



Police Lieutenant

Police Department

PD/03

JOB SUMMARY

Reporting to the Police Captain, this position is responsible for the mid-level supervision of Sergeants, Corporals, Detectives, Officers, and civilian employees and day-to-day supervision and management of the Patrol and/or Investigation divisions, as assigned. The Lieutenant must be thoroughly familiar with the duties of employees under his/her supervision in order to assist and provide the proper training required. Performs job duties of subordinates as required. The Lieutenant promotes the department's managerial philosophy and is expected to exert his/her authority to ensure the proper efficiency, discipline, appearance, and conduct of personnel. The position ensures compliance with department's regulations, addressing all infractions, taking corrective action in consultation with the Captain or Chief of Police.

MAJOR DUTIES

- Under the general direction of the Captain, plans, directs, schedules, organizes, supervises, and evaluates the activities of the Patrol and Investigative Divisions of the Police Department through subordinate levels of supervision, ensuring the delivery of police services to the public in an effective, efficient, and economical manner.
- Recommends training, to the Captain, for sworn staff and provides positive mentoring for their professional development. Collaborates with the Captain to ensure that all personnel receive adequate training to accomplish their tasks and ensure retention of qualified staff. Recommends specific individual training as needed.
- Schedules all in-service and academy training; documents and tracks all department trainings.
- Supports, follows, implements and helps evaluate the effectiveness of policies and procedures established by the Chief of Police and the Town of Hanover. Assists in drafting special orders and operating procedures. Participates in policy making processes and recommends procedural changes or improvements.
- Collaborates with the Captain and Communications Coordinator to ensure all services are provided to the public in a manner that supports the core values of the Hanover Police Department (Integrity, Respect, Fairness, Excellence and Positivity), the philosophy of community policing, and effective customer service.

- Reviews patrol and investigative activities daily through reports prepared by subordinate officers or staff, conferences with personnel, and on-site inspection and/or participation. Advises on unusual, difficult, or complex matters.
- Manages, evaluates and assigns follow-up on investigative cases and presents cases for Grand Jury indictment.
- Reviews all search and arrest warrant applications for necessity, completeness, accuracy and probable cause.
- Provides testimony in criminal, administrative or legislative hearings. May be assigned to serve as a representative of the department and/or the Chief of Police on various committees, task forces, public safety organizations, and/or public meetings, events, and functions. Attends meetings of the Hanover Selectboard upon request.
- Assists in short and long-range planning for the patrol and investigative units and aids in conducting data analysis regarding department activities. Prepares and submits regular reports/updates of division activities to the Captain.
- Assists in preparing department's operating budget as assigned. Consults with the other department command staff and employees regarding division resources and needs, and special events.
- Seeks and manages grants for special projects and/or purchases within the department.
- Analyzes department equipment, vehicle, and facility needs; recommends acquisitions and improvements; helps ensure proper maintenance. Purchases approved equipment and supplies as necessary; inventories and tracks department resources and equipment as assigned.
- Participates in the recruiting, selection, evaluation and promotion of employees. Recommends discipline when necessary. Consults with command staff and other department personnel regarding employee and labor relations issues.
- Responds to public complaints, questions, and problems in accordance with department guidelines and procedures. At the Captain's direction, may perform or manage investigations of citizens' complaints and internal investigations pertaining to department activities and personnel.
- Interprets and applies laws, codes, policies and procedures to subordinate staff; ensures legality and consistency of application. Advises all officers in new developments in federal, state and municipal law and departmental regulations. Ensures that personnel adhere to department and Town of Hanover policies and procedures.
- Monitors legal, regulatory, technological, societal developments and court decisions that may affect the work of the department.
- Coordinates with other departments and organizations on use of personnel and allocation of resources for special operations and events.

- Prepares letters, memoranda, reports, and other forms as necessary.
- Attends conferences, seminars, and training meetings as needed to fulfill mission and ensure professional development, as approved or assigned by the Captain or the Chief of Police.
- Responds to phone calls, crime scenes and emergency situations with minimal notice, at the request of the Captain and/or Chief of Police.
- In the absence of the Captain or at the designation of the Chief, assumes command of serious incidents. Responsible for continuation of command during the absence of the Captain and Chief of Police.
- Serves as the Acting Chief of Police in his/her absence when directed by the Chief of Police.
- Assumes any/all job duties of subordinate staff as necessary.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE POSITION

Advanced Knowledge of:

- Modern law enforcement principles, procedures, practices, techniques, and equipment.
- Applicable federal and state laws (including relevant court decisions), Town ordinances, and department and Town rules, regulations, policies and procedures.
- Methods and practices of police administration.
- Criminal investigative principals.

