

**Position Purpose:**

Performs administrative and supervisory work and coordinates specialized activities and operations within the police department. Performs all other work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Performs any and all duties and responsibilities of a Police Officer on an assigned shift.
- Supervises the work of patrol level personnel as assigned in specialized areas of responsibility within the Police Department.
- Coordinates organization, staffing, and operational activities for an assigned area of responsibility within the Police Department.
- Participates in the development and implementation of goals, objectives, policies and priorities in designated areas of responsibility.
- Participates in various aspects of personnel administration, including selecting, training, motivating and evaluating assigned personnel.
- Oversees field training operations for the Police Department.
- Confers with the Chief of Police and Sergeant in the development and implementation of goals, objectives, and making appropriate recommendations regarding the administration of policies, procedures, and service and personnel needs.
- Assesses and monitors the efficiency and effectiveness of service delivery methods and procedures, including assessing work load, administrative and support systems, and internal relationships. Makes recommendations for improvements to the Sergeant and Chief of Police.
- Provides effective professional liaison between the Police Department and other Town departments, divisions, outside agencies, and the general public.
- Coordinates and/or serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities as necessary.
- Coordinates various educational or community programs.
- Assumes immediate command of police activities in emergency situations, including responding to major crime and accident scenes in the absence of a higher authority.
- Oversees and conducts field investigations, interviews, and interrogations, including personally handling any highly complex, sensitive, and/o high profile investigations.
- Coordinates, develops, implements and reviews training programs for the Department. Stays abreast of new trends and innovations in the field of law enforcement.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Responds to questions and comments from the public in a courteous and timely manner.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

High School Diploma; Associates Degree in law enforcement/criminal justice preferred; one to three years' experience as a Police Officer; or an equivalent combination of education and experience. Certification as full time Police Officer by NH Police Standards and Training Council.

**Knowledge, Ability and Skill:**

*Knowledge:* Considerable knowledge of modern principles, practices and methods of police administration, organization and operation. Considerable knowledge of the operating procedures of the Candia Police Department and limitations upon departmental authority is required. Thorough knowledge of the controlling laws, ordinances and court decisions, particularly concerning arrests and evidence are required. Thorough knowledge of current principles, practices and techniques of law enforcement and crime prevention, including patrol, traffic, investigation, juvenile delinquency and support services, and knowledge of federal, state and municipal laws and ordinances pertaining to the apprehension, arrest and prosecution of persons. Knowledge of street systems and physical layout of the town is required.

*Ability:* Ability to exercise sound judgment in emergency situations, and to establish and maintain effective working relationships with Town staff, public officials, other agencies and the general public is required. Ability to obtain information through interview and interrogation is essential. Ability to keep records and make reports is required. Ability to plan, assign, supervise and review the work of subordinate personnel is required. Ability to communicate clearly and concisely. Ability to handle multiple tasks at one time

*Skill:* Skill in the use and care of and the ability to utilize a firearm. Skill in investigating crimes, interviewing suspects and in collecting evidence. Good problem- solving skills. Excellent conflict resolution and community relations skills. Skill in operating police equipment and police computer system. Strong interpersonal skills using tact, patience and courtesy are essential.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work involves frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting and carrying on a continuous basis for extended periods of time, or the potential need to subdue or restrain violent persons or animals. During emergencies performance of work may involve standing, walking and driving for long periods of time. The position requires the ability to operate a keyboard and calculator at efficient speed. Occasionally may need to move objects weighing up to 100 pounds. Employee may be required to run, jump, climb a ladder, crawl, kneel, and stoop. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Performs responsible functions requiring frequent application of independent judgment and initiative when situations arise that do not fall clearly within the limits of established standards or precedents.

*Supervision Received:* Works under the general supervision of the Police Sergeant.

*Supervision Given:* Supervises staff of uniformed officers.

**Job Environment:**

- This position splits its duties between an office-based and off-site work to investigate and respond to emergencies and other calls for police service, and investigate criminal activity. Off-site work is performed under varying weather and other conditions, with exposure to occupational risks, which may involve significant personal danger. Administrative work is performed under typical office/police department conditions
- Employee is required to work outside of normal business hours on a regular basis. In addition, employee is on call for emergencies 24 hours a day, 7 days a week.
- Operates police cruiser, all police equipment/firearms, computer, and other standard office equipment.
- Makes frequent contacts with other law enforcement agencies, attorneys, residents and support organizations.
- Has access to extensive confidential information such as personnel records, criminal investigation and records, lawsuits, and juvenile files.
- Errors could result in delays or loss of service, possible personal injury or injury to others and legal repercussions.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*