



# TOWN OF BRISTOL

## 230 Lake Street, Bristol, NH 03222

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### Recruitment Profile: Chief of Police

The purpose of this profile is to give prospective candidates a good understanding of Bristol as a community; the Town of Bristol's organizational structure and philosophy; and to outline the required and desired qualifications, background, experience and management style for the next Police Chief.

#### Bristol Community Background

Bristol is a historic mill community back on the rise. Known for its sand that created the superior quality Bristol brick, the foundation of this great community is its strong sense of civic pride. Bristol has boundless natural beauty: the Pemigewasset and Newfound Rivers run through it and it hosts Mount Cardigan and Sugar Hill State Forest to name a few. The crown jewel is Newfound Lake, which is host to numerous recreational opportunities on what is known as New Hampshire's cleanest lake and is home to Wellington Beach, which has been named New Hampshire's best swimming spot. Bristol is located less than two hours from Boston, roughly two hours from Portland, Maine, less than four hours from Montreal and less than 40 minutes from the state capital, Concord. Bristol is part of the Newfound Area School District that has an exciting advanced manufacturing partnership growing with our largest employer Freudenberg-NOK and is also less than 30 minutes from Plymouth State University, and an hour from Dartmouth College. Whether it is building bicycling and walking trails along the rivers, improving two municipal beaches, revitalizing the Central Square, renovating the Historic Town Hall, investing in our award-winning municipal water and sewer system, Bristol's voters have invested in its community year after year while maintaining a stable tax rate.

The town has a total area of 22.4 square miles, of which 17.1 square miles is land and 5.3 square miles is water, comprising 23.43% of the town, almost 90 miles of roadway, a year-round population of 3,300 and a seasonal summer population of 6,500. Bristol is a residential and vacation community with retail development in Central Square and commercial and industrial development along NH Route 3A and NH Route 104. Freudenberg-NOK is an international corporation employing 500 employees from Bristol and the surrounding communities and the Newfound Area School District is based in Bristol which employs 200+ employees. The Town is situated near three regional hospitals all 30 minutes or less away—Speare Memorial (Plymouth), Lakes Region General (Laconia), and Franklin Hospital—which are served by a 24/7 municipal Fire and Emergency Services Department.

Bristol blends rural living with the lakes, rivers and mountains with an urban feel due to our mixed residential and retail downtown Central Square. Bristol was incorporated in 1819 and is governed by a five-member Board of Selectmen. The Police Chief reports to the Town Administrator. The total annual municipal budget is just over \$6 million. Bristol is part of the eight-town for the Newfound Area School District with its total population of 1,200+/- students. Bristol is served by a local elementary school, the regional middle school and the regional high school. Bristol also has quality child care options and

*"Gateway to Newfound Lake"*

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neighbors New Hampton, which is home to the prestigious New Hampton School. The Bristol Police Department is actively engaged with the school district in order to continue building a positive relationship with students and community members.

