

# **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

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

**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 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