

## **POLICE LIEUTENANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This law enforcement position is responsible for supervising the operation of the police department according to procedures, and policies outlined by the Police Chief. Responsibilities include assigning officers to their posts, evaluating their work performance and instructing them in new and approved police methods. Difficult clerical duties are also performed by employees in this class. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Directs the activities of patrol forces and headquarters staff during an assigned shift;  
Gives instructions to subordinate officers on correct Police procedure and practices;  
Directs raids and makes arrests;  
Directs police activities at riots, serious crimes, fires or unusual disorders;  
Investigates crimes where unusual and/or difficult law enforcement problems are likely to occur;  
Prepares complex federal and state clerical reports of the activities of the police department;  
Investigates complaints regarding activities of the police department;  
Takes charge of department in the absence of any high-ranking Police Officers;  
Dispenses information to the public regarding departmental policies and methods.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of approved practices of police work;  
Thorough knowledge of controlling laws and ordinances;  
Thorough knowledge of the geography of the jurisdiction;  
Ability to lead and direct subordinate officers;  
Ability to deal courteously but firmly with the public;  
Physical condition commensurate with the demands of the position.

### **OPEN-COMPETITIVE QUALIFICATIONS:**

Two years permanent status as a Police Sergeant.

Permanent status gained exclusively through appointment from a New York State Police Officer eligible list as defined by Section 58(3).