

CLASSIFICATION: CAMPUS PATROL LIEUTENANT

Class Code: 1534-26

Date Established: 5- 8 -14

Occupational Code: 3-3-9

Date of Last Revision:

BASIC PURPOSE: To coordinate, direct and provide supervisory security and police coverage to the Hugh Gallen State Office Complex campus and to enforce federal, state and local laws and established policies and procedures by conducting patrol and inspection functions to protect state-owned property against fire, theft and vandalism, and to provide general and specialized services to patients/residents, employees, citizens and installation(s). Campus Patrol Officers report to the Department of Safety, New Hampshire State Police.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Reviews state laws, administrative rules and established policies and procedures for applicability to Campus Patrol Officers and makes budget and policy recommendations to State Police superior; implements and enforces changes as appropriate.
- Serves as the Commanding Officer responsible for the supervision of the Campus Security Unit, to include all Campus Patrol Officers on one or more assigned shifts as well as Police Communication Specialists; maintains work assignment schedules as well as pay and leave records; updates and revises policy and procedure manual; evaluates the work performance of staff and recommends training, disciplinary actions and other personnel actions as necessary.
- Provides training to Campus Security Unit and NH Hospital staff as directed, on subjects such as State Police Professional Standards of Conduct, NH Hospital policies and procedures including mechanical restraint usage, and Department of Safety, state, and federal privacy regulations, as applicable.
- Enforces the policies and procedures governing the security and protection of campus property, including buildings, grounds, parking lots in and around the area, roadways, and citizens. Monitors movements and behavior of potentially dangerous patients/residents, and responds to and controls high risk situations involving out of control behaviors and psychiatric emergencies including the potential for injury to self and/or others.
- Assists with the admission of patients, and searches for, locates and returns AWOL patients as applicable, to include possible transfer of patients to and from other institutions and court, both in and out of state.
- Inspects and supervises inspection of campus property for fire, theft, lighting or other hazards; conducts and supervises patrols in and around campus property to detect and investigate acts of theft, aggression

and/or possible terrorism, directing security breach procedures as necessary. Detects, apprehends, arrests, and assists in the arrest of law violators, and prepares reports of inspections and investigations.

- Plans, supervises and enforces parking and traffic regulations, to include initiating traffic stops in marked cruisers to identify and apprehend violators, issuing verbal and written warnings and tickets, making in-custody arrests, investigating traffic crashes, and oversees prosecution of offenses at the Circuit Court level and/or in coordination with the State Police Prosecution Unit.
- Appears in court as a witness in traffic violations, criminal cases, or other administrative hearings as required; prepares cases for prosecution, up to the level of a Class B misdemeanor, for review by appropriate prosecutor. Serves warrants, domestic violence orders (DVOs) and juvenile petitions as applicable.
- Maintains and reviews records, data and reports to ensure that activities are properly documented, accurate and available for later use as the official records of events and activities.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications or in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning for short- and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job assignments in an adverse working environment involving a variety of unpredictable elements or hazards, including exposure to injuries or hazardous materials which result in partial disability.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with a major field of study in criminal justice, law enforcement or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years of experience as a certified police officer, with at least two years of supervisory experience or five years as a campus patrol officer or sergeant. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Must possess a valid driver's license and complete the Safe Driver Course within the first six (6) months of employment.

SPECIAL REQUIREMENTS:

1. Must be at least twenty-one (21) years of age on date of appointment.
2. Selected candidate must pass a thorough character investigation including reference check, criminal record check and motor vehicle record check before appointment. Candidates who do not have good character or who do not have a record free of serious offenses will be ineligible for appointment.
3. Must, within six (6) months of employment, successfully complete the Full-Time Police Academy at the training course established by the NH Police Standards and Training Council and thereafter maintain annual certification.
4. Must, within the first four (4) weeks of employment, successfully complete all written and physical components of the Mental Health Worker Training Program as approved by the Division of Personnel.
5. Required by RSA 188-F:27, III-a, b, c, and in accordance with protocols established by the NH Police Standards and Training Council, all uncertified part time and full time police officer candidates, prior to assuming their duties, must successfully pass:
 - Drug screening administered under the direction of a licensed physician according to established protocols.

- A physical fitness performance test according to established standards and successful retest every three (3) years thereafter
- A psychological screening test battery administered under the direction of a licensed psychologist or psychiatrist designed to detect behavior traits that could adversely affect the ability to perform the essential functions of a police officer.
- A physical examination according to established standards (PSTC Form D) and successfully retest every three (3) years thereafter.

RECOMMENDED WORK TRAITS: Thorough knowledge of law enforcement and arrest procedures. Thorough knowledge of procedures for vehicle, individual and building searches as required. Thorough knowledge of procedures for traffic stops, response to major accidents and securing motor vehicle accidents as required. Thorough knowledge of procedures for investigation complaints and incidents. Thorough knowledge of procedures for responding to threats against protection level resources, bomb threats and the use of force, as required. Knowledge in the use of all installation security surveillance systems and cameras. Knowledge of procedures for the user of wire and radio communications as required. Knowledge of established policies and procedures regarding vandalism, theft and fire in and around state-owned property. Knowledge of state provisions for emergency situations. Skill in supervising, evaluating, and delegating work to subordinate managers. Skill in overseeing and evaluating the overall operations of a security program. Skill in conducting investigations, questioning witnesses and preparing written reports and inspections. Ability to perform radio communications, monitor alarms and perform the duties of a controller/dispatcher requires. Ability to enforce laws pertaining to incidents of theft or vandalism to state-owned property. Ability to understand and follow instructions. Ability to work with citizens and secure their cooperation without the use of violence. Ability to use sound judgment when using force to control individuals or groups. Ability to establish and maintain harmonious and effective working relationships employees, residents, other law enforcement agencies and the general public. Ability to exercise tact, diplomacy and impartiality in relation to others. Ability to make decisions based on common sense and good judgment. Ability to resolve stressful situations. Ability to comprehend and comply with written and oral directions. Ability to comply with and enforce federal, state and local laws. Ability to increase competency through training and instruction. Ability to communicate orally and in writing, Ability to take orders and accept supervision. Ability to react quickly and calmly in emergency situations. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.