

**POLICE LIEUTENANT**  
(Promotional Class)

**GENERAL STATEMENT OF DUTIES**

Supervise and direct the activities of a group of employees and assist in/or command an assigned shift, division, or other organizational group.

**DISTINGUISHING FEATURES OF THE CLASS**

This is responsible, supervisory police work involving the direction of the work and operations of a group employees of the patrol, traffic, investigative, and administrative bureaus or other organizational groups within the police department. An employee of this class is responsible for assisting the shift commander in directing the activities of the entire shift or for the command of an organizational group of subordinates directly under his command. Supervision is received from the shift commander, bureau commander, assistant chief, or chief depending upon assignment. This class ranks directly below that of Police Captain.

**EXAMPLES OF WORK**

(Illustrative only.)

Directs and supervises the activities of a group in the patrol, traffic, detective, administrative, or other divisions of the police department and may assist in directing an assigned shift.

Supervises the searching and booking of persons arrested, when indicated.

Observes traffic problems and offers possible solutions.

Investigates major traffic accidents and violations; reviews such investigation by subordinates.

Visits scenes of major crimes; searches for physical evidence.

Directs, supervises, or performs initial investigations of law violations and follow-ups as indicated.

Makes written reports to superiors, when indicated.

Supervises the daily activities of the jail, including the supervising, maintenance, and care of prisoners being held in jail.

Performs various related duties as assigned or indicated.



**QUALIFICATION REQUIREMENTS**

Must be a regular and permanent employee in good standing in the class of Police Sergeant.

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local civil service board, the physical ability to satisfactorily perform the required work and must meet all other general provisions of paragraph 23 of The Municipal Fire and Police Civil Service Law before appointment from employment list.

Must successfully pass a civil service examination testing aptitude for beginning work in this class.