**Police Department – Overview**

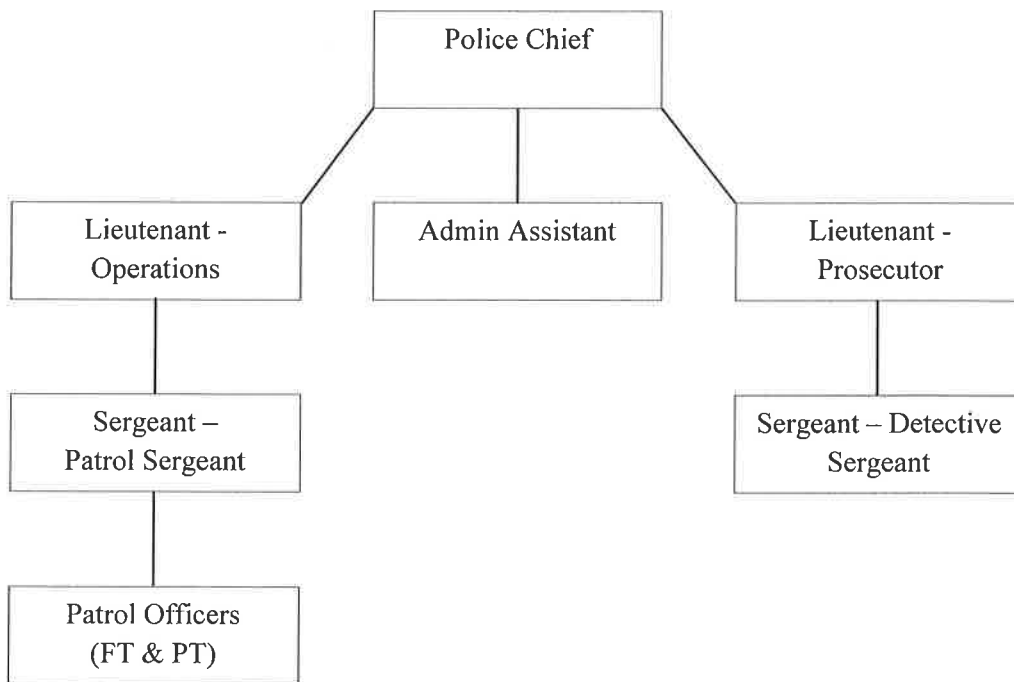
The Bristol Police Department’s budget is \$1.1 million. The department is staffed by the chief, eight full time sworn officers, a part-time detective, part time sworn officers, a civilian support staff member and a K-9 dog. Dispatch is contracted out to another law enforcement agency. The department’s capital equipment has a total approximate replacement cost of \$215,000 and is comprised of six cruisers and other capital. The Police Department is currently co-located with the Town Office, and it is expected that a proposal will be put before the voters in March 2018 for stand-alone facilities for each department.

In addition to the department’s primary focus of enforcing state and federal laws, including cooperative agreements with neighboring towns; the school district; and federal agencies; community relations is critical role of the police department. Several members of the department’s staff are involved in the community whether it is serving on boards for local and regional organizations and committees or coaching youth sports. The next chief must be committed to continue, strengthen and find new ways for the department to be involved in the community.

**Police Department – Mission**

It is the mission of the Bristol Police Department to provide services with integrity and dedication, to preserve life, to enforce the law, and to work in partnership with the Newfound Lake Community to enhance the quality of life in the Town of Bristol.

**Police Department – Organization**



### **Issues Facing the Department**

The Bristol Police Department has an effective team of officers, sergeants and lieutenants that serve the community with professionalism and pride. The next Police Chief will be the critical piece in building on the foundation that is laid with the department staff to solve ongoing and new challenges for the department. There are several challenges that currently face the BPD, which will require the new chief to hit the ground running if he/she is to be successful. These include:

- Updating and modernizing the administrative rules and regulations, policies and procedures based on size and scope of the department.
- Serving as a voice of calm and reason that is open minded and can methodically earn the trust and respect of his/her staff members and guide the department through its challenges.
- Being a role model and mentor to senior staff and teaching them how to be leaders for subordinates.
- Developing a depth of supervisory capacity to cover absences of superior officers and a vacancy in the Office of the Chief, and acts a succession planning tool.
- Being a good listener to community concerns about the issues it faces, and being an open-minded, creative and collaborative problem solver willing to leverage partnerships with outside agencies and dedicated community volunteers.
- Being a voice to continually educate the community as to the issues, law enforcement changes, the resources needed to address those issues, and how the Department deploys the resources it has including the unique demands of policing a summer population and year-round population.
- Providing more transparency into how the department operates and serves the community through increased press and public availability, providing data on daily activities, and being more open and inviting as a municipal department.
- Guaranteeing the department training program is robust and providing many opportunities for officers to have a level of specialization in a given field and is generating officer enthusiasm for their work while maximizing the “on duty” time available for patrols.
- Embarking on a strategic capital improvement process to update/upgrade the department’s capital, and preparing the department for a transition into an upgraded building.
- Managing a successful and continual program to attract and retain highly qualified and community minded police officers.
- Ensuring that the department is delivering services with the highest degree of professionalism and the community identifies that it is.
- Being a working chief that can be the second or third backup when patrol staff members are tied up on calls.

