

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: LIEUTENANT - CID
DEPARTMENT: POLICE
REPORTS TO: DEPUTY CHIEF - OPERATIONS

JOB CODE: 3008
DATE: 2/08

JOB SUMMARY:

Oversees the activities of the Criminal Investigations Division. Schedules work, ensures proper training of personnel, monitors work performance, enforces policies and procedures, mediates disputes, and evaluates the performance of subordinates. Provides back-up to and may perform tasks assigned to Sergeants and Police Officers as needed.

ESSENTIAL JOB RESPONSIBILITIES:

Oversees the Investigations Division of the Bureau of Support Services; reviews investigators' case files to maintain familiarity with caseload; determines the priority of cases and makes appropriate assignments.

Provides direct supervision to the Sergeant (Drug Enforcement Unit) and the Sergeant (Investigations); meets daily to discuss caseload and status of investigations; ensures that acceptable standards are being met within respective units.

Conducts Internal Affairs Investigations into alleged police misconduct within the department; interviews officers, victims, witnesses, and any others necessary to properly complete investigations; gathers documents and/or exhibits that have evidentiary value; meets and discusses legalities with proper prosecutorial agency (i.e., local, county, and/or state); ensures the preparation of a detailed case file for submission to superiors for review.

Reviews Police reports to determine information releasable to the media; does not release information that would have a prejudicial effect on defendant trials, a harmful effect on continuing investigations, or is protected by statute and/or confidentiality.

Supervises and sets work priorities for non-sworn personnel performing support services for investigations.

Maintains files that contain documentation from informers and/or others who assist undercover operations; ensures that records are accurate, timely, and complete.

Serves as departmental liaison when lawsuits name Police Department and/or Officers; maintains files documenting defense preparation steps; gathers materials (e.g., reports, training files, etc.) as requested by departmental defense attorneys; drafts responses to interrogatories; ensures that deadlines are met in a timely manner; coordinates meetings, depositions, hearings, etc. so that members are properly briefed.

Counsels personnel regarding job-related problems in order to ensure the most effective and efficient job performance; attempts to lead, motivate, and maintain high moral among personnel in order to sustain harmony within the division.

Ensures that all sworn department personnel are able to use department-issued weapons in a safe and accurate manner; maintains department weapons; maintains inventory of ammunition and cleaning aids.

Observes and properly documents the performance of subordinates; evaluates performance in a fair and accurate manner; discusses evaluations with employees.

May perform the duties of the Major – Support Services in his or her absence.

Drafts press releases to be faxed and or phoned to the media; provides television or radio interviews.

Participates in hiring and promotional activities, including departmental recruitment, testing, screening, and orientation of new employees.

Coordinates security operations for visiting dignitaries entitled to protection (e.g., U.S. President, Vice President, First Lady, etc.).

Maintains records for accounts for expenditures of all monies; conducts periodic audits to ensure that cash on hand agrees with the official record.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED:

Emergency Device Switches

Computer Systems

Video Cameras

Cellular Phone

Handcuffs

Animal Restraint Device

Miscellaneous office equipment

Finger Print Machine

Multiple Line Telephone

Recorder

Video Monitors

Computer Printer

Punch II M-3 Spray

Variety of cameras

Gloves

Police Radios

Scanner

Police Vehicle

Firearms

Flares

Knife

Metal Detector

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in Criminal Justice, Police Science, Public Administration, or a related field, and

Five years of progressively responsible law enforcement experience, at least one year of which included supervisory responsibilities, or

Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License.

Certification as a Peace Officer by the State of New Hampshire.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

The principles and practices of sound management and motivational techniques.

Law enforcement techniques, practices, and methods.

Budget preparation and administration.

Personnel practices and applicable legal considerations as they pertain to police department employees.

Sound disciplinary practices.

The practices and procedures for properly completing performance appraisals and avoiding common rating errors.

All pertinent local, state, and federal laws and city ordinances, including but not limited to principal felonies and misdemeanors, juvenile code, and traffic laws, well as procedures concerning search and seizure and evidence taking.

