

Job Description
For
Deputy Chief (Captain)

Summary

The Deputy Chief (Captain) is a sworn, full-time certified member who possesses all the requisite knowledge, skills and physical abilities incumbent upon the position of an entry level officer and Sergeant. The Deputy Chief must have the ability to oversee the department in the absence of the Chief

The Deputy Chief provides overall direction and supervision to officers, supervisors and civilian staff. The member performs administrative, personnel, community relations and operations duties and tasks specific to the position.

The Deputy Chief manages the office, maintains complete and orderly files, approves attendance records and reports, maintains liaison with the Grafton County Sheriff's Office and other agencies, advises staff of significant events through the chain of command, composes memorandum, utilizes a computer, reviews accident and injury reports, monitors cases, prepares periodic reports, completes assigned research projects, assists in budget preparation, provides direction to subordinates, maintains resource materials, serves on committees, approves subordinate overtime requests, attends training and meetings, identifies needs and develops plans, assists in grievance resolution, facilitates the resolution of citizen complaints, conducts meetings, inspects members, completes evaluation, counsels members, schedules training, identifies and corrects disciplinary problems, supervises Lieutenant, Sergeants, and line staff, completes and maintains schedules, ensures police facility is properly maintained and clean, acts as an incident commander, and assumes the duties of the Chief when delegated.

The most important and essential job function of the position is attitude and included the following: getting along with co-workers, cooperating with co-workers, responding politely to the public, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The member may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Education

- High School or GED
- Four Year College Degree, Preferred

Prerequisites

- NH Driver's License
- NH Police Certification

Required Professional Experience

- Preferred - Minimum four consecutive years as a full-time sworn police officer

Updated 12/1/2023

Blood and Viral Pathogen Risk

- Foreseeable Exposure

Environmental Conditions

- Working rotating shifts
- Contact with dangerous persons or situations
- Exposure to inclement weather
- Working under increased stress for field and office environments
- Require acts of physical endurance and agility.

Required Skills and Knowledge

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| • Department policies and general orders | • Basic math |
| • Operate a motor vehicle | • Computer use |
| • Use of appropriate forms | • Proper grammar |
| • Read and write English | • Investigations |
| • NH RSA's | • Supervisory |
| • Lincoln Town Ordinances | • Instructor |
| • Department filing system | • Decision-making |
| • Local and regional geography | • Analytical |
| • Civil process | • Department goals and objectives |
| • Area resources | • Current affairs |
| • Facility security | • Concurrent jurisdictions |
| • Demographics | • Public records law |
| • Ethnic / cultural awareness | • Budget process |
| • Radio codes | • Manpower allocations |
| • Evidence procedures | • Case law |
| • Scene processing | • Legal terms |
| • Tactical operations | • Search and seizure law |
| • Case reporting | • Constitutional law |
| • Use of force / response to resistance | • Stress management techniques |
| • Management skills | • Demographics |
| • Media relations | • Town Ordinances |
| • Organizational skills | • Zoning laws |
| • Telephone use | • Lincoln Police General Orders |
| | • Arrest techniques. |

Physical Requirements

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| • Sit for long periods | • Hearing at normal level or with accommodations |
| • Standing for long periods | • Speaking understandably |
| • Seeing at normal range or with accommodations | • Manual dexterity |

- Ambulate independently
- Bend
- Walk
- Identify colors
- Normal sense of smell
- Lift 150 pounds.

Essential Duties

Administration

- Prepare inter-department correspondence
- Complete daily reports
- Manage felony case assignments
- Operate records management system
- Maintain document files
- Facilitate training
- Analyze criminal activity
- Oversee service of judicial process
- Distribute new policies
- Prepare and maintain monthly schedules
- Prepare daily line up
- Attend scheduled meetings
- Arrange mandatory training participation.

Operations

- Review criminal offense reports
- Maintain facility reports
- Oversee field investigations
- Handle citizen complaints
- Facilitate community relations
- Review and approve attendance records
- Assign officers to zones
- Disseminate information to media.

Supervisory

- Explain laws and department policy
- Discipline subordinates
- Conduct evaluations and inspections
- Maintain equipment and supplies
- Assume role of Chief in his absence
- Assist subordinates with problem solving.