

POLICE LIEUTENANT

Code No.: 6-16-013

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory law enforcement position in a Police Department of a town or village involving responsibility for either precinct command or watch command or special assignments. Work is performed in accordance with New York State law, local ordinances, and the administrative policies and procedures of the Department. Direct supervision is exercised over Sergeants, Police Officers, civilian personnel and may be exercised over a Lieutenant. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Commands a precinct or watch or a special assignment such as juvenile work;

Maintains discipline within the precinct or watch;

Supervises personnel record-keeping functions, such as scheduled assignments and furloughs, and sick days;

Evaluates the performance of subordinates;

Reviews police reports including accident, injury, firearms, and daily reports;

Implements and executes departmental policies within an assigned precinct or watch;

Instructs subordinate officers in approved law enforcement methods and procedures;

Administers the terms of union contract;

Directs police activities at scenes of crimes in progress, accidents, fires, or unusual disorders;

Interprets orders handed down that include detailed procedures;

Directs investigations of crimes;

Prepares oral and written reports;

Conducts in-house training;

Receives and responds to mail for Chiefs, from subordinates, and from the public;

Resolves personnel complaints or refers to superiors;

Directs or coordinates investigations of crimes such as homicides,

armed robbery, drug abuse, vice, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern law enforcement methods and practices; thorough knowledge of the geography of the police jurisdiction; good knowledge of New York State Law including the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, and Family Court Act as well as the ordinances of local towns and regulations pertaining to police work; good knowledge of the objectives and workings of the criminal justice system; good knowledge of investigative techniques and methods; good knowledge of how to fairly interpret and administer collective Bargaining Agreements and ability to prepare suggestions for the Collective Bargaining Process; good knowledge of union contract provisions; good knowledge of the principles and practices of administration and supervision; skill in safe use of firearms and other weapons; ability to lead and supervise subordinate officers; ability to deal with personnel problems; ability to counsel subordinates on work methods; ability to interpret and express orders as issued by the Chief; ability to deal courteously but firmly with the public; ability to communicate orally and in writing; ability to effectively follow instructions and to appropriately communicate those to others; ability to read numerous reports; ability to establish and maintain good working relationships with community representatives, law enforcement personnel and public officials; good judgment and observation; excellent moral character and integrity; tact; initiative; leadership; emotional stability; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of paid full-time experience as a Police Sergeant.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: January 8, 1987