

Jurisdictional Class: Competitive
Adopted: March 1, 1991
Revised: February 14, 2022

POLICE LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: This is an important law enforcement position involving supervision of police activities according to established procedures and policies outlined by a superior officer. Responsibility involves assigning duties to Police Officers, evaluating their work performance, and instructing them in new and approved police methods. Work is performed under direct supervision of the Police Chief or a higher ranking officer. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Is in charge of the patrol force at headquarters during an assigned shift;
Calls roll and inspects Police Officers preceding and upon completion of tour of duty;
Directs and performs criminal and plain clothes investigations when assigned;
Receives and records complaints from the public and messages from other law enforcement agencies, and assigns officers accordingly;
Instructs subordinate officers as to methods and procedures;
Assigns tasks to subordinates and reviews operations;
Observes condition of prisoners when booked for crimes;
Performs a variety of tasks in the prevention of crime and juvenile delinquency;
Prepares activity reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of police work;
Thorough knowledge of New York State Penal Code, Code of Criminal Procedure, Vehicle and Traffic Law, and all local laws, ordinances, and regulations pertaining to police work;
Thorough knowledge of the geography of the city;
Ability to lead and supervise subordinate officers;
Ability to deal courteously but firmly with the public;
Familiarity with the operation of radio equipment;
Sound judgment.

MINIMUM QUALIFICATIONS: Four (4) years of experience as a Police Sergeant.

SPECIAL REQUIREMENT: No one shall be appointed as a Police Lieutenant unless he or she has previously been appointed as a Police Officer from an eligible list established according to merit and fitness as provided by Section Six of Article Five of the Constitution of the State of New York and in accordance with Civil Service Law, Section 58 1-b, or who has previously served as a member of the New York State Police or New York Police Department.