

**GENESEE COUNTY**

**POLICE LIEUTENANT**  
**(Village of Leroy)**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent has charge of the operations of the Police Department during an assigned shift and assists in the general administration of the department. This is an important law enforcement position involving responsibility for assisting in the supervision of the operation of a police department according to established procedures and policies outlined by the Police Chief. There is wide leeway for the exercise of independent judgment in assigning duties to subordinates, evaluating work performance, and instructing in new and improved police methods. Supervision is exercised over other departmental personnel, in accordance with the directives of the department. When assigned to non-uniformed duties, incumbent supervises Detectives. Does related work, as required.

**TYPICAL WORK ACTIVITIES:**

Directs the patrol and headquarters' activities of the department on an assigned shift;  
Assists in the formulation of departmental policies;  
Assigns tasks and posts to subordinates and reviews operations to achieve the most efficient police coverage;  
Receives complaints in person and by telephone or radio;  
Receives and records complaints from the public, and messages from other law enforcement agencies, and assigns officers accordingly;  
Books prisoners, checks on their condition while confined, and accepts and records bail money;  
Investigates situations where unusual or difficult law enforcement problems may occur, and instructs and assigns subordinates accordingly;  
Instructs recruits in proper police methods;  
Supervises police activities at riots, serious crimes, raids and fires;  
Keeps records, answers correspondence, and prepares reports regarding all occurrences and activities during a shift;  
May supervise the maintenance of police vehicles;  
May plan and supervise the activities of all school crossing guards.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:** Through knowledge of modern principles and practices of police work; through knowledge of the New York State Penal Law, Code of Criminal Procedure, Vehicle and Traffic Law and all local laws, ordinances and regulations pertaining to police work; through knowledge of the geography of the area; good knowledge of scientific methods of crime detection and investigation, and criminal identification; familiarity with the operation of radio equipment; ability to lead and direct

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## **POLICE LIEUTENANT**

Page 2

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS, Cont'd:**

subordinate officers; ability to deal courteously but firmly with the public; good judgment; tact; conscientiousness; excellent moral character and integrity; good physical condition commensurate with the demands of the job.

### **MINIMUM QUALIFICATIONS:**

#### **VILLAGE OF LEROY**

**PROMOTIONAL:** Three years permanent competitive status as a Police Officer, in the Department in which promotion is sought.

**NOTE:** A candidate may substitute 30 credit hours of New York State Divisions of Criminal Justice Services accredited courses, obtained in a Criminal Justice related program for one year (maximum) of the above experience.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class  
12/11/19