

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: POLICE LIEUTENANT

TITLE #: 1471

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative law enforcement work involving responsibility for planning, directing and reviewing the activities of subordinates and/or of a specified function or functions of a Police Department. The work is carried out in accordance with modern security and law enforcement practices and procedures. This class differs from that of Police Sergeant by virtue of its expanded scope and increased level of supervisory responsibilities. Work is performed under the general direction of the Police Chief or Deputy Police Chief with considerable leeway allowed for exercise of independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES:

Distributes workload and assigns tasks to subordinates in order to assure full police coverage on a daily basis;

Inspects patrols and/or other specified police operations for compliance with departmental regulations;

Evaluates the performance of subordinates and reports violations or irregularities to superior officers;

Reviews daily reports submitted by subordinates and prepares and submits reports to superiors;

Assures accuracy and timeliness of reports of all assigned operational and administrative areas of responsibility;

Plans, directs and reviews the activities of a specified function or functions of the department;

Conveys general and specific orders to subordinates and assures compliance;

Supervises subordinates and assures compliance with established police procedures;

May supervise the maintenance of records of persons arrested, detained or released;

May supervise the operation and maintenance of the communication system;

May direct and perform criminal investigations;

May take statements and affidavits from suspects and witnesses;

May take charge of traffic, riot or other civil disturbance details;

May perform routine patrol duties.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of police operations and administration; thorough knowledge of New York State Penal law, Code of Criminal procedures, Vehicle and Traffic law and all local laws, ordinances and regulations; good knowledge of scientific methods of crime prevention, detection and investigation; good knowledge of modern police training programs and techniques; good knowledge of the police training programs and techniques; good knowledge of the geographic area of responsibility; skill in the use of firearms and self-defense measures; skill in the operations of motor vehicles; ability to direct the activities of the Police Department in the absence of the Police Chief; ability to express ideas clearly and effectively; ability to effectively supervise and maintain order and discipline; visual acuity; manual dexterity; sound judgment and good powers of observation; high personal integrity and excellent moral character; resourcefulness; patience, courtesy, tact and firmness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either –

- (A) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and competitive appointment as a police officer in New York State or as a member of the New York State Police with four (4) years of service, two (2) years of which shall have been in a supervisory rank above that of Police Officer; OR
- (B) Completion of thirty (30) credits at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and five (5) years of service as described in (A) above, two (2) years of which shall have been in a supervisory rank above that of Police Officer.

SPECIAL REQUIREMENTS: Must possess and maintain the appropriate New York State driver's license.

REVISED: 05/18/17 AT