



POLICE LIEUTENANT

Jurisdiction Class: Competitive
Civil Division: Village of Penn Yan
Adopted by PO: 8/1/2016
Revised by PO: 10/1/2021

DISTINGUISHING FEATURES OF THE CLASS:

This is a law enforcement position within the Police Department whose focus is the protection of life and property within the department's jurisdiction through the enforcement of criminal codes and the promotion of traffic safety. The work involves responsibility for supervising the operation of the police department on an assigned shift according to established procedures and policies outlined by a superior officer. The Police Lieutenant operates as a field commander, assuming patrol responsibilities and participating in investigations as necessary. The incumbent also assigns Police Sergeants and Police Officers to posts and evaluates their work. The work is performed under the general supervision of a Police Captain or the Police Chief. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Is in charge of the patrol force at headquarters during an assigned shift;
Reviews progress of assigned programs and personnel and makes changes to priorities and schedules as needed;
Patrols neighborhoods and investigates potential hazards and suspicious activity;
Leads officers during raids and makes arrests;
Assigns tasks to subordinates and reviews their performance;
Gives instructions to subordinate officers as to methods of correcting faults;
Leads police activities at riots, serious crimes, fires and unusual disorders;
Investigates complaints made by citizens against officers;
Reviews routine paperwork, such as arrest reports, incident reports, criminal complaints and accident reports to ensure accuracy and adequacy;
Takes charge of department in the absence of Police Chief and Police Captain;
May be assigned to supervise the operation of a platoon or division of the police department;
Keeps records, answers correspondence and prepares reports.
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles, practices and techniques of law enforcement;
Thorough knowledge of New York State Penal Law, Criminal Procedure Law and Vehicle Traffic Law and other applicable laws, ordinances and regulations;
Thorough knowledge of the geography of the municipality and surrounding area;
Good knowledge of the principles and practices of criminal investigations;
Good knowledge of the principles and practices of supervision;
Skill in the use of firearms;
Ability to lead and direct subordinate officers;
Ability to communicate effectively both orally and in writing;
Ability to understand and follow complex oral and written directions;
Ability to establish and maintain effective working relationships with others;
Ability to deal courteously but firmly with the public;
Ability to instill and maintain good departmental morale and standards;
Good judgment;
Good powers of observation;
Good moral character.

MINIMUM QUALIFICATIONS:

- a. Two (2) years of experience as a Village of Penn Yan Police Officer Sergeant; OR
- b. Two (2) years of experience as a Village of Penn Yan Police Officer Investigator.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State Operator's license is required at the time of appointment, and such license must be maintained throughout the tenure of employment in the position.