

POLICE LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: This is an important law enforcement position involving supervision and administration of police activities according to established procedures and policies. Responsibilities include assigning duties to Police Officers, evaluating their work performance, and instructing them in new and approved police methods. Work is performed under direct supervision of the Chief. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises in uniform, all operations during tour of duty, including headquarters;
Interviews civilians and representatives of civic organizations in the absence of the Chief;
Represents the Chief, when designated at civic and fraternal meetings;
Keeps Sergeants informed of area conditions;
Relays instructions of the Chief to members of the command;
Supervises Sergeants and Patrolmen frequently and at irregular intervals in the field and at headquarters;
Advises Chief on matters of importance, unusual arrests or occurrences and important messages or conditions requiring his attention;
Coordinates the safety, crime prevention and enforcement programs of the command;
Reviews complaint reports for accuracy and completeness;
Maintains accurate inventories on department supplies, i.e., tires, auto equipment, uniforms, clerical and office supplies, etc.;
Reviews and supervises the maintenance of the records and files of the command;
Reviews all orders and prepares summaries of pertinent information for presentations to members of the command;
Conducts daily inspection of police headquarters for cleanliness, security and condition of the equipment;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, 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, and all local laws, ordinances and regulations pertaining to police work; thorough knowledge of the geography of the area; ability to lead and supervise subordinate officers; familiarity with the operation of radio equipment; ability to deal courteously but firmly with the public; good judgment and observation; excellent moral character and integrity; tact.

MINIMUM QUALIFICATIONS:

Two (2) years permanent competitive class status as a Police Sergeant.