

POLICE LIEUTENANT

DEPARTMENT: Village of Waverly
CLASSIFICATION: Competitive
SALARY GRADE: To be determined
ADOPTED: 4/15/85; 05/19 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for assisting the Police Chief in supervising, directing, controlling, and coordinating the operation of the Village Police Department. The work is performed under the general direction of the Police Chief with broad leeway allowed for the use of independent judgment. Supervision is exercised over all subordinate employees of the Village Police Department. Does related work as required

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises, directs and coordinates the scheduling and utilization of all department personnel;
- Directs the maintenance of administrative records including payroll records;
- Prepares complex federal and state clerical reports of the activities of the police department;
- Takes charge of department in the absence of any higher-ranking Police Officers;
- Plans, assigns, directs and reviews the work of subordinate supervisory personnel, and clerical personnel;
- Reviews and records complaints concerning staff activities and takes appropriate action where possible or refers complains to appropriate officials;
- Enforces rules and regulations governing personnel and staff;
- Directs the training program for the Waverly Police Department;
- Oversees and leads large scale police investigations in the absence of the Chief of Police or at the direction of the Chief of Police.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of approved practices of police work; good knowledge of the theory and practices of Criminology and Penology; good knowledge of modern principles of criminal detection and identification; good knowledge of the New York State Code of Criminal Procedure, Vehicle and Traffic Law and other statutes pertaining to criminal activities; ability to direct and supervise the work of subordinate officers; familiarity with the operation of radio an related dispatch equipment; ability to deal firmly with fairness in relationships with employees and the general public.

MINIMUM QUALIFICATIONS: Either:

- a) Two (2) years of permanent competitive class status as a Police Sergeant with the Village of Waverly Police Department; **or**
- b) Ten (10) years of permanent competitive class status as a Police Officer with the Village of Waverly Police Department.