

POLICE LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible position involving the planning, directing and supervising the police activities of a large number of officers in a municipal police department. The work is carried out in accordance with modern law enforcement practices and the general instructions of the Police Chief or a higher level command staff member. This class differs from that of Police Sergeant by virtue of the increased level of supervisory responsibilities. Work is performed under the general supervision of the Police Chief or a higher level command staff member, with considerable leeway allowed for exercise of judgment in emergencies. General supervision is exercised over Police Sergeants, Police Officers, and other subordinate employees. Incumbent may be responsible for all police activities on a designated shift.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Has charge of desk at police headquarters on a designated shift;
2. Supervises all members of a duty force;
3. Receives all complaints, records facts and takes appropriate action;
4. Books prisoners and sees that correct charges are placed;
5. Assigns Police Sergeants and Police Officers to special duty;
6. Checks Police Sergeants and Police Officers in performance of duty and makes suggestions for better execution of work;
7. Makes daily reports;
8. Acts as detective when assigned;
9. When assigned to a split position, performs the duties of a Police Sergeant;
10. May act for the Police Chief in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of police work; thorough knowledge of New York State Penal Law, Criminal Procedure Law and Vehicle and Traffic Law; good knowledge of local laws and ordinances; good knowledge of the geography of the municipality; skill in the use of firearms; ability to plan, lay out and supervise the work of subordinates; ability to be courteous, yet firm, with the general public; ability to write reports; good judgment; physical condition commensurate with the demands of the position.

POLICE LIEUTENANT (Cont'd)

MINIMUM QUALIFICATIONS:

High school graduation or its equivalency and:

- EITHER: (A) Graduation from a New York State registered and regionally accredited college or university with a Bachelor's degree in police science, criminal justice or a related field and three (3) years of progressively responsible experience in an organized police force or law enforcement agency which shall have been in a full supervisory rank; (i.e.: Police Sergeant);
- OR: (B) Seven (7) years of progressively responsible experience as described above, two (2) years of which shall have been in a full supervisory rank; (i.e.: Police Sergeant); capacity;
- OR: (C) An equivalent combination of training and experience within the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

1. CITIZENSHIP: United State Citizenship is required.
2. DRIVER'S LICENSE: Possession of a valid New York State driver's license is required.
(Applications will be accepted from candidates eligible for such license.)

NOTE: Candidates must have been appointed as a police officer from an eligible list established according to merit and fitness as provided by Section 6 of Article five of the Constitution of the State of New York or must have previously served as a member of the New York State Police. It will be necessary for you to provide documentation showing you meet this requirement unless you are currently employed or have previously been employed as a Police Officer in an agency under the jurisdiction of the Dutchess County Department of Human Resources.

PS1201

ADOPTED:

REVISED: 12/14/78 09/05/90 06/27/91 08/11/06 7/16/2010