Court decisions and changes in laws that may affect law enforcement procedures.

Pending changes in law that may make current laws obsolete.

Constitutional law as it pertains to due process, probable cause, false arrest, suspects rights, and other related issues.

Frequently used legal terminology.

State and federal laws pertaining to civil rights legislation and liability issues.

The legal limitations of the authority of police officers and the proper use of progression of force.

City of Concord Police Department Standard Operating Procedures.

The territory contained within the city limits of Concord, including but not limited to streets, major landmarks, buildings, etc.

The demographics and/or cultural diversity of the citizenry.

Proper English grammar, spelling, and sentence structure.

Basic interview techniques.

Basic crime prevention methods.

The proper procedures for maintaining chains of custody.

Court procedures and courtroom testimony.

Community organizations.

Skill in:

Interpersonal relations.

Conflict resolution.

Operation of an emergency vehicle and its equipment, police radio and walkie talkie, and other equipment as assigned.

Effective written and oral communications.

Dealing effectively with diverse groups.

Mental and Physical Abilities to:

Lead, delegate work to subordinates, and enable subordinate officers to resolve problems and conflicts whenever possible.

Treat subordinates equitably and impartially.

Direct and lead the work of a platoon consisting of law enforcement and emergency communications personnel.

Instruct others in work methods.

Make effective decisions.

Deploy manpower effectively during emergency situations.

Exercise sound judgment in determining the course of action needed to effectively neutralize difficult and emergency situations.

Prepare and administer work unit budget.

Thoroughly understand the work of subordinates in order to effectively answer questions and resolve concerns.

Read, comprehend, and explain all pertinent local, state, and federal laws and city ordinances, including but not limited to principal felonies and misdemeanors, juvenile code, and traffic laws.

Read, comprehend, and explain constitutional law as it pertains to due process, probable cause, false arrest, suspects' rights, and other related issues.

Read, comprehend, and explain laws pertaining to law enforcement practices and citizen rights.

Explain the statute of limitations and its applicability to various offenses.

Disseminate knowledge of state and federal laws pertaining to civil rights legislation and liability issues.

Interpret, explain, and administer the City of Concord Police Department Standard Operating Procedures.

Effectively communicate, both orally and in writing, on a variety of topics concerning law enforcement, citizen rights, and crime prevention, including the development of teaching materials.

Effectively apply basic interview techniques.

Establish effective professional relationships with the Police Chief, Directors, other city officials, subordinates, members of other law enforcement agencies, court personnel, and the general public.

Establish a rapport with and effectively explain police actions to the citizenry.

Maintain integrity in a variety of situations.

Work under stressful conditions effectively and professionally.

Safely operate emergency vehicles and their equipment, especially under stressful and/or dangerous conditions.

Analyze situations, both emergency and routine, efficiently and accurately, in order to objectively neutralize situations and to determine best courses of action.

Correctly use and instruct others in the use of departmental equipment.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking.

Occasionally lift light objects.

Use tools or equipment requiring a high degree of dexterity.

The employee is required to use distance vision, color vision, peripheral vision, and depth perception to accomplish job responsibilities.

The employee is required to exert various pounds of force (up to and/or in excess of 50 pounds).

The employee is required to ascend or descend stairs, ladders, etc., using feet and legs or hands and arms.

The employee is required to handle, seize, hold, grasp, turn, or otherwise work with hand or hands as well as finger, pick, pinch, or otherwise work primarily with fingers.

Working Conditions:

Work is typically performed in an office.

Work is performed outdoors and occasionally in cold or inclement weather.

Work requires the use of protective devices.

The employee is occasionally exposed to fumes, noxious odors, dusts, mists, gases, and poor ventilation that can affect the respiratory system, eyes, or skin.

The employee is occasionally exposed to possible bodily injury from having to deal with violent, mentally deranged, and/or unpredictable individuals in the course of work.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.