

## **PATROL CAPTAIN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory and administrative law enforcement position of a moderately difficult nature with responsibility for assisting in the direction and administration of the operations of the Patrol Division of the Sheriff's Department and with direct responsibility for investigations and the protection of life and property 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. All Patrol Captains are required to carry a firearm and other necessary equipment (e.g. handcuffs). General supervision is received from the Chief and supervision is exercised over a number of Patrol personnel, including Patrol Lieutenants, Patrol Sergeants and Patrol Officers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Issues directives and orders to subordinate officers;  
Conducts studies and supervises and/or participates in completion of internal and external reports;  
Makes recommendations to the Chief of Patrol on division resource and personnel deployment and allocations;  
Coordinates Patrol functions in crime prevention community relations and safety programs;  
Evaluates training and personnel needs and makes recommendations to Chief of Patrol;  
Conducts frequent inspections of Patrol uniforms, equipment and systems and ensures high degree of operational readiness;  
Directs all department activities in the absence of the Chief of Patrol;  
Conducts investigations as directed by Chief of Patrol;  
Oversees division disciplinary matters;  
Represents the division at community functions when directed or in the absence of the Chief of Patrol;  
Ensures the orderly function of all units of the division as well as cleanliness and condition of the building headquarters;  
Supervises the emergency operations of the Patrol (e.g. disaster/nuclear, 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; good 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 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.

R.C.D.P. (05.20.2015) 01.25.2019  
Competitive