basic level.**

**Successfully complete NIMs and ICS training requirements for first-responders to include ICS-300 and ICS-400.**

**Firearms testing and successful qualification to NH Police Standards and Training Council Administrative Rules Pol 404.03. This may include firing at night, with one hand, or while under time or physical stress.**

**Phase I responder to terrorism incidents**

**Hiring Authority: Board of Selectmen**

**Work Authorization / Security Clearance:** Background investigation (no conviction for any crime involving turpitude). No conviction for major motor vehicle violations. No history of frequent motor vehicle violations of any kind. May not belong to an organization which advocates the violent overthrow of the governments of the United States, the State of New Hampshire or the Town of Allenstown.

**EEO Statement:** The Town of Allenstown provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, color, marital status, familial status, physical or mental disability, sexual orientation or national origin. In addition to federal law requirements, Town of Allenstown complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

**Other Duties:**

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures:**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

Town Administrator \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_