

PURPOSE

The purpose of this policy is to establish the relationship between the Board of Selectmen, Chief of Police, and Webster Police Department and assign responsibilities, functions, and duties.

OBJECTIVE

The objective of the Town is to provide a professional, well-trained and qualified police department. These policies are intended to explain the rights, duties, and obligations of the Board of Selectmen, Chief of Police, and Webster Police Department.

BOARD OF SELECTMEN RESPONSIBILITIES

The Board of Selectmen shall establish overall philosophy and direction on personnel policy, purchasing policy, budget compliance, and any other direction as may be appropriate. The Board of Selectmen may request statistics and reports required to determine overall trends in crimes, traffic accidents, volume of work, and other matters that may affect the budget.

The Board of Selectmen shall appoint the Chief of Police in accordance with RSA 105:1. The Chief of Police reports directly to the appointing authority.

When a vacancy for the position of Chief of Police occurs, the position will be appropriately advertised. Applicants must submit a completed application to the Board. A complete evaluation and testing process shall be conducted on the principal applicant(s) as follows:

- ◆ An NCIC/NHBCI records check
- ◆ FBI finger print check
- ◆ Records check through law enforcement agencies in applicant(s) previous communities
- ◆ Driving record check with DMV
- ◆ Credit check
- ◆ Interviews of prosecuting attorneys', court personnel, Police Standards and Training personnel and other persons who may provide pertinent information regarding the applicant(s)
- ◆ Personal interviews with former neighbors and landlords over the past three years where practical taking into consideration geographics

When the selection process has been narrowed to one applicant, that individual may be given a conditional offer of employment with hiring contingent upon a medical examination by a licensed physician, a psychological test and a physical agility test.

The background investigation, medical examination, physical agility test and psychological test should be performed with protocols prescribed by the NH Police Standards and Training Council.

Official business with the Chief, such as orders, supervisory directions, etc., shall be conducted by the Board. No such official business or direction shall be initiated by a single Board member; however, a Board member with the concurrence of at least one other Board member may present instructions from the Board as long as there is a vote on record authorizing this action. Nothing in this paragraph should be construed as preventing normal discussion between the Chief and individual Board members or to prevent simple requests from individual Board members for information that may be used to facilitate Town business.

Matters of policy/philosophy, as well as orders and supervisory directions, shall be conducted through the Chief and not with subordinate members of the Police Department.

The Board shall approve all department policies, rules and regulations.

All hiring, firings, promotions, etc. shall be recommended by the Chief and must be approved by the Board.

The Board will determine the size, positions and staffing of the Police Department consistent with the requirements of the Town and funding available, subject to the vote of the Town Meeting.

CHIEF OF POLICE RESPONSIBILITIES

The Chief has full responsibility for the day to day direction of the department and will deploy manpower and equipment and direct the police department in fulfillment of its mission to prevent crime and preserve law and order in a manner consistent with the constitutional rights of the public.

The Chief is responsible for maintaining the same standards required of all officers as detailed in the Town of Webster Police Department policy as approved by the Board.

The Chief is responsible for developing rules and regulations, as necessary, for implementation of department duties and responsibilities. All such rules and regulations, including general order statements, and standard operating procedures must be approved by the Board prior to implementation.

The Chief shall make recommendations on hiring, promotions, suspensions without pay, and terminations of department personnel. All such recommendations must be approved by the Board prior to action. The Chief or any ranking officer, may temporarily suspend from duty, with no loss of pay, any officer under exigent circumstances (reporting for work after drinking, etc.) subject to Board approval at their next meeting.

The Chief shall ensure that all officers are disciplined, well trained, courteous and conduct themselves in a professional manner while on duty and off duty.

The Chief is responsible for submitting to the Board of Selectmen a monthly schedule or duty roster for himself and all officers at least 15 days in advance of the starting date of the schedule. This schedule shall make duty time available for the part time officers on a fair and equitable basis. All parties will maintain the confidentiality of this information until after coverage dates.

The Chief is responsible for submitting to the Board a monthly service log to include hours on patrol and logged by each employee. The Chief is also responsible for submitting a monthly activity report to the Board. Any confidential information such as the identity of juvenile offenders, sexual assault victims, domestic violence cases, etc. shall be deleted from the copies of the monthly service logs and activity reports.

USE OF CRUISER

The police cruiser is for official use only and shall not be used for personal business or pleasure purposes. The cruiser shall be operated only by members of the Webster Police Department. The cruiser shall not leave the Town boundaries without approval of the Board of Selectmen except when necessary in the conduct of official business, while in fresh pursuit, to obtain fuel, or to have maintenance performed on said vehicle. The cruiser shall not be used to transport individuals to a hospital unless an ambulance is not available or, in the judgment of the officer driving the cruiser, lack of immediate transportation would jeopardize human life.

Employees of the police department shall be the only individuals allowed to ride in the police cruiser with the following exceptions:

1. Detainees.
2. Town of Webster, County, or State Officials on official business or other police officials in the performance of official duties for the department to which they are assigned.
3. People or animals who require transport in the course of official business and persons or animals in need of assistance.
4. Civilian ride alongs and Explorers with prior approval from the Chief and the Board of Selectmen, and after receipt of the appropriate Release and Waiver.

DISCIPLINARY PROCEDURES

The disciplinary procedures in the Town of Webster Personnel Policy shall pertain to the police department. The following procedures are in addition to those listed in the personnel policy.

In the event that the Board of Selectmen believe the Chief is conducting himself in a manner likely to harm the effectiveness or reputation of the Chief or the department, demonstrating incompetence or engaging in misconduct, the Chief shall be notified in writing. The Board will state what shall be done to remedy the situation(s). All facts concerning the situation(s) shall be documented and a copy placed in the Chief's personnel file. The original shall be retained by the Board of Selectmen. The Chief shall be given the opportunity to answer all allegations.

Any criminal activity engaged in by the Chief will be reported to the County Attorney or Attorney General to conduct an investigation.

The Chief is subject to suspension without pay or dismissal for just cause. The Chief is entitled to a hearing before the Board of Selectmen on the merits and reasonableness of the action before such action occurs. The Chief may petition the Clerk of Superior Court, Merrimack County, within 10 days of suspension or dismissal for a hearing. The court has the power to affirm, modify or negate the suspension or dismissal based on its findings. (RSA 105:2a)

Any disciplinary action regarding full or part-time officers for acts inappropriate for a police officer or for violations of Town policies or regulations, will be dealt with by the Chief in a manner consistent with the Town of Webster Personnel Policy.

**WEBSTER POLICE DEPARTMENT/BOARD OF SELECTMEN
RESPONSIBILITIES**

These responsibilities and procedures are effective upon adoption by the Board of Selectmen and shall be subject to revision from time to time as circumstances may dictate, or as deemed advisable by the Board of Selectmen.

Adopted: _____

Board of Selectmen

Date: _____

**WEBSTER POLICE DEPARTMENT/BOARD OF SELECTMEN
RESPONSIBILITIES**

I hereby attest that I have received a copy of the Town of Webster Police Department/Board of Selectmen Responsibilities, which I have read, understand , and initialed on each page.

I understand that these Responsibilities and Procedures are not an expressed or implied contract of employment and may be changed or modified at any time.

Name (Please Print): _____

Position: _____

Date Received: _____

Date Signed: _____

Signed: _____