



Hamlet Police Department

Administrative Lieutenant/ SRO

Primary Purpose of the Position

The purpose of this position is to enforce state, local, and federal laws while serving as the School Resource Lieutenant for Richmond Community College. The School Resource Lieutenant will exhibit sound professional law enforcement practices by delivering efficient and effective law enforcement and public safety services to Richmond Community College and the citizens of the City of Hamlet while serving in the School Resource Lieutenant role. To Provide administrative and operational supervision as designated by the Chief of Police.

Change in Responsibilities or Organizational Relationship:

The School Resource Lieutenant will report directly to the Major. The School Resource Lieutenant will additionally be required to report to the designated Richmond Community College official. The School Resource Lieutenant heads the administration division. Perform the following and other duties as assigned by the Captain of Operations and designated Richmond Community College official.

1. Liaison for all law enforcement agencies.
2. Serve as patrol commander in the absence of the patrol commander.
3. Responsible for the administration and updating of all mutual aid agreements.
4. Range and agency hiring Coordinator.
5. Serve as the Public Information Officer for the police department.
6. Back-up evidence custodian.
7. Represent the department at all college planning events.
8. Respond to and answer calls for service on the campus of Richmond Community College and assist with calls for service in the immediate area of the campus when needed.
9. Complete timely and accurate reports.
10. Enforce local ordinances, state and federal law when required to do so.
11. Assist with endeavors disseminated by the designated campus official.
12. Complete assigned and mandated training as directed.
13. Plan and organize work and allocate necessary resources to achieve established objectives, focus initiative and action appropriately on priorities and objectives.
14. Perform duties and assignments with tenacious focus and determination; effectively use work hours; accept personal responsibility for work; demonstrate a "can-do" attitude; continuously strive to resolve issues aiming for successful outcomes.
15. Demonstrate consistent reliability for accomplishing tasks and performing duties within an expected time frame.
16. Maintain a work environment that is marked by respect for others; that values inclusiveness and builds workforce diversity; and that fosters cooperation ion, teamwork, and innovation. Observe safety standards in the workplace. Monitor off-duty officers to ensure they are adhering to expected standards.



Education and Experience Required:

An associate degree is required for this position.

Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission or the ability to achieve certification within one year of employment.

Past experience as a supervisor at the rank of sergeant is preferred. Certification by the North Carolina Justice Academy as a School Resource Officer within 6 months of hire. Certification by the North Carolina Justice Academy as a General Instructor within 1 year of hire.

Preferred Qualifications:

Bachelor's Degree in Criminal Justice or related field.

Competencies: Knowledge, skills, and abilities required in this position:

Technical Knowledge: Knowledge of law enforcement operations, state, local, and federal laws, and community policing efforts.

Communication Skills

Ability to interpret new laws, ordinances, rules, and policies. Ability to respond in a timely and appropriate manner to internal and external communications.

SRO must be able to meet certification for NCLEO officer within six months, obtain SRO certification within six months, serve as the agency's off-duty coordinator, training officer, and achieve general instructor within one year of hire. SRO must work as an integral part of the Richmond Community College's Safety Team and serve as the campus police officer.