

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: POLICE CHIEF  
DEPARTMENT: POLICE  
REPORTS TO: CITY MANAGER**

**JOB CODE: 3005  
DATE: 2/08, Rev. 6/11**

**JOB SUMMARY:**

Functions as head of the City of Concord Police Department, including the Operations and Administration Divisions. Provides direction for a wide range of law enforcement activities to protect life and property, prevent crime, apprehend criminals, and enforce laws, state regulations, and local ordinances. Develops and implements operational and strategic goals for the department. Develops, revises, and implements departmental policies and procedures to ensure compliance with all legal mandates. Reviews, modifies, and approves all phases of departmental/divisional budgets and ensures proper administration. Ensures the proper allocation of all departmental personnel and equipment for maximum efficiency. Evaluates performance of those directly supervised, and monitors the performance via performance evaluations of all departmental employees. On an ongoing basis, meets with members of the public to promote goodwill with the department, promote awareness of crime prevention programs, and evaluate security needs within the community.

**ESSENTIAL JOB FUNCTIONS:**

Ensures that actual and potential crime and public safety problems are identified; ensures that personnel are adequately trained in the detection of problems and that report systems are properly constructed; reviews daily activity logs, individual officer reports, and monthly activity summaries; meets with employees at all levels of department as necessary; hears complaints from members of the public; also patrols the city at varying hours of day and night to ensure that on-duty officers correctly respond to problems.

Develops departmental goals and objectives to fit within the priorities of the City Administration and Council.

Ensures that departmental positions are adequately defined and that qualified individuals are recruited, carefully screened, and selected to fill specific positions throughout department; ensures that police officer candidates are properly and rigorously screened to properly serve public as well as to avoid legal and civil liability.

Determines and develops the organizational structure of the department; identifies the skills of personnel needed and deploys appropriate personnel to the various units within the department; monitors conditions and responds to changing conditions as appropriate.

Establishes the parameters within which departmental personnel must work to successfully accomplish stated goals.

Ensures that departmental disciplinary matters are handled in a consistent manner in accordance with the progressive discipline approach.

Ensures proper cooperation and communication between various departmental units and resolves disputes between immediate subordinates who direct the two different divisions of the department.

Responsible for addressing day-to-day issues relative to collective bargaining matters.

Assists in labor negotiations as part of the city's Negotiations Team.

Ensures that personnel are properly and adequately trained; delegates details of training program to the Training and Services Lieutenant; coordinates basic recruit training, specialty training provided by outside agencies, as well as nine (9) days of annual in-service training for officers.

Serves as main departmental public relations representative; attends numerous public meetings, and meets personally with citizens whose requests are not satisfied by subordinate levels within the department.

Ensures that the City Manager and the Council (through the Manager) are properly apprised in a timely manner of any extraordinary incidents that occur; also provides information to the public on safety and crime conditions and conducts news conferences to provide the public with complete information regarding unusual crimes or occurrences in order to dispel fear and discourage panic.

Advises the City Manager, other department heads, the City Council, and legislative committees on law enforcement and public safety issues.

Oversees and approves the development of annual departmental budget; monitors expenditures to ensure that appropriated amounts are not exceeded; ensures the best possible return on police expenditures; evaluates departmental programs, activities, and personnel; determines whether or not programs will be continued, modified, or terminated; ensures that departmental resources are effectively and efficiently utilized.

Represents the department in the planning and direction of cooperative ventures with law enforcement agencies of other municipalities, counties, and law enforcement agencies.

Routinely inspects (both personally and through delegated authority to immediate subordinates) the activities of all personnel to ensure that departmental policies and procedures are properly followed; reviews submitted reports and memoranda; also makes unannounced, on-site personal inspections as appropriate.

Ensures the proper investigation and approval or disapproval of applications for licenses to carry concealed weapons, to see weapons, to operate sound trucks, and/or to conduct casino or Monte Carlo nights; reviews and comments upon a number of applications for licenses that are processed by the Department of Code Enforcement.

Performs other related duties as assigned and provides on-call response 24 hours per day, 7 days per week.

**MATERIAL AND EQUIPMENT USED:**

Telephone	Police Radio
Computer	Other Communications Equipment
City Vehicle	Firearms

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree in Criminal Justice, Public Administration, or a related field; and

*(Master's degree in Criminal Justice, Public Administration, or a related field is desirable)*

Ten years of progressively responsible experience in law enforcement with a minimum of five (5) years in a supervisory capacity; or,

Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Valid New Hampshire Driver's License.

Certification as a Full-Time Police Officer by the State of New Hampshire.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

The principles and practices of sound management and motivational techniques.

Law enforcement techniques, practices, and methods.

Budget preparation and administration.

Sound disciplinary practices.

Staffing of a medium-sized police department for the delivery of optimum service.

Personnel practices and applicable legal considerations as they pertain to police department employees.

The practices and procedures for properly completing performance appraisals.

All pertinent local, state, and federal laws and city ordinances, including but not limited to principal felonies and misdemeanors, juvenile code, and traffic laws.

Court decisions and changes in laws that may affect law enforcement procedures.

Pending changes in law that may make current laws obsolete.

Rules of evidence.

Frequently used legal terminology.

State and federal laws pertaining to civil rights legislation and liability issues.

Proper English grammar, spelling, and sentence structure.

Basic interview techniques.

Basic crime prevention methods.

Familiar with operations of an Incident Command System.

**Skill in:**

Interpersonal relations.

Conflict resolution.

Operation of an emergency vehicle and its equipment, police radio and walkie talkie, and other equipment as assigned.

Effective written and oral communications.

**Mental and Physical Abilities to:**

Lead, delegate work to subordinates, and enable commanding officers to resolve divisional problems and conflicts whenever possible.

Direct and lead the work of a medium-sized police department.

Accurately evaluate the performance of others.

Instruct others in work methods.

Exercise sound judgment in determining the course of action needed to effectively neutralize difficult and emergency situations.

Prepare and administer departmental budget.

Understand the work of subordinates in order to effectively answer questions and resolve concerns.

Read, comprehend, and explain all pertinent local, state, and federal laws and city ordinances, including but not limited to principal felonies and misdemeanors, juvenile code, and traffic laws.

Read, comprehend, and explain procedures and practices associated with law enforcement and management.

Explain and administer city and department policies and procedures.

Acquire knowledge of the demographics and/or cultural diversity of the citizenry in order to effectively respond to or direct the response to situations involving cultural diversity.

Communicate, both orally and in writing.

Establish effective professional relationships with the City Manager, elected officials, other city officials, subordinates, members of other law enforcement agencies, court personnel, and the general public.

Establish a rapport with and explain police actions to the citizenry.

Testify in a courtroom.

Safely operate emergency vehicles and their equipment, especially under stressful and/or dangerous conditions.

Analyze situations, both emergency and routine, efficiently and accurately, in order to objectively neutralize situations and to determine best courses of action.

Prepare clear, concise, and accurate reports and to check the reports of subordinates.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping.

Frequently lift heavy objects.

The employee is required to use distance vision, color vision, and depth perception to accomplish job responsibilities.

**Working Conditions:**

The employee's working conditions are typically very quiet when in the office environment.

The employee must regularly work for sustained periods exposed to outside atmospheric conditions.

The employee is occasionally exposed to fumes, noxious odors, dusts, mists, gases, and poor ventilation that can affect the respiratory system, eyes, or skin.

The employee is occasionally exposed to possible bodily injury from explosions.

The employee is occasionally exposed to possible bodily injury from toxic or caustic chemicals.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.