

PUBLIC SAFETY LIEUTENANT*

Function of Job:

Under the general supervision of the Chief of Police, or his/her designee, to plan, organize and coordinate the operations of any one of the following units: Police Services, Support Services, Communications Services, or Security Services, and to supervise operations of assigned activities and personnel.

Characteristic Duties and Responsibilities:

1. Supervise, direct, discipline and train personnel assigned to any one of the following units: Police Services, Support Services, Communications Services, or Security Services, carrying out the policies, rules and regulations of the University Police Department organization, the University System of New Hampshire, Federal, State and local laws/ordinances.
2. Make frequent contacts with the general public and other law enforcement officers, requiring tact to obtain information vital in the development/preparation of cases, accident investigations and case review.
3. Considerable physical effort required in normal patrol and duties may demand continuous standing, walking, and occasional strenuous positions while performing duties under varying climatic conditions, with exposure to accidents, or occupational hazards that may result in total disability or loss of life.
4. Be responsible for the appearance, discipline and efficiency of assigned personnel.
5. May direct patrol activities and command headquarters.
6. Maintain records, log of activities, and files on related matters.
7. Operate automobiles, firearms, radio transmitters/receivers, radar equipment, computer terminals, typewriters, and bicycles.
8. May direct/organize criminal investigations and case management on University owned property when assigning special cases.
9. May serve as operational head at special events conducted by the University and the community.
10. May be responsible for supervising/coordinating computerized management information systems.
11. May have responsibility for investigation of campus complaints, accidents, and other sensitive incidents; determining proper scientific methods of crime detection, analysis and identification work necessary to gather evidence; reviewing reports and other data submitted; and assisting Federal, State, County, and local agencies in investigations.
12. May have responsibility for supervising shift operations of Police Services, Communications Services, Support Services and Security Services including: crime prevention/education; receiving/distributing crime reports and dispatching information to assigned personnel; and acting as court prosecutor, including preparation of cases and presentation in court.
13. Issue/maintain inventory of departmental equipment.
14. May be required to make decisions on University Police matters or questions of USNH policy in the absence of the Chief of Police or his/her designee.
15. May be responsible for overseeing the proper filing/maintenance of necessary records, reports and activities logs.
16. May attend scheduled meetings, appropriate committees or professional associations.
17. Perform other related duties, as assigned.

* Revised - Original approved 1/28/75 and revised 10/14/77 and 8/23/85.

Minimum Acceptable Qualifications:

1. Associates or Bachelor's degree in Criminal Justice, or equivalent, or combination of training, education and experience that would demonstrate equivalent knowledge.
2. Seven years of progressive experience with a Public Safety agency, or equivalent, including three years as a supervisor.
3. Advanced knowledge of law enforcement, security services, or communications services practices, technology and methodology.
4. Demonstrated knowledge of organizational rules and regulations, practices and standards, state motor vehicle laws, criminal law, arrest procedures, evidence preservation, investigative techniques, computerized hardware and software systems, training techniques, crime and safety education, hardware and loss control, and courtroom demeanor and protocol.
5. Knowledge of first aid techniques.
6. Demonstrated skills in the use and care of firearms, radio transmitters, radar equipment, intoximeter, typewriters, computer terminals, recording equipment and vehicles.
7. Leadership, supervisory and organizational ability.
8. Demonstrated ability to react responsively in emergency situations.
9. Excellent oral and written communications skills.
10. Completion of advanced management and/or supervisory schools/programs and other related administrative disciplines.
11. Must qualify annually with a minimum score of 75% in the police Combat Practical Pistol Course based upon New Hampshire Police Standards and Training Council standards for police firearms instructors.
12. Excellent progressive past service record with public safety organization(s).
13. Must successfully complete, upon appointment and annually thereafter, a physical examination.
14. No criminal record other than minor motor vehicle violation.
15. Must possess a valid New Hampshire driver's license.
16. Must be certified as a full-time police officer by the New Hampshire Police Standards and Training Council within one (1) year of appointment through successful completion of the New Hampshire Police Academy or through approval of equivalency by the Training Council.
17. Resourcefulness, tact, and skill in dealing with general public and distressed individuals.
18. Must successfully complete a background investigation, polygraph and psychological examinations and be deputized by the authority having jurisdiction.

6/14/96

System Approval

6/14/96

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.