

POLICE LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for assisting the Police Chief in the supervision and direction of a municipal police department. The work is carried out in accordance with modern law enforcement practices and the general instructions of the police chief. Work is performed under the general supervision of a higher ranking officer with considerable leeway allowed for the exercise of sound judgement in emergencies. This class differs from that of Police Sergeant by virtue of the increased level of administrative and supervisory responsibilities. General supervision is exercised over Police Sergeants, Police Officers and other subordinate employees. The Lieutenant may act for and in place of the Police Chief in his/ her absence. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists the Police Chief in organizing, planning, directing and supervising the activities of a police force;

Supervises and participates in the investigation of crimes and prepares written reports to superiors;

Plans and conducts training programs in methods and procedures of police work;

Directs and coordinates police activities at raids, serious crimes, riots, fires and related scenes;

Conducts internal investigations of police misconduct in response to citizen complaints or on the basis of personal observations;

Inspects personnel and equipment for proper appearance and condition;

Evaluates job performance of subordinate police officers;

Acts for and in place of the Police Chief in his/ her absence;

Keeps abreast of patrol force activities through spot checks, monitoring of radio, and through discussion with patrol staff;

Provides information to news media;

May direct and supervise the activities of subordinate detectives/ investigators;

May supervise and conduct investigations of serious crimes and related offenses;

Provides school and community group lectures on crime prevention, juvenile delinquency and similar related matters;

May testify in court;

Cooperates and maintains liaison with other law enforcement agencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the modern principles and practices of law enforcement work; thorough knowledge of the geography, buildings and the community within the patrol area; thorough knowledge of the Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Alcoholic Beverage Control Law and local rules, regulations and ordinances; thorough knowledge of the department's organizational structure; thorough knowledge of the department's standard operating procedures and policies; good knowledge of investigative techniques; skill in the technical aspects of police work; skill in the operation of motor vehicles; ability to lead and direct subordinate officers; ability to instill and maintain good public relations; ability to prepare clear written material; ability to instill and maintain good department morale; tact; courtesy; good moral character; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Twenty-four (24) months of permanent competitive class status as a Police Sergeant.

Special Requirements: Must possess certificate of completion of an approved course in police supervision as prescribed by the Municipal Police Training Council in accordance with General Municipal Law.

Special Note: Pursuant to New York State Civil Service Law Section 58, no person shall be eligible for appointment to any rank above the rank of police officer unless that person has been appointed a police officer from an eligible list established according to merit and fitness or has previously served as a member of the New York State Police.

ULSTER COUNTY
4920 POL LT
Classification: Competitive
OA

Adopted: January 16, 1980
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