

## **CHIEF OF PATROL**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional law enforcement position operating in a high-level supervisory and administrative capacity responsible for all police functions, which may also include personal participation in various police activities. The work involves the enforcement of all state laws and local ordinances, preservation of peace, protection of lives and property, investigation of criminal offenses, apprehension of criminals and lawbreakers and other related work in accordance with local and state laws, rules, regulations, and administrative policies of the Department. The position requires the ability to plan and direct the work of law enforcement activities, and to maintain high standards and morale throughout the department. General direction is exercised by the Sheriff and/or UnderSheriff and administrative supervision is exercised over a number of police personnel, including a Patrol Captain, Patrol Lieutenants, Patrol Sergeants and Patrol Officers and may be exercised over non-law enforcement personnel. The Chief of Patrol is required to carry a firearm and other necessary equipment (e.g., handcuffs). Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Enforces local and state laws;  
Formulates and directs department rules, regulations, policies and procedures;  
Analyzes and plans police coverage and police actions for routine, unusual, and emergency situations;  
Administers and directs patrol and related law enforcement functions of the department;  
Assigns and supervises personnel, evaluates job performance and oversees disciplinary action when necessary;  
Initiates and conducts or administers investigations;  
Reviews reports of officers for the purpose of planning and directing law enforcement activities, and maintaining high standards of accuracy and performance;  
Supervises maintenance of police department records, equipment and supplies, property and evidence, which may involve data processing applications;  
Stays current on and ensures that members of the force receive adequate training on the latest developments in modern police methods and procedures;  
Serves as official department representatives to governmental and civic organizations;  
Provides information to the public and to the media concerning department activities, and performs community relations activities;  
Develops statistical and narrative reports of department activities;  
Collaborates with other departments, law enforcement agencies and the public;  
Develops or supervises the development of an annual budget and manages funds so that necessary services and projects are carried out;  
Recommends and develops requests for Federal and State grants.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern principles and practices of police work and police administration;;  
thorough knowledge of New York State Penal Code, Code of Criminal Procedure, Vehicle and Traffic Law, constitutional law and all local laws, ordinances and regulations pertaining to law enforcement;  
thorough knowledge of the geography of the County and surrounding area; thorough knowledge of the principles and practices of supervision and training techniques; thorough knowledge of scientific methods of crime detection and criminal identification; ability to recognize department deficiencies and develop policies to remedy; ability to make appropriate personnel assignments; ability to recognize and investigate employee misconduct; ability to effectively administer grievances and disciplinary actions according to proper procedures; ability to establish and implement procedural change; ability to evaluate, forecast and plan department activities and accomplish objectives; ability to develop budgets;

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ability to establish and maintain effective working relationships with administration, subordinates, public officials, other law enforcement agencies and members of the community; ability to maintain records and prepare reports; ability to formulate and/or carry out and communicate complex oral and written directions; ability to be firm and courteous with the general public; ability to communicate effectively both orally and in writing; good judgment and observation; must possess excellent moral character, honesty, integrity, tact, courtesy, initiative, leadership and sound judgment in emergencies.

**PROMOTION:** Two (2) years of permanent competitive class status as a Patrol Captain or three (3) years of permanent competitive class status as a Patrol Lieutenant or a combination thereof immediately preceding the examination date.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.
2. **Public Officer Requirements:** In order to be eligible for appointment, candidates must meet all current requirements of Section 3 of the Public Officers Law, including, but not limited to United States citizenship and New York State residency; some jurisdictions may require residency therein or within certain geographic limits.
3. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment in this title.