Knowledge of:

- Municipal budgeting, New Hampshire laws related to collective bargaining, relevant court and administrative board decisions, and personnel management to assist the Captain in the management of the Police Department.
- Strategy and tactics for management and deployment of personnel and equipment in complex tactical and emergency situations.
- Major case file management.
- Town roads, important buildings, schools, recreational facilities, traffic arterioles and sociological characteristics of the town. (Progressively acquired).

Ability to:

- Analyze complex police problems.
- Consistently exercise courtesy, discretion, and sound judgment.
- Promote harmony and cooperation among all units of the department and maintain discipline and morale within the department.
- Plan, organize and direct the work of subordinates and to advise, instruct and train personnel.
- Effectively communicate verbally and in writing.
- Maintain electronic and written records, prepare reports, and to document any and all information pertaining to the duties of the position.
- Maintain effective working relationships with department heads, employees, the Selectboard, and the public and deal with service problems courteously and tactfully.
- Perform accurate mathematical calculations as needed to perform major job duties.
- Use general office equipment including computers and job-related software, telephone, fax, copier, etc.

Skill in:

- Use of firearms and general police tools and equipment.
- Use of investigative equipment such as cameras, crime scene processing tools and mobile/computerized extraction methods and/or resources.
- Making sound and independent decisions as a commander when appropriate and in emergency situations.

SUPERVISORY CONTROLS

The Lieutenant works under the general supervision of the Captain, who assigns work in terms of general instructions and reviews completed work for accuracy and proper methodology as needed. The Lieutenant meets with the Captain regularly to review and discuss cases, issues, and problems to determine the appropriate approach and course of action. Day to day job duties are otherwise performed independently.

GUIDELINES

Guidelines include department policies and procedures, federal and state laws, court rules, and town ordinances. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied managerial, supervisory, operational, and technical duties in police administration. The variety of duties and degree of authority contributes to the complexity of the work.
- This position is responsible for the Patrol and/or Investigative Division of the Police Department and its day to day operations. Successful performance helps ensure effective law enforcement practices, contributes to the safety of the general public and protection of property, and promotes the efficient functioning of the assigned division and the overall department.

CONTACTS

- Contacts are with a variety of individuals within and outside of Town service. Contacts may include the business community, attorneys, public action groups, other police departments and judges. May be called upon to defend or justify departmental actions, and must be able to negotiate with skill, tact, and ability to compromise.
- Contacts are typically to give and exchange information, resolve problems, provide services, motivate personnel, and coordinate work efforts. Some of the contacts may be to defend or justify departmental actions and may require skillful negotiations and compromise.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work requires the physical ability to use a firearm and make forcible arrests.
- Must meet and maintain New Hampshire Police Standards and Training Council physical fitness certification requirements (Cooper Standards).
- The work is typically performed in office and outdoor settings. Office work is typically performed while sitting at a desk or table or standing and walking. The employee must occasionally lift light and heavy objects and distinguish between shades of color.
- When working outdoors, the employee may be exposed to inclement weather and extreme temperatures. The work requires the use of protective equipment and tools.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position directly supervises the work of Patrol Sergeants and/or Detectives and has supervisory authority with respect to all other subordinate department personnel, both sworn and civilian.

MINIMUM QUALIFICATIONS

- Five (5) to seven (7) years of law enforcement experience including four (4) years of supervisory experience equivalent to a Sergeant or higher in a comparably sized or larger law enforcement agency.
- Minimum of an Associate's Degree or equivalent amount of training and experience. Bachelor's Degree from accredited college or university in Police Science or related field preferred.
- Successful completion of Middle-Management Leadership Training within one (1) year of appointment.
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work; demonstrated writing skills necessary for the generation of reports, correspondence, and related work product, and the review and approval of reports generated by others for content, clarity and completeness.
- Possession of or ability to readily obtain a driver's license valid in the State of New Hampshire for the type of vehicle or equipment operated.
- Ability to meet and maintain current requirements set forth by the Police Standards and Training Council for the State of New Hampshire.

Updated: July 19, 2019