

**POLICE LIEUTENANT**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Chief of Police in administering and supervising the work of personnel assigned to all units of the Department. An incumbent may take responsible charge of the Department on an assigned shift, or assist the Chief of Police in administering the Department and in the development of departmental rules, policy and operating procedures. The work is performed under the general direction of the Chief of Police with wide leeway provided for use of independent judgment within the confines of department policy. Supervision is exercised over the work of all lower ranking police personnel. 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 Chief of Police in planning, administering and directing the activities of the Police Department;

Takes responsible charge of the Department in the Absence of the Chief of Police;

Investigates complaints, allegations or other breeches or discipline concerning members of the Department;

Schedules, maintains records of and may personally provide training to members of the force;

Directs raids and supervises or makes arrests;

Makes periodic inspections of personnel reviews, records and reports for correctness and accuracy and inventories Department supplies and equipment;

Prepares complex federal and state forms, in-house memoranda and required reports for the Chief of Police;

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May be assigned command of the Detective Bureau.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of modern principles and practices of modern law enforcement administration; thorough knowledge of the principles of criminal investigation; thorough knowledge of supervisory and training techniques; thorough knowledge of State Laws, including the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other local ordinances pertaining to law enforcement; thorough knowledge of the department's standard operating procedures and policies; good knowledge of socio-economic factors affecting the community; ability to clearly prepare written material; ability to maintain good public relations; ability to lead and direct subordinate officers; ability to instill and maintain good department morale; tact; and courtesy.

**MINIMUM QUALIFICATIONS:** Two (2) years experience as a Police Sergeant in a permanent competitive class status.

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Last Reviewed: June 27, 1995  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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