

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 superior officer. Responsibility is involved for 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 Chief or higher ranking officer. A Police Lieutenant does related duties as required.

TYPICAL WORK ACTIVITIES:

- 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;
- 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 subordinate and reviews operations;
- May observe condition of prisoners when booked for crimes;
- Performs a variety of tasks in the prevention of crime and juvenile delinquency;
- Prepares activity reports;
- Takes fingerprints;
- Makes reports regarding wanted or suspected criminals;
- Directly responsible for the operation of the department in the absence of the Chief.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of police work; thorough knowledge of New York 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; familiarity with the operation of radio equipment; ability to deal courteously but firmly with the public; exercise and demonstrate good judgment, observation, strong moral character and integrity; tact; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Two (2) years of experience as a Police Sergeant or three (3) years of experience as a Police Officer.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: May 11, 1976

Revised: May 24, 1988

Revised: 06/22/2016, Cattaraugus County Civil Service