

Town of Tamworth, New Hampshire  
Police Chief Job Description

**JOB DESCRIPTION**

The Town of Tamworth seeks a Full Time Chief of Police. Tamworth is a community of 2,856 year round residents and a seasonal population that fluctuates depending on the season. The Chief of Police Reports directly to the Board of Selectmen and is responsible for all Police Operations in accordance with commonly accepted police practices and adherence to all state and federal laws. This is a hybrid position requiring the Police Chief to be an integral part of Patrol and Investigative functions and Emergency Response in a rural community dependent on cooperation from other Local, County, State Law Enforcement and Emergency Response Agencies. See detail below.

**RESPONSIBILITIES**

-Directly responsible for all administrative and operational policies and procedures related to Police Operations.

-Directly responsible for developing the Police Department budget recommendations to the Board of Selectmen. Responsible for managing approved budget and keeping the Board of Selectmen apprised of issues related to the Police Department budget.

-Responsible for recommendations to the Board of Selectmen for all personnel management decisions within the Police Department, including hiring, scheduling, discipline and terminations.

-Responsible for leadership skills to provide police services in a positive manner that will guide and motivate department personnel to deliver high quality service to the community.

-Responsible for developing clear goals and objectives for the Police Department that are measurable and visible to the community; and are an integral part of performance evaluations of all Police Department personnel. These goals and objectives will be the basis for continuous evaluation of department operations and be the basis for the Chief to continuously evaluate and improve department operations to be the most effective and responsive to the community needs.

-Responsible for developing Community Policing strategies that instill trust and confidence within the community.

-Responsible for adhering to all Town Policies and State and Federal laws and regulations.

## KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of police practices, techniques and methods.
- Thorough knowledge of applicable Federal and State laws and regulations.
- Thorough knowledge of Town Policy and Ordinances.
- Ability to analyze complex problems and unique situations.
- Ability to plan, organize and direct the work of subordinates.
- Ability to advice and train department personnel.
- Ability to use computer technology and communicate effectively by verbal and written means.
- The ability to interact with the public firmly and courteously to establish and maintain an effective working relationship with the Board of Selectmen, public, news media, local officials and others contacted in the course of department operations.

## MINIMUM QUALIFICATIONS

- Current certification as a Police Officer by New Hampshire Police Standards and Training or be able to obtain certification within agreed upon time frame.
- Associates degree in Criminal Justice, Public Administration or related field from an accredited college or institution. Law Enforcement related experience in civilian and/or military service.
- Demonstrated progressive supervisory and leadership experience necessary to perform duties.
- Demonstrates ability to deliver leadership in modern police practices and management.
- Willingness to reside in Tamworth or mutually acceptable response time of Tamworth.
- Must be flexible providing schedules that support needs of the community with resources provided.

## SALARY AND BENIFITS

- Salary range \$65,000 – \$80,000 (Depends on qualifications and experience)
- Medical and Dental Coverage per established Town Policy.
- Vacation (Negotiable)
- Sick and Personal Time per established Town Policy.

\*\*\*\*\*NOTE\*\*\*\*\*

**QUALIFICATIONS AND REQUIREMENTS FLEXIBLE AND NEGOTIAIBLE  
BASED ON NEEDS OF THE TOWN OF TAMWOTH AND QUALIFICATIONS AND  
LIFE EXPERIENCE OF THE APPLICANT.**

**All applicants subject to criminal and credit background checks & polygraph examination as determined by an appointed representative of the Board of Selectmen, such as the High Sheriff of Carroll County.**

**Direct all questions in writing to the Town Administrator.**

**Please submit application with cover letter, resume and three letters of reference to:  
Town Of Tamworth  
Attn: Darlene McWhirter, Town Administrator  
84 Main Street  
Tamworth, NH 03886**

**Due by: August 4, 2017**