

III. Lieutenant

Job summary: A Lieutenant performs both administrative and supervisory functions within the agency. Serves as Operations or Support Division Commanders, supervising staff and sets performance goals within their respective divisions. Lieutenants also serve as a shift watch commanders for a particular shift, being responsible for the overall performance and activities of that shift.

They also work directly with the Captain and or Chief of Police on planning, organizing and directing the activities of the police department. Lieutenants perform work of substantial importance maintaining the operations and support services divisions of the agency. Operations Division shall include uniformed patrol, emergency dispatchers, communications, community relations, school resource officers and police clerical staff assigned to those groups. Support Services Division shall include detectives, prosecution, professional standards and police clerical staff assigned to those groups.

Supervision received: Works under the general supervision of the Chief of Police who outlines department policies and regulations. A Lieutenants immediate supervisor is a Captain, or in the absence of the Captain, the Chief of Police. A Lieutenants work is performed independently within established laws, policies and regulations. The Captain and or Chief of Police will review the Lieutenants work through conferences, reports and overall job performance.

Supervision exercised: Supervision is exercised directly through the Chief of Police over the entire subordinate staff of the entire department; evaluates, and recommends selection, performance and discipline and dismissal of assigned personnel.

Examples of Duties:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in this position).

1. Plans, organizes and directs the programs and activities of the police department; reviews activities through reports prepared by subordinates, conferences with subordinate supervisors and on site inspection or participation; coordinates department functions with all personnel.
2. Develops staffing and program plans, studies crime and other reports to determine trends and makes recommendations for changes in the organization and operating procedures to obtain the most effective results; and assigns personnel as needed in special or unusual situations.
3. Participates in department policy making; assists the Chief of Police in drafting special orders and operating procedures; assists the Chief of Police in the preparation of the police department operating budget, grant programs, billing, payroll, professional standards, internal affairs and agency audits.
4. Evaluates performance, disciplines (subject to the approval of the Chief of Police) and participates in selection of personnel assigned to the department; ensures that all

- personnel are receiving adequate training to accomplish their tasks and recommends specific individual training as needed.
5. Oversees the activities of the department's clerical personnel involved with the receipt, preparation and maintenance of various records and reports and related materials; reviews records and reports submitted by subordinate officers for completeness and conformance to regulations.
 6. Provides testimony in criminal and administrative hearing; serves as representative of the department and/or for the Chief of Police at various meetings and functions with the public and other public safety organizations; provides assistance to persons who have questions or complaints concerning the department.
 14. They may also serve as incident commander or press relation's officer during a critical incident, major crime or natural disaster.
 15. Performs other related duties as required.

Knowledge, skills and abilities required: Thorough knowledge of modern police practices, techniques and methods. Thorough knowledge of applicable Federal, State and Town laws and ordinances and of departmental policy, procedure, rules and regulation; considerable knowledge of the methods and practices of police administration; ability to analyze complex police problems; ability to plan, organize and direct the work of subordinates and to advise, instruct and train personnel; ability to write and speak effectively; ability to deal with the public firmly and courteously and to establish effective working relationships with the public, news media, town officials and others contacted in the course of work; skill in the use of firearms and police equipment.

Minimum qualifications required: A degree in Criminal Justice, Police Science or related field and or five years progressively responsible experience in law enforcement. Applicant shall have at least two years of Police Supervisory experience. Possession of Certification by the New Hampshire Police Standards and Training Counsel; possession of a valid New Hampshire Driver's license; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee is occasionally required to taste or smell.
2. While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehends and subdues suspects.

3. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 70% indoor's and 30% outdoor's (including time spent in a patrol car or other police vehicle.) Employee goes from being seated in a docile position in their police cars or office to a highly energized position and then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time
2. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office.
3. Employee occasionally works outdoors at all times of day and in all weather conditions and is routinely exposed to hazardous situations that may result in injury, death, or use of deadly force on others.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.