

# NEW CASTLE COUNTY GOVERNMENT

Number 1167

## CLASS SPECIFICATION

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Date 02/24/15

**Title:** SENIOR POLICE LIEUTENANT

**Approved:**



GENERAL STATEMENT OF DUTIES: Performs responsible administrative and supervisory police work safeguarding life and property in the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible supervisory police work involving the command of police units. This employee is responsible for instructing and leading officers in their work and for assigning them duties and checking their effectiveness. Considerable judgment must be exercised independently in interpreting orders and in making decisions concerning important police problems. General supervision is received from a Police Captain or other superior officers through personal inspections, review of reports and conferences.

EXAMPLES OF WORK: (Illustrative only)

- Commands police units and ensures that sufficient personnel are assigned at all times;
- Plans and supervises the police activities in the County with specific responsibility for training and discipline;
- Makes investigations of complaints and disciplinary problems;
- Analyzes and evaluates the performance of the shifts and of individual officers;
- Keeps records and makes reports of activities;
- Keeps abreast of professional developments in police supervision and work;
- Assigns officers to posts and reviews the work of subordinates and supervisors;
- Receives and reviews reports of subordinates and prepares and submits reports to superiors;
- Testifies in court;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles, practices, and techniques of police administration; thorough knowledge of the rules and regulations of the department; thorough knowledge of the principles of crime and accident investigation, the techniques of interrogation, and of the identification and preservation of evidence; thorough knowledge of the geography of the County; good

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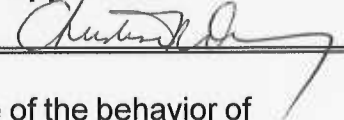
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knowledge of the techniques of criminal investigation; some knowledge of the behavior of criminals and the causes underlying criminality; demonstrated ability to plan, assign, supervise, and review the work of a number of officers either directly or through a subordinate supervisor; ability to handle situations firmly, courteously, and calmly in emergencies, and to direct and coordinate the work of subordinates in emergencies; ability to maintain cooperative relationships with employees, officials, and the general public; resourcefulness and sound judgment in emergencies; ability to communicate courteously and effectively, both verbally and in writing.

**MINIMUM QUALIFICATIONS:** Completion of four (4) years of service as a Police Lieutenant and a rating of satisfactory on the current performance evaluation.

**ADDITIONAL REQUIREMENTS:** Must pass a Class Ia County physical examination. Weight should be proportionate to height; acuity of vision of not more than 20/200 corrected to 20/20 in each eye; the ability to distinguish between the colors of red, green, and amber with no pathology of the eyes and acceptable depth perception; possession of a valid Delaware Class D driver's license or its equivalent; must be a United States citizen.

### HISTORY OF REVISIONS:

Established: 03/26/85  
Revised: 04/03/89  
Revised: 01/02/91  
Revised: 09/08/92  
Revised: 04/01/93  
Revised: 04/01/96  
Revised: 07/01/97  
Revised: 09/01/99  
Revised: 09/23/03  
Revised: 03/17/04  
Revised: 02/24/15