## TOWN OF BRISTOL

**JOB TITLE:** Police Chief

**DEPARTMENT:** Police

**STATUS:** Full-Time, Administrative Exemption

**JOB SUMMARY:** The Chief of Police serves as the chief administrator of the Town's Police Department and is responsible for the policy, development, control, supervision, and program implementation of the Department. The Chief of Police is accountable for the effective delivery of police services to the community.

**SUPERVISION RECEIVED:** Activities are conducted with considerable operational independence and personal judgment under the direction of the Town Administrator. The Chief of Police is reviewed through conferences, reports, and program results.

**SUPERVISION EXERCISED:** Supervises directly, or through subordinate supervisors, a staff of law enforcement, support, and clerical employees. Has final authority for decisions pertaining to law enforcement. Delegates the assignment of work and scheduling of shifts to senior officers. Has responsibility for hiring, separation, evaluation, and discipline of staff.

**EXAMPLES OF ESSENTIAL DUITES:**

The listed examples are illustrative only, and may not include all duties found in this position.

1. Establishes Department goals, objectives, policies, regulations, and procedures based upon the needs of the Town and the Police Department; consults with the Town Administrator on any major policy changes; continually evaluates the effectiveness and responsiveness of the Department.
2. Directs, coordinates, and keeps apprised of all Department procedures, practices and functions; takes necessary steps to improve police operations.
3. Inspects or provides for the inspection of police personnel in order to ensure that proper discipline is maintained; personally or with supervising officer, deals with problems in assignments, discipline, morale, training, and any other problem affecting a member of the Department.
4. Cooperates with other Town, State and Federal law enforcement officials in the apprehension and detention of wanted persons and with other Town departments where activities of the Police Department are involved. Recruits and selects Department personnel.
5. Serves as primary representative of the Department with civic organizations, public interest groups, elected representatives, schools, etc., by attending meetings related to public safety problems and enforcement. Appears before Select Board and Town Administrator to present testimony on proposed statutes, bills, and ordinances affecting the Police Department.

6. Oversees the preparation of and final product and control of the Department's operating budget. Supervises Department expenditures and analyzes operational costs.
7. Advises and assists Department personnel in non-routine investigations and personally participates in more difficult police problems.
8. Oversees Department's training program ensuring that all training activities are consistent with Departmental goals and objectives.
9. Investigates charges against the Department and/or its members. Prepares and supervises court cases and researches legal issues relevant to the Department.
10. Capable of performing all Patrol Officer functions when necessary.
11. Reviews records and reports. Supervises the maintenance of all records including motor vehicle and criminal records.
12. Performs other related duties as 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 and the use of police records and their application to police administration. Thorough knowledge of statutes and ordinances relating to law enforcement. Knowledge of budgetary practices and procedures. Ability to plan, organize, and direct the work of subordinates performing various operations connected with police activities. Ability to develop proper training and instructional procedures. Ability to maintain effective working relationships with other Town officials, State and Federal authorities, and the public. Ability to prepare and present effectively, oral and written material relating to the activities of the Department.

**MINIMUM QUALIFICATIONS REQUIRED:**

Bachelor's degree in Criminal Justice, Business Administration, or related field; certification by the New Hampshire Police Standards and Training Council. Ten (10) years progressively responsible experience in law enforcement and crime prevention, with three years in a senior supervisory capacity; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:**

Some physical effort involving frequent standing and/or walking and occasional strenuous positions while apprehending law violators. Working conditions may be disagreeable due to variable climatic conditions, emotional stress, and exposure to hazards which could result in total disability or even death.

