

## **TOWN OF MANCHESTER POSITION GUIDE**

**Title:** Chief of Police  
**Department:** Police  
**Reports To:** General Manager

### **NATURE OF WORK**

Under administrative direction of the General Manager, responsible for directing and supervising the activities of the Police Department in the maintenance of law and order and the protection of life and property from criminal activity, including the selection, training and management of personnel and to serve as Traffic Authority for the Town.

### **ESSENTIAL FUNCTIONS**

Plans and directs activities of the department such as the patrolling of public areas, the apprehension and arrest of law violators, the investigation of incidents of law violation, the regulation of traffic, and the maintenance of police records.

Assigns and supervises duties and activities of subordinates and initiates disciplinary action as required.

Prepares the annual departmental operating budget and is responsible for the fiscal management of the department.

Interviews, investigates, selects and evaluates the performance of subordinate personnel.

Serves as legal traffic authority for the Town, initiating or approving requests for traffic control signs and devices.

Formulates major operating policies for the department.

Promotes effective employee relations, enforces Town personnel policies and assures compliance to established work rules and federal, state and municipal regulations.

### **OTHER FUNCTIONS**

May make presentations to the Board of Directors and other groups as required.

Hears and makes recommendations on grievances filed by employees within his/her department.

Provides assistance, as required, in negotiating collective bargaining agreements.

Performs other duties as assigned.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles of police administration and of modern practices in crime prevention and investigation.

Thorough knowledge of personnel and fiscal management principles and techniques.

Extensive knowledge of the technical and administrative aspects of law enforcement, rules of evidence, criminal investigation and identification, care and custody of persons, traffic control, and police training, records maintenance and communications.

Extensive knowledge of federal, state and municipal laws relating to traffic control and law

## **Chief of Police (continued)**

enforcement.

Knowledge of modern technology and its applications.

Ability to direct the operations of staff and equipment in a variety of routine and emergency operations involving danger to life and property.

Ability to direct the work of others in a manner that fosters morale and cooperation.

Ability to prepare and present effectively, oral and written information relating to activities of the department.

Ability to establish and maintain effective working relationships with other officials, state and federal authorities, civic groups and the general public.

### **PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS**

Must be mobile, able to push/pull/lift objects of more than 50 pounds, and able to sit for prolonged periods. Able to perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as shifting gears on a vehicle; tasks which require arm-hand steadiness such as climbing a ladder. Able to stand and/or remain in uncomfortable positions for long periods.

Must be able to see objects closely, as in typing a report and far away, as in driving; hear normal sounds with some background noise, distinguish voice patterns and communicate through human speech, as in answering a telephone.

Must be able to concentrate on fine detail with constant interruption, attend to task for 60 minutes or more, remember multiple tasks given to self and others over long periods, and understand the theories behind several related concepts.

Ability to get along with co-workers, supervisors, customers and the public at large.

May be exposed to: blood, body tissues or fluids; hazardous wastes or chemicals; radiation; high, low or fluctuating temperatures; humidity or wetness; seasonal outdoor weather; grease, oil or dust; toxins, cytotoxins or poisonous substances; electrical hazards and burns; bodily injuries; loud or unpleasant noises.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree, supplemented by courses in Police Science and Administration, and ten (10) years of increasingly responsible experience in police work, including four (4) years at or above the rank of Lieutenant or its equivalent, or suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee. Masters in Public Administration, Business Administration or related field preferred. Manchester residency during tenure as required by Town Charter.

***THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.***

Approved, Board of Directors: June 3, 1997, Action #618

Approved, Board of Directors: November 16, 2004, Action 477-04