

Job Description for
Lincoln Police Department
Lincoln, NH

Corporal – Law Enforcement

Summary

The Corporal-Law Enforcement is a sworn, certified member who possesses all the requisite knowledge, skills and abilities incumbent upon the position of an entry level police officer. The member performs administrative, operations and supervisory duties and tasks specific to the position.

The Corporal is a supervisor's position under the position of Sergeant. It an important part of the Lincoln Police Department's succession planning. The Corporal will perform many of the tasks and responsibilities of the Sergeant. However, will work in tandem with Sergeants to effectively oversee the officers and their patrol responsibilities.

The Corporal conducts contributes to evaluations and inspections of subordinate members, and their equipment, helps to maintain interior and exterior security of region facilities, maintains numerous files and documents, utilizes a computer terminal, distributes new policies, reviews, approves and distributes reports, reviews and approves attendance records, counsels and disciplines subordinate members, provides training, attends meetings, performs basic crime analysis, explains laws, facilitates community relations, handles citizens' complaints, supervises field investigations and assumes duties of department leader.

The most important and essential job function 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.

Education

Required – High School or GED

Preferred – Four Year College Degree

Prerequisites

Valid New Hampshire Driver's License

State of New Hampshire Full Time Police Certification

Professional Experience

Preferred - Minimum four consecutive years as a full-time sworn police officer

Blood and Viral Pathogen Risk

Foreseeable Exposure

Environmental Conditions

Working rotating shifts; contact with dangerous persons or situations; exposure to inclement weather, working under increased stress for field and office environments, require acts of physical endurance and agility.

Required Skills and Knowledge

Department policies and general orders, operate a motor vehicle, use of appropriate forms, read and write English, New Hampshire RSA's, Lincoln Town Ordinances, department filing system, local and regional geography, civil process, area resources, facility security, demographics, ethnic / cultural awareness, radio codes, evidence procedures, scene processing, tactical operations, case reporting, use of force / response to resistance, management skills, media relations, organizational skills, telephone use, basic math, computer use, proper grammar, investigations, supervisory, instructor, decision-making, analytical

Physical Requirements

Sit for long periods, standing for long periods, seeing at normal range or with accommodations, hearing at normal level or with accommodations, speaking understandably, manual dexterity, ambulate independently, bend, walk, identify colors, normal sense of smell, lift 150 pounds.

Essential Duties

Administration

Prepare inter-department correspondence, complete daily reports, operate records management system, maintain document files, analyze criminal activity, oversee service of judicial process, distribute new policies, prepare daily line up, attend scheduled meetings, arrange mandatory training participation.

Operations

Review criminal offense reports, maintain facility reports, oversee field investigations, handle citizen complaints, facilitate community relations, review and approve attendance records, assign officers to zones, disseminate information to media.

Supervisory

Explain laws and department policy, discipline subordinates, conduct evaluations and inspections, maintain equipment and supplies, assume role of Sergeant or Deputy Chief in their absence, and assist subordinates with problem solving.