

City of Claremont, New Hampshire Position Description

Position Title:	Deputy Chief	Union/Merit:	Merit
Reports to:	Chief of Police	Grade Level-Points:	11 - 801
Department:	Police	Revised/Updated:	04/10/05
FLSA Status:	Exempt		

Job Summary

At the direction of the Chief, the Deputy Chief has direct control over all members and employees of the Department. He/she performs highly responsible administrative and supervisory work in planning, organizing and directing the Administrative division of the department. As the Executive Officer, he or she serves as the Chief in his/her absence. Work consists of broad functions and processes of both administrative and professional character. Activities are often involved and complex. Several administrative projects may require simultaneous attention such as assistance with budget preparation, disciplinary issues, grant writing and /or management, etc. Several emergency activities may occur simultaneously and may be impacted by environmental factors, conflicting or controversial matters; and all the while morale and discipline must be maintained and relations with the public must be favorable. Guidelines include Federal and State Constitution, New Hampshire laws, by-laws, contract between City and Police Union, court regulations Department regulations and the Commission for Accreditation of Law Enforcement Agencies' guidelines. Guides are broad and require considerable judgment or may be obscure or non-existent for some aspects of work. The Deputy Chief, as the Executive Officer, is subordinate only to the Chief as the final technical authority within the department. The Deputy Chief is a member of the Command Staff and an advisor to the Chief of Police. The Deputy Chief will provide for continuation of command and/or supervision during the absence of the Chief of Police.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Plans, organizes, and oversees the Administrative division of the department as well as other assigned areas. Assists the Chief with overall department management. Reviews activities through reports prepared by subordinate officers, conferences with personnel and on-site inspection and/or participation; coordinates function with other departmental personnel.
2. Participates in departmental policy making; assists Chief in drafting special orders and operating procedures; may be responsible for preparation of the operating budget for the Department. Seeks and manages grants for special projects and/or purchases within the Department.
3. Must have the ability to use a firearm and make forcible arrests.
4. Must have clear, understandable speech.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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5. Is the Department Accreditation Manager for purposes of achieving accreditation under the Commission for Accreditation of Law Enforcement Agencies, the Northern New England Police Accreditation Council and New Hampshire Police Standards and Training Council.
6. Evaluates performance, disciplines and participates in selection of personnel; insures that all personnel are receiving adequate training to accomplish their tasks and recommends specific individual training as needed. Advises all officers in new developments in Federal, State and municipal law and departmental regulations.
7. Provides testimony in criminal, administrative or legislative hearings; serves as a representative of the Department and/or 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.
8. Coordinates all administrative functions within the Department including the compiling and preparation of necessary reports; the personnel records of Department personnel; the coordination of all in-service and academy training; the maintenance of all administrative forms, etc. At his own direction or at the designation of the Chief, assumes command of serious incidents.
9. Coordinates the Department's Recruitment, Selection and Promotional efforts.
10. Coordinates the Parking Enforcement bureau and the School Crossing Guard Program.
11. Serves as Police Chief in his/her absence.
12. Performs other related duties as assigned.

Peripheral Duties

Attend council meetings as requested.

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Bachelor's degree in Police Science or related field plus ten (10) years of progressively responsible law

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enforcement work including seven (7) years of supervisory work; certified New Hampshire police officer; OR any equivalent combination of experience and training demonstrating the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Municipal budgeting, New Hampshire laws related to collective bargaining, relevant court and administrative board decisions, and personnel management to assist the Chief in the Management of the Police Department and to serve as administrative officer in his/her absence.
- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Thorough knowledge of all applicable Federal and State laws, City by-laws, ordinances, department rules and regulations and relevant court rulings.
- Considerable knowledge of the methods and practices of police administration.
- Thorough knowledge of City roads, important buildings, schools, recreational facilities, traffic arterioles and of the sociological characteristics of the town.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Analyze complex police problems.
- Plan, organize and direct the work of subordinates and to advise, instruct and train personnel.
- Perform work requiring good physical condition.
- Effectively communicate in writing and verbally.
- Make independent judgments which have critical impacts on the organization.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Make accurate arithmetic calculations.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skill in:

- The use of firearms and police equipment.
- The use of the tools and equipment listed below.

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Supervision Received

Works under the supervision of the Chief of Police. Works independently, within established laws, policies and regulations, overseeing daily activities and on-going investigations. Keeps the Chief advised of progress and problems and jointly reviews and discusses causes with the Chief to determine appropriate Department approach and course of action.

Supervision Exercised

Supervision is exercised over a number of subordinates. Incumbent organizes, plans and recommends the formulation of goals, policies and operative procedures of the Police Department and evaluates work on a number of subordinates in the Administrative, Patrol and Criminal Divisions who are dispersed to various locations and work all shifts. Operations are subject to abrupt changes which cannot be planned or anticipated.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment. Contacts are with a wide variety of people outside the City service and may include the business community, attorneys, public action groups, other police departments and judges. The purpose of these contacts may be to defend or justify departmental actions and may require skillful negotiations and compromise.

Licensing & Certification

Certifiable New Hampshire Police Officer
Must maintain any required approvals and designations as required.
Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

General police-issued equipment such as firearms, protective vest/gear, restraints, radio, vehicle, etc. General office equipment including computer, workstation, telephone, fax machine, photocopier, etc.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, general police-issued equipment such as firearms, protective vest/gear, restraints, radio, vehicle, etc.

Typical Work Environment: Inside: 80% Outside: 20%

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Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. Work is performed in a variety of settings from comfortable office setting to extreme weather conditions. The employee may take charge at the scene of more serious crimes which may include physical or verbal attacks from individuals or groups. Physical demands include self-defense efforts, disarming persons who may not be rational, running, jumping, etc. However, these conditions are generally not a daily factor in the work.

The incumbent's working conditions are typically quiet to moderately loud.

Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Occasionally required
<u>LIFT over 50 lbs.:</u>	Occasionally required
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<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required
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<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
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<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required
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<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Frequently required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

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Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	May be necessary for detecting odors.

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