

## **POLICE LIEUTENANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important supervisory work involving responsibility for overseeing the day to day police activities in a local police department and for performing more specialized/difficult police work as required. The incumbent may supervise the activities of a whole department or a division or divisions of a department depending on the size and organization of a department. If authorized, the incumbent may assume command of the police department in the absence of the Police Chief or Police Commissioner. Direct supervision is exercised over Sergeants, Police Officers and other department staff. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Assigns tasks and provides direction to subordinate officers in their assignments; Insures that officers complete their assigned tasks in an efficient and correct manner, responding promptly to complaints; Insures that officers complete investigations in a timely, thorough and efficient manner; Makes arrests, conducts criminal investigations, prepares written reports, statements and related documents; Testifies in court as required; Responds to calls and complaints and investigates motor vehicle accidents; Enforces the laws of the State and local ordinances; May assume command of the police department in the absence of the Police Chief or Police Commissioner; Directs subordinate activities at raids, riots, serious crimes, fires, disasters or other major incidents at the direction of the Police Chief or Police Commissioner; Investigates complaints, allegations or other breeches of discipline; Corrects inappropriate subordinate behavior through counseling and established department policy; Prepares and submits reports to the Police Chief or Police Commissioner; Represents the department at meets and public gatherings to provide information regarding department policy and standards.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles and practices of modern law enforcement administration; Thorough knowledge of the principles and practices of criminal investigations; Thorough knowledge of the techniques of securing and preserving evidence including searches and crime scene protocol and procedures; Thorough knowledge of laws governing arrests, rules of evidence and court procedures; Thorough knowledge of local geography; Good knowledge and skill in the use and deployment of weapons, including firearms and non-lethal weapons (baton, chemical); Good knowledge of the principles and practices of the supervision of others in a police environment; Skill in the use of special equipment including police radar and breathalysers; Skill in the operation of an emergency vehicle; Ability to effectively deal with the public in a courteous and effective manner under various degrees of difficulty; Ability to effectively and efficiently communicate both orally and in writing to members of the public, law enforcement departments and other organizations; Ability to follow complex written and oral directions; Ability to instill and maintain good departmental morale and standards; Sound judgment; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. (1) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Criminal Justice, Police Science or related field, or Sixty credit hours from a regionally accredited or New York State registered college with at least fifteen credit hours in the behavioral sciences\*and two years as a Police Sergeant or a Deputy Sheriff Sergeant or four years experience as a Police Officer or Deputy Sheriff; Or
- B. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) two years of investigative experience or two years of active military service\*\* and two years as a Police Sergeant or a Deputy Sheriff Sergeant or four years experience as a Police Officer or Deputy Sheriff; Or
- C. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) certified by Municipal Police Training and registered with Division of Criminal Justice Services and two years as a Police Sergeant or a Deputy Sheriff Sergeant or four years experience as a Police Officer or Deputy Sheriff; Or
- D. An equivalent combination of training and experience as indicated in (A), (B)and (C) above.

NOTE: \*Behavioral Sciences are limited to psychology, sociology and anthropology.

\*\* Military duty is defines as the Army, Navy, marine Corps, Air Force, Coast Guard and the national Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. Proof of an honorable discharge (DD-214) must be provided.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

- A. In order to be eligible for appointment, candidate must meet current requirements of Section 58 of the Civil Service Law.
- B. Must be eligible for a driver's license issued by the New York State Department of Motor Vehicles and must possess same at the time of appointment and maintain during employment.

Adopted 10/14/99

Revised 2/17/11