

DEPARTMENT: NORTH TONAWANDA POLICE DEPARTMENT

CLASSIFICATION: COMPETITIVE

APPROVED: May 13, 2003

POLICE LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the activities of subordinates during an assigned shift or, while on another assignment, or when assigned to other special functions of the department. 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. Responsible for the proper and conscientious performance of subordinates;
2. Critiques reports from subordinates as to action taken;
3. May call roll, inspect and brief subordinates before beginning assigned tour of duty;
4. Instructs subordinates on their duties, responsibilities, and Departmental procedures;
5. Institutes the proper remedial action for dereliction of duties on the part of subordinates;
6. Notifies Superior Officers' of any noteworthy service provided by a subordinate;
7. Makes recommendations for the most efficient use of resources to improve Police services;
8. Compiles reports as required by a Commanding Officer, or by Department policy;
9. Attends to the needs of the public and directs personnel to satisfy such needs;
10. May supervise a police patrol unit, a specialized police unit, or an incident, when assigned;
11. May participate or instruct in civic or police related conferences;
12. Dispatches information and works to make the community a safe place for residents and guests;
13. 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: Any combination of five (5) years of permanent competitive class status as a Police Officer and/or Police Detective in the North Tonawanda Police Department 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)

05/13/2003; 01/23/2003; 04/22/1999