

Civil Division: Towns & Villages  
Jurisdictional Class: Competitive  
EEO Category: Protective Service: Sworn  
Revised: 05/02/11

## **POLICE LIEUTENANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory law enforcement position in the Police Department of various towns and villages involving responsibility for assisting the Chief of Police in a watch command or special assignment such as juvenile work. The work is performed in accordance with New York State law, local ordinances and the administrative policies and procedures of the Department. Direct supervision is received from the Police Chief or a Police Commissioner with leeway allowed for exercise of independent judgment in carrying out details of the position. Supervision is exercised over Sergeants, where the position exists, Police officers and civilian personnel. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Maintains discipline within the department;  
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;  
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;  
May direct or coordinate investigations of crimes such as homicides, armed robbery, drug abuse, vice, etc.;  
Prepares oral and written reports;  
Receives and responds to mail for the Chief, from subordinates and from the public;  
Resolves personnel complaints or refers to the Chief;  
Supervises or calls roll at the beginning of a shift and inspects police officers for conformance with rules and regulations;  
Briefs Police Officers directly or through subordinates, on special tasks or assignments and reads orders of the day;  
Enforces rules and regulations of the police department;  
Receives complaints and requests for police assistance and dispatches men and equipment to the scene of emergencies and disturbances while on desk at unit headquarters;  
Supervises, assists and instructs subordinate officers in investigations, surveillances, interviews and interrogations of prisoners and suspects;  
Receives and reviews reports of subordinates and prepares and submits reports to superiors;  
Appears and testifies in court when necessary;  
Prepares and supervises the preparation of records and reports relating to activity of shift or unit;  
Assist the Chief of Police in the development and maintenance of liaison and harmonious relationships with all departments and agencies concerned with or engaged in law enforcement;  
Conducts traffic surveys and makes recommendations regarding improvements;

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**TYPICAL WORK ACTIVITIES:** Continued

Actively participates in the Public Relations program;  
Conducts investigations of personnel complaints against members of the department as directed by the Chief of Police;  
Maintains an adequate tickler file to assure a regular check on pending official matters;  
Supervise the prompt securing, marking and submitting of evidence to proper scientific laboratories, maintenance of evidence files, security of evidence and its proper disposition;  
Supervise the routine care, maintenance and appearance of department vehicles and other equipment assigned or issued.

**FULL PERFORMANCE KNOWLEDGE, 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 the local towns or villages where the position exists and regulations pertaining to police work; good knowledge of the objectives and working of the criminal justice system; good knowledge of investigative techniques and methods; good knowledge of collective bargaining procedures and methods; 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 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 follow instructions; 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 observations; excellent moral character and integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Three (3) years of full-time paid experience as a permanent competitive police sergeant; **OR**
- (B) Six (6) years of full-time paid experience as a permanent competitive police officer.

**SPECIAL REQUIREMENTS:** Eligibility for the appropriate class motor vehicles operator's license issued by the state department of motor vehicle. Possession of license at time of appointment. This license must be maintained throughout appointment.