

## **POLICE LIEUTENANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional law enforcement position in a supervisory and administrative capacity which involves serving as the commanding officer of a department in the absence of officers of higher rank or as a director of a specialized unit engaged in technical police work. The work involves the enforcement of all state laws and local ordinances, preservation of peace, protection of lives and property, investigation of criminal offenses, apprehension of criminals and lawbreakers and other related work in accordance with local and state laws, rules, regulations and administrative policies of the Department. Sound independent judgment is expected in both emergency and routine situations. Supervision is exercised over Police Sergeants and/or Police Officers and non-law enforcement personnel both directly and indirectly. All Police Lieutenants are required to carry a firearm and other necessary equipment (e.g., handcuffs). The work is performed according to regulations and under the general supervision of the Police Chief or Police Captain. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Enforces local and state laws;

Oversees administrative operations within the department or specialized police function (e.g., Patrol Squad, Detective Bureau, Special Operations, etc.);

Issues directives and orders to subordinate officers and non-law enforcement staff;

Completes and reviews police reports including arrest, incident, accident and injury reports, criminal complaints, and other routine reports to ensure accuracy and adequacy in form and content;

Hears complaints of a more serious nature and initiates appropriate actions;

Investigates civilian complaints and breaches of departmental policy;

Directs police activities at crime scenes, accidents, fires or other emergency situations;

Directs or coordinates investigations, surveillances and raids and makes arrests;

Coordinates community oriented policing programs and activities;

Trains and instructs subordinate staff in approved law enforcement methods and procedures;

Assists in the implementation of departmental policies, rules, regulations and procedures as they pertain to police activities, personnel and equipment;

Supervises personnel record-keeping, such as scheduled assignments and requests for time off;

May act as a liaison between other local, state and federal agencies, as well as with other community groups;

May complete annual performance evaluations of subordinate personnel;

May assist the Police Chief or officer of higher rank in recommending and administering discipline to subordinate staff;

May assist the Police Chief or officer of higher rank in budget planning.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern principles and practices of police work; thorough knowledge of New York State Penal Code, Code of Criminal Procedure, Vehicle and Traffic Law, constitutional law and all local laws, ordinances and regulations pertaining to law enforcement; thorough knowledge of the geography of the municipality and surrounding area; good knowledge of the objectives and workings of the criminal justice system; good

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knowledge of the principles and practices of administration and supervision; good knowledge of investigative techniques and methods; skill in the safe use of firearms and other weapons; ability to lead, direct and train subordinate personnel; ability to establish and maintain effective working relationships with administration, subordinates, public officials, other law enforcement agencies and members of the community; ability to recognize and investigate employee misconduct; ability to formulate and/or carry out and communicate complex oral and written directions; ability to be firm and courteous with the general public; ability to communicate effectively both orally and in writing; must possess good judgment and observation; must possess excellent moral character, honesty, integrity, tact, courtesy, initiative and leadership.

**PROMOTION:** One (1) year of permanent full-time competitive class status as a Police Sergeant, immediately preceding the examination date, in the jurisdiction where you are currently employed.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.
2. **Public Officer Requirements:** In order to be eligible for appointment, candidates must meet all current requirements of Section 3 of the Public Officers Law, including, but not limited to United States citizenship and New York State residency; some jurisdictions may require residency therein or within certain geographic limits.
3. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment in this title.