

POLICE LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervision of field and office police activities by virtue of command or assistant responsibility on an assigned shift in a police unit. Employees in this class are responsible for the caliber of police service rendered by the unit to which assigned, and for making decisions concerning important police problems when no superior officer is readily available. This class differs from that of Police Sergeant by virtue of its command responsibility in situations where no superior officer is available. All work is subject to direct supervision by review of reports by superiors, by personal inspection and appraisal of the effectiveness of police work performed by the unit to which assigned. The incumbent in this class also directly supervises all subordinate personnel under their command or within their assigned unit.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises or calls roll at the beginning of a shift and inspects police officers for conformance with rules and regulations;
- Briefs patrolmen, directly or through subordinates, on special tasks or assignments and reads orders of the day;
- Responsible for good order in station house;
- Enforces all rules and regulations of the police department in their unit;
- Patrols district to which assigned and observes, supervises and instructs subordinate officers concerning police activities;
- Receives complaints and requests for police assistance and dispatches officers and equipment to the scene of emergencies and disturbances while on desk at unit headquarters;
- Responds to all police fire and accident calls while on patrol duty, and assumes command of police activities until relieved by a superior officer;
- Supervises, assists and instructs subordinate officers in investigations, surveillance, interviews and interrogations of prisoners and suspects;
- Supervises and participates in all investigations of major crimes, more difficult or complex cases and/or incidents under unit jurisdiction, or to which assigned;
- Assigns, inspects and supervises the work of all subordinate officers in an assigned unit, if no superior officer is available;
- Receives and reviews reports of subordinates and prepares and submits reports to superiors;
- Appears and testifies in court when necessary;
- Supervises the incarceration, arraignment, well-being, and release of prisoners and suspects under unit jurisdiction, when no superior officer is available;
- Assists all personnel under his command in preparation of cases and makes arrangements for their appearance in court when necessary;

- Participates in training members of the police force in police methods, procedures and duties, and, in particular, the duties in their assigned unit;
- Prepares and supervises the preparation of records and reports relating to activities of shift or unit;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of modern police methods and procedures;
- Good knowledge of criminal law with particular reference to the apprehension, arrest, presentation of persons and the admissibility of evidence;
- Good knowledge of the Vehicle and Traffic Law of the State of New York and all municipal ordinances;
- Good knowledge of the geography of the City;
- Working knowledge of the principles of criminal and accident investigation, and the techniques of interrogation and of the identification and preservation of physical evidence;
- Working knowledge of the techniques of crime prevention;
- Working knowledge of departmental rules and regulations;
- Working knowledge of first aid principals and techniques;
- Working knowledge of personal computers and office equipment;
- Skill in the use of weapons;
- Skill in the application of self-defense techniques;
- Ability to direct and supervise the work of subordinate officers and related personnel;
- Ability to interpret and apply departmental rules and regulations;
- Ability to analyze complex police problems and to adopt quick, effective and reasonable courses of action with due regard to surroundings, hazards and related circumstances;
- Ability to establish and maintain effective working relationships with other officers, law enforcement agencies, city and court officials, and the general public;
- Ability to prepare and supervise the preparation of accurate and concise reports and records;
- Ability to express ideas clearly in oral and written form;
- Dependability;
- Resourcefulness;
- Courtesy;
- Tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: PROMOTION

All permanent Police Sergeants presently employed by the Albany Police Department are eligible if their combined permanent competitive class as a Police Officer and Sergeant totals a minimum of five (5) years, one (1) of which must be the rank of Sergeant.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Revised: 1955
12/19/79
11/20/96
04/30/97
06/21/97
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