

Jurisdictional Class: Competitive  
Adopted: March 1, 1991  
Revised: June 11, 2010

**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;  
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.