

PATROL CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: This is a professional law enforcement position operating in a high-level supervisory and administrative capacity which involves responsibility for assisting in the direction and administration of the operations of the Patrol Division of the Sheriff's Office and serving as the commanding officer of the department in the absence of the Chief of Patrol. Incumbents in this position are sworn Deputy Sheriffs as defined in the New York State Criminal Procedure Law. 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 the law, rules, regulations and administrative policies of the Department. Sound independent judgment is expected in both emergency and routine situations. The work is performed according to regulations and under the general supervision of the Chief of Patrol. Supervision is exercised over a number of Patrol personnel, including Patrol Lieutenants, Patrol Sergeants and Patrol Officers and may be exercised over non-law enforcement personnel. All Patrol Captains are 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;

Oversees administrative operations under the command of the Police Division;

Directs all department activities in the absence of the Chief of Patrol and may act on his/her behalf;

Represents the Chief of Patrol at public events and meetings with community groups and other agencies;

Assumes control of major police crime scenes and other major incidents and coordinates administrative activities with other law enforcement and emergency response agencies;

Assists in planning, organizing and scheduling of routine and special patrol functions;

Issues directives and orders to subordinate officers and non-law enforcement staff;

Investigates civilian complaints and breaches of departmental policy;

Supervises and prepares reports of departmental activities;

Plans and develops goals and standards for department projects and coordinates the implementation thereof;

Assists in preparing an annual budget and monitoring of fiscal performance;

Ensures the completion of annual performance evaluations of subordinate personnel;

Assists the Chief of Patrol in recommending and administering discipline to subordinate staff;

Trains and instructs subordinate staff in approved law enforcement methods and procedures, and when necessary, ensures corrective action is taken to address deficiencies;

Supervises and prepares reports of departmental activities;

Implements departmental policies, rules, regulations and procedures as they pertain to patrol activities, personnel and equipment;

Acts as liaison with local, state and federal law enforcement agencies, as well as other community groups;

Coordinates Patrol functions in crime prevention community relations and safety programs;

May be directly responsible for a specialized patrol function (e.g., Detective Bureau, evidence control, etc.).

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;

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thorough knowledge of the geography of the municipality and surrounding area; thorough knowledge of the principles and practices of supervision and training techniques; good knowledge of the objectives and workings of the criminal justice system; good 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 develop budgets; 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 full-time competitive class status as a Patrol Lieutenant, 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.