### **Personal Traits and Management Style**

- An ability to establish and maintain an effective and productive working relationship with Police staff, other department heads, supervisors, employees, Town Select Board, outside agencies and the community in general.
- Be an effective team player and team leader both within the Police Department and within the Town organization as a whole.
- Possess and demonstrate a positive attitude and understanding of group dynamics.
- Serve as a role model in solving community problems by being fair and open in handling conflicts and resolving disputes in a straightforward, constructive manner.
- Be a hands-on manager in the department and in the organization including participating in routine patrol and engagement as needed.
- Be seen as an example of positive and proactive leadership in the Town organization.
- Set high standards for personal and department performance and possess skills and abilities to achieve them.
- Have the ability to plan and organize a variety of projects, and make decisions exhibiting good judgment.
- Possess a strong participatory management style which values the contributions and diversity of all employees; have an open door policy which encourages input and feedback; be committed to developing high-performance work teams within the department and the Town organization.
- Be committed to continuing development and enhancement of skills and abilities of the employees of the department; promote and encourage the professional development of staff.
- Have the knowledge and experience to develop and effectively manage an annual operating budget in excess of \$1 million.
- Be an excellent communicator, effective listener, able to communicate effectively with culturally diverse employees, community organization and individual citizens; possess good oral and written communication skills.
- Be a role model in the organization for ethical behavior and professional conduct.
- Be a person with a reputation for creating a structured and disciplined atmosphere through firm, fair, and consistent guidance and leadership.
- Be knowledgeable in NH criminal law and procedure.
- Be accomplished in working with an active and engaged community and involving the community in a proactive manner.

Must have or be able to obtain certification as a full time NH Police Officer. Candidates without current NH certification are encouraged to fully explore the rigorous requirements, including physical agility test, imposed by the NH Police Standards and Training Council before they apply. Candidates able to work 40 hours per week preferred.

## **Position Salary and Benefit Summary**

### Salary Range:

- Position is Grade 21 - \$69,139 - \$91,955 annually

### Summary of Benefits:

- Eligibility for health (for 2018: Harvard Pilgrim) and dental (Delta Dental) insurance. Health insurance coverage is at 10% (employee)/90% (Town) cost sharing and dental is 100% employee share. A health insurance buyout option is available which is \$1,000.
- Life insurance policy is \$25,000. Short term disability is sixty percent (60%) of salary up to a maximum of \$750 per week for a maximum of 26 weeks
- Participation in the NH Retirement System Group 2.
- 10 days vacation leave per year (accruals increase with years of service), 60 hours of sick leave per year, 1 day of bonus leave for each three-month period during which time the employee does not utilize any sick leave, 5 personal days per year,
- Paid holidays as approved annually by the Select Board typically 10 per year.
- Town issued cell phone for Town use.
- 100% paid clothing/uniform service.

## **Why Apply?**

The Town of Bristol offers a unique opportunity to live in one of the most beautiful areas in the state and offers the charm of a small-town with all the services of a larger municipality. Bristol is a great location for people who love the outdoors with plenty of hiking trails, ski areas, boating, fishing, and hunting opportunities in town or nearby. Bristol offers lots of opportunities for a family – the school district offers cutting edge educational opportunities and the Town is less than an hour from top-notch colleges and universities, and is located less than 2 hours from Boston. The Town has shown a commitment to investing in the department and the community while managing to keep the tax rate stable.

The Chief of Police will be walking into a department that is well-staffed and has experienced and dedicated staff ready to work together to keep building the department. We are looking for an individual who is interested providing a high-level of professionalism, dedication to community relations, and the experience and ability to mentor depart staff while still maintaining a presence in day-to-day operations. The position also offers lots of opportunities for professional growth as we are looking for someone who wants to tackle several challenges through creative and collaborative problem solving with community partners and who wants lead the transition into an upgraded facility over the next two years.

## **How to Apply**

Submit five (5) copies of application letter, resume and standard town application form to Nicholas J. Coates, Town Administration, 230 Lake Street, Bristol, NH 03222. Position is open until filled. Review of applications begins December 4 with preliminary interviews to be scheduled shortly thereafter. You may go to [www.townofbristolnh.org](http://www.townofbristolnh.org) (scroll over Our Town and click on Employment / Volunteer) for forms, an employment application and more information about our town and this opportunity.