

**CITY OF CONCORD  
CLASS SPECIFICATION**

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

**JOB CODE: 3008**  
**DATE: 2/08**

**JOB SUMMARY:**

Oversees the general law enforcement activities of one or more patrol units in the Police Department. 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:**

Supervises and directs day-to-day patrol operations.

Communicates to employees and enforces departmental rules and regulations to maintain a sense of discipline and high standards; disciplines personnel by issuing verbal reprimands or recommending written reprimands or suspensions; receives and addresses citizen complaints or refers such complaints to the proper authority for investigation.

Establishes and maintains a professional working relationship with supervisor, peers, subordinates, members of outside law enforcement agencies, communications personnel, court personnel, fire department personnel, and other city personnel.

Observes and properly documents the performance of subordinates; evaluates performance in a fair and accurate manner, citing examples of positive and negative performance; discusses evaluations with the respective employee.

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

Through the use of verbal communication, inter-office memos, computer hot sheet entries, wanted posters, and other methods as appropriate, disseminates information to department to ensure that Officers have updated, relevant information.

Handles incoming telephone calls from a diversity of people (e.g., internal personnel, citizens, media, prosecutors, lawyers, businesses, outside agencies, and others who need assistance and/or information).

Testifies in criminal, civil, and administrative hearings.

Ensures that subordinates receive proper on-the-job training and that assigned Officers attend mandated training as well as special training as required.

Ensures that vehicles used on the shift are properly maintained.

During the absence of superior officer, may be requested to temporarily act on his or her behalf.

On a designated shift, serves as Watch Commander over an assigned group; supervises a Sergeant who, in turn, supervises Police Officers who patrol the streets, businesses, and residential areas within assigned zones in the City of Concord to enforce laws, deter criminal activity, and detect and investigate criminal misconduct.

Monitors radio traffic to determine locations and types of dispatch; ensures the proper deployment of personnel.

Reviews reports written by assigned Police Officers; checks for accuracy and completeness; monitors the amount of time spent on calls as well as the nature of the calls to which subordinate Officers respond.

Processes criminal complaints and warrants.

Conducts background investigations into Police Officer candidates; interviews candidates, spouses, relatives, employers, past educators, etc.; observes polygraph examinations; gathers appropriate documents; prepares detailed written memos regarding individual candidate qualifications.

Reviews search warrant applications and felony arrest warrant applications to ensure completeness and to reduce city liability.

Drafts press releases to be faxed and/or phoned to the media; gives television/radio interviews on newsworthy events.

Provides input as to what should be included in particular policies/procedures.

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

Participates in oral board interviews for Officer candidates within agency and for other agencies; participates in oral boards for end-of-probation and specialty assignments.

Analyzes crime patterns and trends to determine where resources should be concentrated.

Reads incoming teletypes from other law enforcement agencies; forward information to other persons or parties as appropriate.

Researches and prepares annual budget requests.

Provides remedial and/or career counseling to employees who have disciplinary problems, performance problems, or personal crises.

Performs other related duties as required.

**MATERIALS AND EQUIPMENT USED:**

Emergency Device Switches	Multiple Line Telephone	Police Radios
Computer Systems	Recorder	Scanner
Video Cameras	Video Monitors	Police Vehicle
Cellular Phone	Computer Printer	Firearms
Handcuffs	Punch II M-3 Spray	Animal Restraint Device
Finger Print Machine	Flares	
Miscellaneous office equipment	Knife	Gloves
Metal Detector	Variety of Cameras	

**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, as 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, or stooping.

The employee is occasionally required to walk and stand as well as to bend body and/or legs, crouch, run, and maintain body equilibrium.

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:**

The work is typically performed in an office.

The work may be performed outdoors, occasionally in cold or inclement weather.

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.

Work requires the use of safety devices.