

## 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 sergeants, detectives, police officers and/or civilian employees of the Westchester County Department of Public Safety. An incumbent in this class may act as commander or second-in-command of a division or unit of the Department, assigned to operations, investigative, administrative or training assignments based upon the needs of the Department including the need for cross training of supervisory personnel. An incumbent in this class ensures the achievement of the primary goals of the department: preservation of peace, protection of life and property and enforcement of the law. An incumbent must be able to and must maintain the ability to carry a firearm. An incumbent supervises subordinates on a regular or assigned basis. 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 and may be reassigned to different units to meet departmental needs;

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 matters concerning planning, policy-making and budget preparation with respect to the Department;

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 Services 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/Special Investigations Unit:

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 Division/Police Academy:

1. Supervises, administers and implements recruit training and specialized training programs to law enforcement officers;
2. Provides comprehensive in-service training and supervisory training for the Department of Public Safety and other law enforcement agencies;
3. Supervises and manages affiliation of police academy and Westchester Community College and related curriculum requirements for New York State Education Department;

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

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 Team 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. 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 of experience as a Police Officer, two years of which must have been served in the rank of Sergeant.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

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J.C.: Competitive  
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Job Class Code: P9005  
Job Group: PS1