

POLICE LIEUTENANT

Steuben County Civil Service

Competitive Class
In all Civil Divisions Where the Positions Exist

Revision authorized by Nancy B. Smith 07/22/2010

DISTINGUISHING FEATURES OF THE CLASS

This is an important law enforcement position involving responsibility for supervising the operation of the police department according to established procedures and policies. Responsibility involves overseeing assignment of officers to their posts, evaluating their work performance, and instructing them in new or revised law enforcement procedures, policies, and methods. Work is performed under the general supervision of the Police Chief and/or Police Captain. Supervision is exercised over the work of lower ranked police and civilian personnel. Does related work as required.

TYPICAL WORK ACTIVITIES

- Organizes the force into working units;
- Plans, directs, and oversees the activities of patrol forces and headquarters staff during an assigned shift;
- Reviews scheduling and grants requests for additional time off;
- Assigns tasks to subordinates and reviews operations;
- Gives instructions to subordinate officers as to methods of correcting faults;
- Directs raids and makes arrests;
- Directs police activities at serious crimes, fires, and other emergencies and unusual disorders;
- Investigates complaints regarding activities of the police department;
- May act as the department's commanding officer in the absence of Police Chief and/or Police Captain;
- Operates two-way radio station and other communication systems;
- Keeps records and answers correspondence;
- Prepares a variety of status and activity reports;
- Works closely with other law enforcement agencies in the preparation of criminal cases;
- Dispenses information to the public regarding departmental policies and methods; and
- Other related duties and responsibilities as may be assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Thorough knowledge of modern principles and practices of law enforcement administration;

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2. Thorough knowledge of the New York State Penal Law, Court of Criminal Procedures, Vehicle and Traffic Law, and all local ordinances and laws pertaining to police activities;
3. Familiarity with the operation of radio equipment;
4. Ability to lead and direct subordinate officers;
5. Ability to disseminate information and instructions in a clear and effective manner;
6. Ability to instill and maintain good department morale;
7. Ability to prepare detailed written and oral reports;
8. Ability to deal courteously but firmly with the public;
9. Thorough knowledge of the geography of the area;
10. Skill in the use of firearms;
11. Excellent moral character;
12. Good judgment;
13. Good abilities of observation;
14. Tact; and
15. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Either:

- (a) Two years of satisfactory permanent competitive class service experience as a Police Sergeant; or
- (b) Six years of satisfactory permanent competitive class service experience as a Police Officer.

SPECIAL REQUIREMENT(S)

Must possess an appropriate level, valid New York State Driver License at time of appointment and maintain continuous possession of same throughout the term of appointment.