

LIEUTENANT - PUBLIC SAFETY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class coordinates, directs, supervises and administers the work activities of law enforcement officers of the Westchester County Department of Public Safety. This class acts as tour commander of one of several units of law enforcement operations, i.e., crime detection, police patrol, special investigations, training/police academy; support services; special operations and investigative services to ensure the well-being and safety of the general public. An incumbent must be able to and must maintain the ability to carry a firearm. Supervision is exercised over sergeants and police officers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and coordinates the activities of an assigned unit during a tour of duty to allocate services efficiently;

Confers with the upper management and the Commissioner-Sheriff to determine appropriate courses of action;

Assists federal, state and local enforcement agencies with investigations by developing strategies and courses of action;

Maintains effective working relationships with other law enforcement agencies and the general public;

Ensures the recording of all police business in the official desk blotter and completes necessary reports;

Assists in preparing annual budget of the assigned unit;

Ensures the enforcement of federal, state and local laws in a timely and professional manner;

Receives and analyzes complaints and information from individuals, the general public and other agencies regarding alleged fraud, misconduct and violations of penal law by department employees and other County employees;

Testifies in court as a witness and gives testimony as an expert in certain types of crimes;

May perform other incidental tasks, as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Supervises personnel by preparing duty charts, daily assignments, and scheduling employees.

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

When Assigned to Patrol Division:

1. Organizes, maintains and approves written reports and documents regarding events which occur during the tour;
2. Assigns subordinates to general and specific tasks in routine and emergency matters in road patrol/foot patrol activities, radio dispatch duties, court attendance and other assignments;
3. Ensures that inspections of patrol officers and activities are conducted and monitors the work of patrol officers, as directed.
4. Directs and monitors the activities of all uniformed road patrol officers and supervisors during a tour of duty, retaining ultimate responsibility for the effectiveness of their patrol activity. Fulfills the capacity of the ranking officer of the department during the time other than normal business hours.
5. Acting as the Patrol Tour Commander, monitors and directs the activities of all uniform patrol officers and patrol supervisors during a tour of duty.

When Assigned to Office of Professional Responsibility and Special Investigations:

1. Supervises and conducts investigations of acts of misconduct and/or corruption by members of the department to determine validity of the allegations;
2. Analyzes and investigates complaints regarding violations of the penal law, suspected crimes and fraudulent activities of departmental and other County employees;
3. Supervises and conducts pre-employment investigations of applicants for specific positions in County government such as Commissioners and department heads, as directed by the Commissioner – Sheriff;
4. Oversees the management of job injury cases, including those employees covered under GML 207-c and Worker's Compensation, reviewing medical documentation, tracking progress of cases and assisting in planning the department's course of action.

When Assigned to Training/Police Academy:

1. Supervises, administers and implements recruitment training and specialized training programs to police agencies in Westchester and Putnam counties;
2. Provides comprehensive in-service training and supervisory training for the Department of Public Safety and all police departments in Zone 3;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

When Assigned to Training/Police Academy: (Cont'd.)

3. Supervises and manages affiliation of police academy and Westchester Community College and related curriculum requirements for New York State Education Department.

When Assigned to Support Services:

Supervises and directs the operations of the Civil Unit; Pistol License Unit; and Property Control and Records Unit.

When Assigned to Investigative Services Division:

1. Supervises undercover and enforcement personnel by preparing duty charts, daily assignments and scheduling of employees;
2. Administers and manages individual units within the Investigative Services Division by providing for training, accountability, safety and welfare of personnel;
3. Directs major operations including arrests, target identifications, buy/bust operations, surveillance and search warrant executions;
4. Responsible for the unit case management system including proper case closure.

When Assigned to Special Operations Division:

1. Supervises uniformed personnel in specialized units such as the Aviation Unit; Bomb Squad; Canine Unit and Marine Unit by preparing duty charts, daily assignments and scheduling of employees;
2. Administers and manages individual units within the Special Operations Division by providing for training, accountability, safety and welfare of personnel;
3. Assigns subordinates to general and specific tasks in routine and emergency matters;
4. Directs and monitors the activities of sergeants, detectives and police officers in specialized units during a tour of duty or at times of activation, retaining ultimate responsibility for the effectiveness of their activity;
5. Supervises and conducts pre-employment investigations on applicants for both uniformed and civilian positions in the Department of Public Safety, including the Public Safety Emergency Force;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

When Assigned to Special Operations Division: (Cont'd.)

6. Responsible for the unit case management system, including proper case closure.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of police administration and modern police methods; thorough knowledge of the New York State Vehicle and Traffic Law, Penal Law and Criminal Procedure Law; thorough knowledge of the rules and regulations and procedures of the Westchester County Department of Public Safety Services, and the ordinances, rules and regulations enacted by the County of Westchester, the Westchester County Department of Parks, Recreation and Conservation, and the New York State Department of Transportation; ability to plan and carry out a criminal investigation in a discreet and efficient manner; ability to cooperate with other police jurisdictions in criminal investigations, persistence in following up all leads and sound judgment in weighing leads uncovered; sound powers of observation and deduction; ability to effectively use computer applications such as word processing, spreadsheets, calendar, email and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; resourcefulness; high social intelligence; sound judgment; integrity; excellent moral character and habits; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and five years experience as a Police Officer, two years of which must have been served in the rank of Sergeant.