

CHIEF OF PATROL

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and administrative law enforcement position of a difficult nature with responsibility for the direction and administration of the operations of the patrol Division of the Sheriff's Department. Incumbents in this position are sworn Deputy Sheriffs as defined in the New York State Criminal Procedure Law. The Chief of Patrol is required to carry a firearm and other necessary equipment (e.g. handcuffs). General supervision is received from the Sheriff and/or Under Sheriff and supervision is exercised over a number of Patrol personnel, including a Patrol Captain, Patrol Lieutenants, Patrol Sergeants and Patrol Officers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Issues directives and working orders to subordinate officers;
Acts to maintain discipline, standards and morale;
Directs activities of patrol division and is responsible for their proper administration and completion;
Supervises and reviews training procedures of patrol;
Conducts inspections of Patrol uniforms, equipment and systems and ensures high degree of operational readiness;
Directs all department activities;
Supervises investigations and reports on same to Sheriff and/or Under Sheriff;
Maintains all budget data and supervises the processing of requisitions and purchases with approval of the Sheriff;
Oversees division disciplinary matters;
Represents the division at community functions, forums, lectures, meetings, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of all functions of police administration, police methods and operations as related to the Sheriff's Patrol; thorough knowledge of the organization and of the general principles and practices of administration as related to a law enforcement agency such as the Sheriff's Patrol; good knowledge of all laws and ordinances as applicable to the operation and conduct of the Sheriff's Patrol; ability to lead and direct employees of the Sheriff's Patrol; ability to deal effectively with agencies involved with the Sheriff's Patrol and the general public; ability to establish and maintain cooperative relationships; ability to write and speak effectively.

MINIMUM QUALIFICATIONS: Two (2) years of permanent status as a Patrol Captain or three (3) years of permanent status as a Patrol Lieutenant.

SPECIAL REQUIREMENT: Possession of a valid New York State motor vehicle license at the time of appointment. Maintenance of a valid license is required for retention of employment in this title.

CONDITION OF EMPLOYMENT: Must be legally authorized to possess a firearm throughout the course of employment.