

# Police Lieutenant Tompkins County

**Department:** Villages of Dryden, Groton, and Trumansburg

**Classification:** Competitive

**Labor Grade:** 0

**Approved:** 3

**Revised:** 4/80, 2/83, 2/85, 12/96, 5/97, 6/05, 2/17

**By:** HH, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma **AND** three years of full-time (or the equivalent part-time) paid experience as a Police Officer, one year of which must have been supervisory.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENT FOR APPOINTMENT:**

No one shall be appointed as a Police Lieutenant unless her/she has previously been appointed as a Police Officer from an eligible list established according to merit and fitness as provided by Section Six of Article Five of the constitution of the State of New York or has previously served as a member of the New York State Police (Civil Service Law, Section 58, effective September 01, 1984.)

**NOTE:** Section 209 (q), Subsection 1-a, of the General Municipal Law must be met before permanent status can be conferred

Must possess and maintain a valid New York State Driver License.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important position involving supervision of police activities according to established procedures and policies outlined by the Public Safety Committee and/or the Village Board of Trustees. Responsibility is involved for assigning duties to police sergeants and police officers, evaluating their work performance, and instructing them in new and approved police methods. Work is performed under general supervision of the Public Safety Committee and/or the Village Board of Trustees. Supervision is exercised over subordinate personnel. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Supervises and insures that correct charges are placed when persons are booked;
- Maintains records of persons arrested, detained, or released on bond;
- Transmits orders to police officers;
- Supervises the work of police officers and sergeants assigned to desk duty;
- Makes a daily report of activities during assigned shifts;
- Checks police officers and sergeants in the performance of duties and makes suggestions for better execution of work;
- Reports any breach of duty or inefficiency to the Public Safety Committee and/or the Village Board of Trustees;
- May take statements of affidavits from suspects and witnesses;
- Takes charge of traffic detail;
- Reviews the daily reports submitted by police officers;
- May perform a variety of special assignments as directed by the Public Safety Committee and/or the Village Board of Trustees.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of modern principles and practices of police work;
- Thorough 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 village;
- Ability to lead and supervise subordinate officers;
- Skill in the use of firearms;

- Familiarity with the operation of radio equipment;
- Ability to deal courteously but firmly with the public;
- Good judgment and observation;
- Excellent moral character and integrity;
- Physical condition commensurate with the demands of the position.

Originally created 03/1980

P14.doc