

COUNTY POLICE LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the supervision of a major function or activity in the Ontario County Office of Sheriff. Incumbents are responsible for assigning duties to subordinate officers, evaluating their performance, and instructing them on new or revised law enforcement procedures, policies and methods. According to the nature of the assignment, the work may be performed under the general supervision of the Chief Deputy Sheriff or Undersheriff with wide leeway permitted for the use of independent judgement in carrying out assignments. Supervision is exercised over all lower ranking police personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises officers, sergeants, investigators and civilian personnel under his/her command during an assigned shift;
 Assigns personnel under his/her command during assigned shift;
 Responsible for overall operation of posts under his/her command during assigned shift;
 Directs police activities at scenes of serious accidents, fires, or unusual disorders;
 Maintains records relative to personnel and work activity of those under his/her command;
 Responsible for control of and physical protection of all department equipment and facilities during assigned shift;
 Responsible for proper notification of command personnel as directed;
 Completes all required forms and reports relative to personnel and work activity under his/her command;
 Provides oversight to community policing initiatives and is responsible for evaluating the effectiveness of the various programs;
 Responsible for compiling and analyzing crime statistics in order to properly deploy manpower resources;
 Performs work related to Sheriff's responsibilities as directed;
 Reports to Chief Deputy and Undersheriff as directed;
 Performs duties incidental to special assignment as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the modern principles and practices of law enforcement administration; thorough knowledge of the principles of criminal investigation; good knowledge of supervising and training techniques; good knowledge of state laws including the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other local ordinances pertaining to law enforcement; good knowledge of the department's standard operating procedures and policies; ability to understand and execute complex oral and written directions; ability to disseminate information and instructions in a clear and effective manner; ability to prepare detailed written and oral reports; ability to use good judgement; ability to deal firmly but fairly with subordinate officers; ability to instill and maintain good department morale; tact; courtesy; physical condition commensurate with the demands of the position.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: PROMOTION: Two years permanent Competitive class status as County Police Sergeant or as an Investigator.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

REVISED: 11/1/2010, 11/10/2014, 5/25/19

CIVIL SERVICE CLASSIFICATION: COMPETITIVE