

# **Job Descriptions for Lincoln Police Department Lincoln, NH**

## ***Lieutenant – Law Enforcement***

### **Summary**

Is a sworn, certified member at the rank of Lieutenant who possesses all the requisite knowledge, skills and physical abilities incumbent upon the position of an entry level officer and sergeant.

The member provides overall direction and supervision to the assigned platoon. 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

Four Year College Degree  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 (3) consecutive years experience as a full time sergeant in law enforcement in a supervisory position

Status  Civilian  Sworn  Certified

**Blood and Viral Pathogen Risk**

No Risk  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 EEOC
Knowledge of zoning laws	Knowledge of criminal law
Knowledge of Town ordinances	Knowledge of OSHA standards
Knowledge of New Hampshire RSA's	Ability to read and write English
Knowledge of demographics	Ability to operate a motor vehicle
Knowledge of stress management techniques	Problem solving skills
Knowledge of constitutional law	Research skills
Knowledge of search and seizure laws	Keyboarding skills
Knowledge of legal terms	Computer skills
Knowledge of case law	Leadership skill
Knowledge of manpower allocation	Management skills
Knowledge of budget process	Public Relations skills
Knowledge of public records law	Supervisory skills
Knowledge of concurrent jurisdictions	Basic English grammar skills
Knowledge of current affairs	Analytical skills
Knowledge of goals and objectives	Investigative skills
Expertise in area of assignment	Interview skills
Knowledge of crime analysis	Interrogation skills
Knowledge of arrest techniques	Public speaking skills
Knowledge of community	Scheduling skills
Knowledge of officer safety techniques	Public relations skills
Knowledge of crowd control	Political awareness skills
Knowledge of traffic control	Interpersonal skills
Knowledge of ADA	Counseling skills
Knowledge of Fair Labor Standards Act	Telephone skills
Knowledge of communications radio codes, signals and	

Unit identifications	
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## Physical Requirements

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

## Essential Duties

<b>Administrative</b>	
Maintain office and facility	Maintain manuals and books
Read and review reports	Review legal bulletins
Review correspondence	Maintain schedules
Check and document attendance	Compose correspondence
Review and approve attendance records	Review accident and injury reports
Review protective action reports	Prepare budget
Arrange and schedule training	Monitor case management
Maintain files	Prepare monthly reports
Act as liaison with other agencies	Serve on agency committees
Research projects	Prepare daily reports
<b>Operations</b>	
Supervise sergeants and line personnel	Act as Incident Commander
Attend and conduct staff meetings	Manage calls for service
Receive citizen complaints	Manage volunteers
Supervise special detail	Set goals and objectives
Handle grievances	Attend training

## Community Relations

Counsel public	Receive and review traffic complaints
Attend community meetings	