

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: LIEUTENANT – COMMUNITY SERVICES DIVISION
DEPARTMENT: POLICE
REPORTS TO: DEPUTY CHIEF - ADMINISTRATION

JOB CODE: 3008
DATE: 3/2015

JOB SUMMARY:

Provides administrative support to the Bureau of Administration, Community Services 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 for and may perform tasks assigned to Sergeants and Police Officers as needed.

ESSENTIAL JOB RESPONSIBILITIES:

Performs the duties of Lieutenant - Patrol as necessary.

Reviews daily calls for service.

Serves as the Commander of the Community Services Division.

Assists assigned personnel in developing and promoting community policing programs.

Assists Commanders or Supervisors of BIKE Unit and Motorcycle Unit in preparing reports and analysis.

Supports BIKE Unit and Motorcycle Unit by assisting or coordinating various community policing programs and/or areas in the community that may require dedicated attention or enforcement activities.

Assists the Patrol Division and the Criminal Investigations Division with the acquisition of statistical data.

Assists with the administration of the IMC/Tri Tech database.

Assists in drafting letters or correspondence for the Police Department Command Staff.

Assists with schedules, facilitates statements or appearances for members of the Command Staff at various community functions, events or meetings.

Develops resolutions and reports for City Council regarding grant applications and other matters at the direction of the Chief of Police.

May serve as grant manager for recurring departmental grants.

Serves as a department representative on various city management teams or committees,

Testifies in criminal, civil, and administrative hearings.

Assists in developing multi-agency mass casualty WMD exercises.

Conducts pre-employment background investigations for departmental employees.

Conducts special projects as assigned by the Chief of Police

Assists the Command Staff in the review of Department policy and procedures to ensure they are up to date and in alignment with the Department's mission and goals.

Conducts monthly accident analyses in the location of high accident frequency locations.

Scans various sources for possible grant revenues.

Drafts press releases to be faxed, emailed and/or phoned to the media.

May assist in serving as Public Information Officer providing television or radio interviews on select matters.

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

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
Animal Restraint Device	Handcuffs	Flares
Punch II M-3 Spray	Knife	Gloves
Miscellaneous Office Equipment	Variety of cameras	Metal Detector
Finger Print Machine		

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.

Granting agencies and related grant requirements.

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 standing and walking.

Occasionally lift heavy objects.

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.

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.

The work requires the use of safety devices.

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.