

## TOWN OF MILFORD - JOB DESCRIPTION

**JOB TITLE:** Chief of Police

**CLASSIFICATION:** Exempt Level – Grade 28

**Job Description:** The function of the Police Department is to enforce all State and Local laws and ordinances in compliance with Federal and State laws and Town ordinances and policies, and to provide related emergency and non-emergency services to the community. Subject to such written and formal policies as adopted by the appointing authority, the Chief of Police shall have the authority to direct and control all employees of the department in the normal course of duty and shall be responsible for the efficient and economical use of all of the department's equipment. The Chief performs highly-responsible administrative work in planning, organizing and directing the actions of the Milford Police Department and is expected to provide leadership, maintain appropriate discipline, and articulate the vision and values of the department. The Chief of Police is considered to be a member, along with the heads of the other municipal departments, of the Town's senior management team. Under the general direction of the Town Administrator, the Chief of Police operates with considerable independence and personal judgment with work reviewed by conferences, reports and departmental performance.

**Accountability:** Works under the general administrative supervision of, and is accountable to, the Town Administrator; receives guidelines on law enforcement through State and Federal regulations and Town ordinances; and performs duties and makes policy decisions independently.

**Equipment Used:** General police-issued equipment such as firearms, protective vest/gear, restraints, radio, etc. General office equipment including computer, workstation, telephone, fax machine, photocopier, etc.

**Environment:** Inside: 75 % Outside: 25 %

### **Duties and Responsibilities:**

Except as specifically noted, the following functions are considered essential to this position.

(Any one position may not include all of the duties listed nor do the listed examples constitute all of the duties which may be found in positions of this class.)

1. Establishes goals, objectives and policies for the Police Department and continually evaluates its effectiveness and responsiveness.
2. Directs, coordinates and keeps apprised of all departmental functions.
3. Establishes a flow of communication and delegation of authority, reviews activity to determine problem areas and takes corrective action, conducts staff meetings, reviews schedules and employee performance, solves personnel problems, and arranges for the investigation of any reported or apparent employee misconduct.
4. Cooperates with other Town, State and Federal officials in activities where the Police Department is involved.

5. Represents the department with civic organizations, schools, and other community groups and with the media.
6. Develops and presents annual budget requests and administers the department's budget.
7. Advises and assists department personnel in difficult investigations and participates in more-difficult police problems, taking charge at the scene of emergencies when required.
8. Inspects the work of employees in the station and in the field.
9. Establishes and maintains a training program consistent with departmental goals and objectives.
10. Must be capable of performing line police work in an emergency, on view of a crime being committed, or when required to assist other officers, including sufficient health and physical fitness to make physical custody arrests and participate in search and rescue operations.
11. The Chief of Police is considered a salaried, exempt official. Work is normally performed five (5) days a week during normal business hours but the Chief is expected to adjust his/her hours to attend community meetings, assume command at the scenes of major emergencies, and provide occasional announced and unannounced inspections of the station and of units in the field.

### Physical Activity Requirements

#### PRIMARY PHYSICAL REQUIREMENTS

#### OTHER PHYSICAL CONSIDERATIONS

LIFT up to 10 lbs.: Frequently  
LIFT 11 to 25 lbs.: Frequently  
LIFT 26 to 50 lbs.: Occasionally  
LIFT over 50 lbs.: Occasionally

Twisting: Occasionally  
Bending: Occasionally  
Crawling: Occasionally  
Squatting: Occasionally  
Kneeling: Occasionally

CARRY up to 10 lbs.: Frequently  
CARRY 11 to 25 lbs.: Frequently  
CARRY 26 to 50 lbs.: Occasionally  
CARRY over 50 lbs.: Occasionally

Crouching: Occasionally  
Climbing: Occasionally  
Balancing: Occasionally

#### WORK SURFACE(S)

REACH above shoulder height: Frequently  
REACH at shoulder height: Frequently  
REACH below shoulder height: Frequently

General office work surfaces including desk, tiled and/or carpeted areas, etc. Police work surfaces such as uneven terrain, asphalt, grass, etc.

FUSH/PULL: Occasionally

HAND MANIPULATION

DURING AN 8-HOUR DAY,  
EMPLOYEE IS REQUIRED TO:

			<u>Consecutive Hours</u>	<u>Total Hours</u>
<u>Grasping</u> :	Required		1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
<u>Handling</u> :	Required	Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
<u>Torquing</u> :	Required	Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
<u>Fingering</u> :	Required	Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

**Cognitive and Sensory Requirements:**

Talking: Required

Hearing: Required

Sight: Required

Tasting & Smelling: 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 services is evaluated by the use of police records and their application to police administration. Computer literate with ability to operate simple word processing systems and interpret data from spreadsheets. Thorough knowledge of statutes and court decisions relating to law enforcement. Ability to plan, organize and direct the work of a number of subordinates and to remain calm and make proper decisions in emergency situations. Ability to oversee a training plan for the department. Ability to serve as spokesperson for the department and forge effective working relationships with Selectmen, heads of other municipal departments, representatives of other law enforcement agencies, the courts, prosecutors and defense attorneys, civic leaders, and the general public. Ability to prepare and effectively present oral and written materials relating to the activities of the department. Absolute integrity and honesty required.

**Specific Vocational Preparation Requirement(s):**

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|---|--|
| <input type="checkbox"/> 1. Short demonstration only.                                   | <input type="checkbox"/> 5. 181 days to 1 year.      |
| <input type="checkbox"/> 2. Any beyond short demonstration up to and including 30 days. | <input type="checkbox"/> 6. 1 to 2 years             |
| <input type="checkbox"/> 3. 30-90 days  | <input type="checkbox"/> 7. 2 to 4 years             |
| <input type="checkbox"/> 4. 91-180 days   | <input type="checkbox"/> 8. 4 to 10 years            |
|   | <input checked="" type="checkbox"/> 9. Over 10 years |

**Educational/Experience Requirements:** Bachelor's degree from a fully-accredited college or university accepted by a regional accrediting body in criminal justice, police administration, or a related field with course work in management and budgeting, and 10 years of progressively responsible experience in law enforcement with at least 5 years in a supervisory or management position or equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and ability. Each year of law enforcement experience beyond 5 years at a supervisory or management level may be substituted for one year of formal education. Each year of formal education may be substituted for one year of law enforcement experience but may not serve as a substitute for the required supervisory or management experience. Completion of the FBI National Academy may be substituted for one year of college. Candidates must have graduated from a civilian police academy and be certified or certifiable as a full-time police officer by the NH Police Standards and Training Council, including State-mandated physical fitness and medical requirements and able to pass a rigorous background check.

**Summary of Occupational Exposures:** Comfortable office area with ample work and storage area; no general distracting features; minimal or no exposure to toxic or hazardous substances other than cleaning fluids and copier toner.

**Other Considerations and Requirements:** (See above)