

## **POLICE LIEUTENANT**

**GENERAL STATEMENT OF DUTIES:** Has immediate charge of the activities of Police Officers during an assigned shift; does related work as assigned by the Chief of Police.

**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 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 general supervision of a Captain or other higher-ranking officer.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Assures proper utilization of manning by adjusting assignment schedules and time off requests;
- Evaluates job performance of subordinate officers;
- Informs subordinates of deficiencies and attempts remedial improvement; informs supervisors if attempt is unsuccessful;
- Receives complaints against subordinates and implements stated departmental policy;
- Keeps unit budgets and suggests needed changes;
- Forwards personal and subordinates' suggestions for improving departmental policy and implements policy when issued;
- Disseminates information from other units to subordinates.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of modern principles and practices of police work and police administration;
- Thorough knowledge of the New York State Penal Law, Criminal Procedure Law, V&T Law, and all local laws, ordinances, and regulations pertaining to police work;
- Good knowledge of scientific methods of crime detection, police science, and criminal investigation;
- Good knowledge of geography of the City;
- Ability to lead and direct activities of subordinate Police Officers;
- Good judgment and observation; excellent moral character and integrity;
- Good physical condition.

**MINIMUM QUALIFICATIONS:** (Promotion)

For Exam: Candidate must hold the position of Police Sergeant on or before the date of the written exam.

For Appointment: Candidate must have eight (8) years of full-time experience as a sworn officer with the Watertown City Police Department; two of which must have been as a Police Sergeant.

**SPECIAL REQUIREMENT:** Possession of a valid motor vehicle operator's license issued by the State of New York.

City of Watertown

Amended: 8/2/05, 4/17/07, 7/15/14, 8/19/14