

LIEUTENANT ROAD PATROL

STANDARD NO(S):

NYSLEAP# 2.2,11.1

DATE:

July 27, 2009

REFER TO:

Gary S. Sullivan

I. OBJECTIVE: In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

II. POLICY: To establish a job description for Lieutenant Road Patrol in the Seneca County Sheriff's Office.

III. DETAILS:

A. Employment Criteria – This is a law enforcement position within Seneca County Sheriff's Office whose focus is the protection of life and property within the County's jurisdiction through the enforcement of criminal codes and the promotion of traffic safety. The work involves responsibility for supervising the operation of the road patrol division on an assigned shift according to established procedures and policies outlined by a superior officer. The SCSO Road Patrol Lieutenant operates as a field commander, assuming patrol responsibilities and participating in investigations as necessary. The Road Patrol Lieutenant also assigns Sergeants, Deputy Sheriff's and Navigation Officers to posts and evaluates their work. The work is performed under the general supervision of a Chief Deputy or the Sheriff. Typical work assignments vary and are outlined below as illustrative only:

B. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:

1. Is in charge of the patrol force at headquarters during an assigned shift.
2. Reviews progress of assigned programs and personnel and makes changes to priorities and schedules as needed;
3. Patrols County and investigates potential hazards and suspicious activity;
4. Leads uniform deputies during raids and makes arrests;
5. Assigns tasks to subordinates and reviews their performance;
6. Gives instructions to subordinate officers as to methods of correcting faults;
7. Leads uniform deputies activities at riots, serious crimes, fires and unusual disorders;
8. Investigates complaints made by citizens against officers at the direction of
9. Reviews routine paperwork, such as arrest reports, incident reports, criminal complaints and accident reports to ensure accuracy and adequacy;
10. Takes charge of specific activities when needed and directs department;

11. May be assigned to supervise the operation of a platoon or division of the police department;
12. Keeps records, answers correspondence and prepares reports.

C. The position of must meet all civil service requirements.

MINIMUM QUALIFICATIONS:

Three (3) years of experience as a sergeant; OR
Five (5) years of experience as a Deputy Sheriff or Police Officer, appointed in accordance with the requirements of Section 58 of the Civil Service Law.

D. The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.

E. Seneca County is an Equal Opportunity Employer