

City of Claremont, New Hampshire Position Description

Position Title:	Police Lieutenant	Union/Merit:	Merit
Reports to:	Police Chief	Grade Level-Points:	9 - 625
Department:	Police	Revised/Updated:	04/10/05
FLSA Status:	Exempt		

Job Summary

Performs highly responsible administrative and supervisory work in planning, organizing and directing one or more of the patrol, detective or prosecution functions of the Department. Work consists of broad functions and processes of both administrative and professional character. Activities are often involved and complex, several emergency situations may occur simultaneously and may be impacted by environmental factors, conflicting or controversial matters; 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 the City and Police Union, court regulations and Department Regulations. Guidelines are broad and require considerable independent judgment or may be obscure or non-existent for some aspects of work. The Lieutenant is a technical authority within the Department.

The Lieutenant will insure that all the personnel under his/her command perform their duties according to proper policies and procedures and that they follow all rules and regulations. The Lieutenant supervises the Patrol Sergeants, Officers and Specials. He/she will provide for the continuation of command in the absence of his/her immediate supervisor. He/she reports to the Chief.

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. Serves as Patrol Shift Commander by planning, directing and supervising the operation of their respective shift. Reviews activities through reports prepared by subordinate officers, conferences with personnel and on-site inspection or participation; coordinates functions with other department personnel.
2. On an assigned shift develops staffing and program plans, studies crime and other reports to determine trends and make recommendations for changes in organizations and operating procedures to obtain the most effective results.
3. Must have the ability to use a firearm and make forcible arrests.
4. Must have clear understandable speech.
5. Participates in departmental policy making; assists the Chief of Police in drafting special orders and operating procedures; may be responsible for partial preparation of operating budget for the Department.
6. Evaluates performance, disciplines (subject to approval of Chief of Police or Division Commander as appropriate) and may participate in selection of personnel; insures that all personnel are receiving adequate

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training to accomplish their tasks and recommends specific individual training as needed. Advises all officers of new developments in Federal, State and municipal law and departmental regulations.

7. Provides testimony in criminal and administrative hearings; 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.
8. Coordinates administrative functions within the Department including the compiling and preparation of necessary reports; the coordination of all in-service and academy training.
9. May serve as a Division Commander.
10. Assigns duties to assure proper performance of the members under his/her command. Periodically inspects members to assure proper maintenance of personnel and equipment.
11. Insures that the Department's goals and objectives are being met. Promotes management philosophy.
12. Assist in the administration of the Department as required through the Office of the Chief of Police.
13. Create, develop and maintain schedules.
14. Participate in Emergency Management.
15. Develop plans for special events and details, as assigned.
16. Perform all other duties as required by proper authority.

Peripheral Duties

Direct investigation of major crime scenes.
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:

Graduation from an accredited college or university with a Bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field, and ten (10) years of experience in police work, three years of which must have been equivalent to lieutenant or higher.

Necessary Knowledge, Skills and Abilities:

Knowledge of :

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- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Train and supervise subordinate personnel.
- Perform work requiring good physical condition.
- Effectively communicate in writing and verbally.
- Establish and maintain effective working relationships with subordinates, peers and supervisors.
- Give verbal and written instructions.
- Meet the special requirements listed below.
- Make independent judgments which have critical impacts on the organization.

Skill in:

- The use of the tools and equipment listed below.

Supervision Received

The Lieutenant works under the general supervision of the Police Chief, but considerable latitude is permitted for independent action and scheduling.

Supervision Exercised

Exercises supervision over all police department staff directly or through subordinate supervisors.

Responsibility For Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Must maintain a valid motor vehicle operator's license.

Ability to meet Department's physical standards.

Basic Law Enforcement Training Certification.

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.

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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: 40% Outside: 60%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc.

Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Occasionally required
<u>LIFT over 50 lbs.:</u>	Occasionally required

<u>CARRY up to 10 lbs.:</u>	Frequently 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>	Occasionally required

<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Frequently required
<u>REACH below shoulder height:</u>	Frequently required
<u>PUSH/PULL:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Frequently required
<u>Bending:</u>	Frequently required
<u>Crawling:</u>	Occasionally required
<u>Squatting:</u>	Occasionally required

<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Frequently required
<u>Balancing:</u>	Frequently required
<u>Grasping:</u>	Frequently required

<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

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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

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: May be necessary to detect odors.

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