Job Description

for

Deputy Chief (Captain)

August 6, 2012

Summary

Is a sworn, certified member at the rank of Captain who possesses all the requisite knowledge, skills and physical abilities incumbent upon the position of an entry level officer and sergeant. The Captain must have the ability to oversee the department in the absence of the Chief.

The member provides overall direction and supervision to officers and staff. The member performs administrative, personnel, community relations and operations duties and tasks specific to the position.

The Lieutenant manages the office, maintains complete and orderly files, approves attendance records and reports, maintains liaison with the Grafton County Sheriff's Office and other agencies, advises staff of significant events through the chain of command, composes memorandum, utilizes a computer, reviews accident and injury reports, monitors cases, prepares periodic reports, completes assigned research projects, assists in budget preparation, provides direction to subordinates, maintains resource materials, serves on committees, approves subordinate overtime requests, attends training and meetings, identifies needs and develops plans, assists in grievance resolution, facilitates the resolution of citizen complaints, conducts meetings, inspects members, completes evaluations, counsels members, schedules training, identifies and corrects disciplinary problems, supervises sergeants and line personnel, completes and maintains schedules, ensures police facility is properly maintained and clean, acts as a incident commander, and assumes the duties of a chief when delegated.

The most important and essential job function of the position is attitude and includes the following: getting along with co-workers, cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The member may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

For additional information on this position refer to the Job Task Analysis.

Education

[ ] High School or GED
[ ] Two year College Degree [ ] Preferred

[ X] Four Year College Degree [x ] Preferred

**Required Education, Professional Certification or License:**

Valid New Hampshire driver's license
State of New Hampshire Full time police Certification

**Required Professional Experience:**

Minimum three (4) consecutive years experience as in a supervisory position in law enforcement

**Status** [ ] Civilian [X] Sworn [X] Certified

**Blood and Viral Pathogen Risk**

[ ] No Risk [X] Moderate Risk [ ] Foreseeable Exposure

**Environmental Conditions**

Requires some exposure to inclement weather
May require acts of physical endurance
May be exposed to the same hazards and conditions as a police officer

**Required Skills and Knowledge**

Knowledge of Lincoln Police General Orders
Knowledge of zoning laws
Knowledge of Town ordinances
Knowledge of New Hampshire RSA’s
Knowledge of demographics
Knowledge of stress management techniques
Knowledge of constitutional law
Knowledge of search and seizure laws
Knowledge of legal terms
Knowledge of case law
Knowledge of manpower allocation
Knowledge of budget process
Knowledge of public records law
Knowledge of concurrent jurisdictions
Knowledge of current affairs
Knowledge of goals and objectives
Knowledge of communications radio codes, signals and Unit identifications
Knowledge of crime analysis

Knowledge of arrest techniques
Knowledge of community
Knowledge of officer safety techniques
Knowledge of crowd control
Knowledge of traffic control
Knowledge of ADA
Knowledge of Fair Labor Standards Act
Knowledge of EEOC
Knowledge of criminal law
Knowledge of OSHA standards
Ability to read and write English
Ability to operate a motor vehicle
Problem solving skills
Research skills
Keyboarding skills
Computer skills
Leadership skill
Communication skills
Management skills
Public Relations skills
Supervisory skills
Basic English grammar skills
Analytical skills
Investigative skills
Interview skills
Interrogation skills
Public speaking skills
Scheduling skills
Public relations skills
Political awareness skills
Interpersonal skills
Counseling skills
Telephone skills
Expertise in area of assignment

Physical Requirements

Jump
Climb
Drag/carry 150 lbs.
Crawl
Bend/squat
Lift 150 lbs.
Walk
Run
Sit for long periods
Stand for long periods
See at a normal range or with accommodation
Hear at a normal level or with accommodation
Speak English understandably
Sense of smell
Manual dexterity
Recognize colors
Ambulate independently

**Essential Duties**

Administrative

- Maintain office and facility
- Read and review reports
- Review correspondence
- Check and document attendance
- Review and approve attendance records
- Maintain manuals and books
- Review legal bulletins
- Maintain schedules
- Compose correspondence
- Review accident and injury reports
- Review protective action reports
- Prepare budget
- Arrange and schedule training
- Maintain files
- Monitor case management
- Prepare monthly reports
- Act as liaison with other agencies
- Serve on agency committees
- Research projects
- Prepare daily reports

**Operations**

- Supervise sergeants and line personnel
- Attend and conduct staff meetings
- Receive citizen complaints
- Supervise special detail
- Handle grievances
- Act as Incident Commander
- Manage calls for service
- Scheduling
- Manage volunteers
- Set goals and objectives
- Attend training
Community Relations

Counsel public
Attend community meetings
Receive and review traffic complaints