

POLICE LIEUTENANT  
(CITY OF CANANDAIGUA)  
Salary: \$100,454

Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three.

MINIMUM QUALIFICATIONS for POLICE LIEUTENANT (CITY OF CANANDAIGUA):

PROMOTION: One (1) year permanent competitive class status as a Police Sergeant in the City of Canandaigua.

OPEN-COMPETITIVE: Two (2) years of full-time paid experience, or its part-time equivalent, in a 1<sup>st</sup>-line supervisory police officer capacity which the appointment to involved successful completion of the Municipal Police Training Council's Police Officer Training Course.

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.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the supervision of a major function or activity in the Police Department. 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. The work is performed under the general supervision of the Police Chief 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)

Oversees and supervises patrol activities;  
Instructs subordinate officers in approved methods and procedures;  
Assigns tasks to subordinates and reviews operations;  
Directs the activities of assigned officers during the shift;  
Oversees and supervises specialty units or positions as directed;  
Inspects officers for compliance with departmental regulations;  
Directs police activities at scenes of serious accidents, fires, or unusual disorders;  
Performs administrative functions and duties as directed.

FULL PERFORMANCE KNOWLEDGE, 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.

REVISED: 11/1/04; 5/22/19; 5/10/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE