

**DEPARTMENT:** TOWN OF NIAGARA  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JUNE 9, 2014

**POLICE LIEUTENANT**

**DISTINGUISHING FEATURES OF THE CLASS:** In addition to performing the duties of a Police Officer, the work involves responsibility for supervising the activities of subordinates during an assigned shift. The work is performed according to established procedures, policies and with sound judgment needed to respond in emergency situations. General supervision is received from a Police Captain. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Performs duties of a Police Officer;
2. Responsible for the proper performance of subordinates;
3. Compiles reports;
4. Reviews reports from subordinates and directs action taken;
5. May instruct subordinates on their duties, responsibilities, and departmental procedures;
6. Notifies superior officers of pertinent information supplied by employees to them;
7. Makes recommendations to the Police Chief for the most efficient use of resources to improve police services;
8. May attend or instruct civic or police conferences;
9. Performs the duties of a Police Captain in his absence.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern principles and practices of police work; Good 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 area; Familiarity with the operation of various computer programs, police radio, teletype equipment, etc.; Ability to lead and supervise subordinate officers; Ability to maintain records and prepare reports; Ability to comprehend complex written material; Ability to deal courteously, but firmly with the public; Good judgment and powers of observation; Initiative; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Five (5) years of permanent competitive class status as a Police Officer in the Town of Niagara immediately preceding the date of examination.

**SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENTS:**

A person appointed as a Police Lieutenant must complete a required course for first line supervisory Police Officers as required by Section 209-a of the General Municipal Law.

**SPECIAL NOTE:** After 9/1/84, no person shall be eligible for appointment nor shall be appointed to any rank above the rank of police officer unless he or she has been appointed 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, or has previously served as a member of the New York State Police. Chapter 1016 of the laws of 1983, Section 58 1-b, New York State Civil Service Law, MSD-CL-23-83. (Added 6/13/85)