

Job Descriptions for Lincoln Police Department Lincoln, NH

Chief of Police

Summary

The Chief of Police is a sworn, certified member who possesses all the requisite knowledge, skills and physical abilities incumbent upon the positions of all subordinate

members in the Chain of Command. The member performs management and operations duties and tasks specific to the position.

The Chief of Police oversees the activity and operations of all Law Enforcement Activities; assumes responsibility for the planning and execution of the Police Departments response to unusual occurrences and coordinates with all affected agencies; oversees specialized units; reviews the budget and ensures proper budget guidelines are maintained; creates new agency programs, directives, and procedures; reviews citizen

complaints; maintains media and community relations.

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.

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.

Education

High School or GED

Two year College Degree Preferred

Four Year College Degree Preferred

Required Education, Professional Certification or License:

A four (4) year degree is required with major course work in:

1) Law Enforcement Administration

2) Criminal Justice and/or

3) Behavioral Sciences

NH Police Certification

NH Drivers Permit

Required Professional Experience:

Sworn and certified in Law Enforcement Officer with extensive experience in criminal investigation procedures

Extensive management experience in the Criminal Justice System

Status Civilian Sworn Certified

Blood and Viral Pathogen Risk

No Risk Moderate Risk Foreseeable Exposure

Environmental Conditions

Works primarily in an office environment	May be required to respond to critical incidents
May be required to execute the duties and responsibilities of a sworn, certified police officer	Provides indirect supervision to members and assumes responsibility for members lower in the Chain of Command
Works on an on-call status	

Required Skills and Knowledge

Knowledge of tactical procedures	Basic mathematical skills
Knowledge of emergency operations and procedures	Decision-making skills
Knowledge of budgetary process affecting the Police Dept.	Organizational skills
Knowledge of product equipment costs	Management skills
Knowledge of NHPTS policy and procedures	Public speaking skills
Knowledge of NH RSA	Computer skills
Knowledge of resource material	Basic English grammar skills
Knowledge of Attorney General Guidelines	Physical Requirements
Knowledge of governmental budget requirements	Jump
Ability to operate a motor vehicle	Climb
Ability to read and write English	Drag/carry 150 lbs.
Ability to reason logically	Crawl
Ability to operate audio/visual equipment	Bend/squat
Ability to concentrate	Lift 150 lbs.
Ability to organize thoughts	Walk
Practical application of management skills	Run
Accounting skills	Sit for long periods
Advanced tactical skills	Stand for long periods
Motivational skills	See at a normal range or with accommodation

Interpersonal skills	Hear at a normal level or with accommodation
Practical application of management styles	Speak English understandably
Leadership qualities	Sense of smell
Self-discipline	Manual dexterity
	Ambulate independently

Essential Duties

Management	
Oversee law enforcement division activity	Conduct budget review
Oversee specialized functions	Create new agency directives, programs, and procedures

Operations

Review citizen complaints	Media and community relations
Assume command of agency	