



Town of Enfield Job Description

DEPARTMENT: Public Safety

POSITION: Police Chief / Public Safety Director

CLASSIFICATION: Full-time, Salary

REPORTS TO: Town Manager

WORK HOURS: This is a salaried position that is expected to work 40 hours per week. The hours may vary depending upon the needs of the position and municipality. Though a large majority of the work can be completed during normal work hours (8:00 – 4:00 Monday through Friday) there are evening and weekend events and meetings that will be required.

OBJECTIVE/PURPOSE: The Police Chief / Public Safety Administrator serves as the chief law enforcement officer of the Town and provides leadership, direction, and coordination of public safety services. The position is responsible for preserving the peace, protecting persons and property, enforcing laws, and advancing modern community policing practices. The role will also include strategic leadership, coordination, and administration across public safety functions such as emergency management, administrative oversight of Fire and EMS, and regional partnerships to ensure efficient and effective service delivery. The director must also lead the development of policies and procedures that safeguard the community from civil unrest, natural disasters, and public health crises, while maintaining compliance with federal and state regulations.

SUPERVISION RECEIVED: Works under the direction of the Town Manager

SUPERVISION GIVEN: Provides leadership and supervision over all Police Department personnel and coordinates with Fire, EMS, Emergency Management, and other public safety functions as assigned.

DUTIES AND RESPONSIBILITIES

- Organize, maintain, and administer the personnel policies and procedures of the town and the departments.
- Plan, implement and maintain effective customer relations and public education programs.

- Complete other duties as assigned for the oversight and administration of the Police department and other emergency services.

Law Enforcement Administration:

- Organize, direct and control all resources of the department to preserve the peace, protect persons and property, and enforce town ordinances, by-laws, and state and federal laws.
- Develop, implement, and maintain departmental policies, procedures, and professional standards.
- Supervise, train, evaluate, and discipline department personnel.
- Ensure compliance with New Hampshire Police Standards and Training Council requirements.

Public Safety Leadership:

- Provide leadership and coordination across public safety functions, including collaboration with Fire, EMS, and Emergency Management.
- Oversee Public Safety Administrative Coordinator and assist with Fire and EMS administration.
- Support mutual aid and regional coordination efforts.
- Advise the Town Manager on public safety matters, risks, and strategic initiatives.
- Oversee Animal Control

Community Engagement:

- Promote community-oriented policing and public trust.
- Develop and maintain community outreach, education, and engagement programs.
- Address community concerns and foster positive relationships.

Emergency Management & Crisis Response:

- Develop, update, and implement emergency preparedness and response plans that address potential emergencies such as:
 - Civil unrest
 - Public health crises
 - Terrorism
 - Chemical and nuclear incidents
 - Natural disasters
- Coordinate and lead emergency response efforts alongside elected officials, nonprofits, and government agencies.
- Identify community vulnerabilities and implement mitigation activities to reduce the impact of potential hazards.
- Serve as a liaison to state and federal agencies, including FEMA and Homeland Security, during emergencies.

Budgeting & Administration:

- Develop, present, and administer the budgets for public safety departments.
- Maintain personnel, equipment, and facilities consistent with budgetary constraints.
- Pursue grant funding and resource opportunities.

Policy Development & Compliance:

- Supervise and train staff in law enforcement practices and procedures.
- Develop and administer policies and procedures that ensure compliance with applicable laws, regulations, and professional standards.
- Ensure thorough investigations, proper reporting, proper presentations of all documentation.
- Oversee internal investigations and accountability systems.
- Maintain accurate records and reporting systems.
- Maintain equipment and personnel at a level consistent with budget.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of modern law enforcement practices and community policing principles.
- Strong understanding of public safety operations, including emergency management, animal control, and resource allocation strategies.
- Proven track record in coordinating large-scale emergency response efforts and developing public safety policies.
- Strong leadership, organizational, and management skills.
- Knowledge of relevant federal, state, and local regulations and emergency management protocols.
- Ability to make sound decisions in high-pressure and emergency situations.
- Excellent written and oral communication skills.

RECOMMENDED EDUCATION AND TRAINING

- Bachelor's degree in Criminal Justice, Public Administration, or related field (Master's preferred).
- 7-10 years of progressively responsible law enforcement experience, including supervisory and command-level experience.
- Certification (or ability to obtain certification) through NH Police Standards and Training Council.
- Must successfully pass a Law Enforcement background check

LICENSES & CERTIFICATIONS

- Valid driver's license.
- NH Police Standards and Training certification (or ability to obtain).
- Advanced leadership training (preferred).

PHYSICAL AND MENTAL DEMANDS

- Ability to respond to emergencies during off-hours and work extended hours during crisis situations.
- Capable of working in physically demanding and hazardous environments.

WORK ENVIRONMENT/CONDITIONS

- Work is performed in both office and field settings, with exposure to stressful and hazardous conditions.
- Evening and weekend availability required.

DISCLAIMERS: The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties may be assigned, with or without notice. This job description is not an employment contract nor a guarantee of employment for any specific duration.

The Town of Enfield is an Equal Employment Opportunity Employer.

SIGNATURE

Employee Acknowledgement

I have received and understand the requirements, essential functions and duties of this position.

Employee Signature

Date