

**New Hampshire Police Standards & Training Council**  
**Job Description: Director of Police**  
**Standards and Training**

**Definitions:**

**Director;** This position oversees every aspect of the New Hampshire Police Academy and Corrections Academy, from the professional management of employees to the efficient delivery of law enforcement training to all police, state corrections and probation parole officers. He/she works in coordination with the NH Department of Corrections to ensure the academy curriculums are delivered as authorized by the Police Standards and Training Council ("Council"). Responsibilities include planning, developing, coordinating, scheduling and supervising course curricula, classroom techniques, and instruction, general administration and budget, and oversight of all personnel matters. This Director's position is an unclassified employee with the State of New Hampshire. The authority of the Director comes from **NH RSA 106-L:5 Powers**. The Director is appointed by the Council for a term of 4 years and reports to the Council.

**Supervision by Police Standards & Training Council:**

The Council is a 14-member Council and receives its authority from **NH RSA 106-L:3**. Each member is appointed by the Governor. The Council consists of the following:

2 Chiefs of Police representing Towns

2 Police Chiefs representing Cities

2 County Sheriffs

2 Judges of court with criminal jurisdiction

The chancellor of the Community College system of New Hampshire, or his/her designee

The director of the division of state police, or his/her designee

The Attorney General or his /her designee

The Commissioner of the department of corrections, or her/his designee

2 public members, neither of whom shall be a certified police officer, lawyer, judge and neither of whom shall have a spouse, sibling, or parent, by birth, adoption, or marriage who is a certified police officer, lawyer, or judge.

The Council chair will be responsible for annual evaluation of the Director

**Essential Job Functions and Responsibilities:**

Monitoring and representing Council in regard to legislation under the direction of the Council.

The Director is the fiscal agent for the Council, which includes the Police and Corrections Academy and shall be responsible for the creation of the agency budget in accordance with Department of Administrative Services guidelines for legislative approval during the biennial budget process. The Director is responsible for prudent administration of the budget.

Plans, recruits staff instructors, contracts for outside instructors, assigns, inspects, supervises and evaluates basic academy and in-service training performed by the training staff and outside instructors.

Manages, inventories and approves all training materials, supplies and equipment.

Supervises and maintains training records and certification files of all certified law enforcement officers and corrections officers to ensure compliance with Council rules.

Confers with Council to determine law enforcement training needs.

Organizes and develops training manuals and other educational materials for the Academy.

Manages and supervises Academy staff. Administers the personnel rules of the State of New Hampshire Division of Personnel and develops and maintains internal agency staff policies and regulations that supplement the state personnel rules.

Responsible for the management and maintenance of the Arthur D. Kehas Training Facility to include any and all vehicles or equipment under the Director's control.

Establishes and maintains harmonious law enforcement-public relations by attending police association and advisory group meetings to determine training all law enforcement training needs and maintain a good working relationship with local communities and departments. Generates monthly Directors and Financial reports for presentation to the Council at the monthly Council meetings.

The Council may delegate to the Director of Police Standards and Training any powers and duties enumerated in NH RSA 106-L:5.

Hires employees to work as training specialists, maintenance personnel or administrative staff within the Academy in accordance with the State of New Hampshire Division of personnel rules.

The Director will supervise and evaluate staff in accordance with the personnel rules and any applicable collective bargaining agreement and take corrective actions as appropriate based on conduct.

Oversee the New Hampshire Arthur D. Kehas Training Facility staff in the investigation of violations of council rules and presentation to council of requests for discipline.

The Director will convene and coordinate the efforts of the Corrections Advisory Committee pursuant to NH RSA 106-L:5 Powers XXI.

**Assumes responsibilities for other duties as directed by the Council.**

**Minimum Qualifications:**

The Director shall have practical and academic knowledge in the field of law enforcement, including substantial administrative experience and a degree or degrees in criminology, police administration, or other similar field or any equivalent combination of education and experience.

- Four years or more of full-time experience in a professional, administrative, supervisory, or managerial position.
- Experience in law enforcement work and law enforcement training.
- Experience developing program budgets and managing revenue and expenses
- Experience coordinating with multiple partners/departments within a large organization as well as external partners.
- Demonstrated success in establishing and measuring performance goals.
- Demonstrated organizational leadership skills, consistent follow-through, self-motivation, and ability to lead professionals towards a common goal.
- Demonstrated excellence in personal accountability and ethics.
- Excellent written and oral communication and presentation skills.
- Computer office application skills and up-to-date technology skills.

**Preferred Qualifications:**

- Master's Degree or higher in a related area such business administration, management, public administration or other related fields.
- Experience implementing new and innovative in-service training and professional development practices.
- Experience designing and implementing academies and programs.

- Experience with performance management, including but not limited to: setting goals, enforcing codes of conduct, providing performance feedback, and administering performance appraisals.
- Proven ability to develop strong relationships with internal and external stakeholders.

Additional:

- This position is salaried, full-time, 40 hours per week, and may include evening and weekend hours.

In accordance with the Americans With Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.