

DEPARTMENT: NORTH TONAWANDA POLICE DEPARTMENT
CLASSIFICATION: COMPETITIVE
APPROVED: MARCH 7, 2024

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.

PROMOTIONAL QUALIFICATIONS:

Eligibility for participation in the promotional examination: Candidates must be permanently employed in the North Tonawanda Police Department and have any combination of four (4) years of full-time permanent competitive status as a Police Officer, Police Detective or Deputy Sheriff, one (1) year of which must have been in the North Tonawanda Police Department, immediately preceding the date of the written examination.

Eligibility for permanent appointment from the eligible list: Candidates must be permanently employed in the North Tonawanda Police Department and have any combination of five (5) years of full-time permanent competitive class status as a Police Officer, Police Detective, or Deputy Sheriff, two (2) years of which must have been in the North Tonawanda Police Department immediately preceding the date of permanent appointment.

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.