

PATROL SERGEANT*

DISTINGUISHING FEATURES OF THE CLASS: This is responsible supervisory work of a difficult nature involving directing the activities of Patrol Officers and other squad personnel. Supervision is exercised over Patrol Officers directly or by inspection and patrol reports and may be exercised over clerical personnel. Incumbents in this position are sworn Deputy Sheriffs as defined in the New York State Criminal Procedure Law. All Patrol Sergeants are required to carry a firearm and other necessary equipment (e.g. handcuffs). The work is performed according to regulations and procedures under the general supervision of a Patrol Lieutenant. Does related work as required.

TYPICAL WORK ACTIVITIES:

Sets up work schedules and daily tasks of personnel, as well as other Police personnel assigned and prepares and assigns shift orders, and special details;

Inspects Patrol Officers and their equipment for neatness and serviceability/condition of vehicles assigned;

Receives complaints and accident reports and details Patrol Officers to investigate;

Takes statements and affidavits from suspects, witnesses and victims;

Makes reports and maintains files for assigned duties and is responsible for reports of Patrol Officers on shift;

May administer all facets of the Rockland County Police Records Management System (RCPIN), computer technology, live scan fingerprinting, license plate readers, mobile computers in all County police vehicles, and all other technology-based systems;

May oversee/supervise the daily activities of RCPIN personnel;

May create schedules, approve time off and verify and approve timesheets;

May supervise certain units in the division such as, Mounted Patrol Unit, Canine Unit, Bomb Detection Unit, Marine Unit and Bureau of Criminal Investigations;

May arrest, book, fingerprint and photograph individuals;

May issue and process permits and licenses and collect fees and fines;

May perform and supervise traffic details and review traffic control problems;

May investigate crimes and perform other investigatory work;

May perform special assignments;

May supervise security functions and operations for County property, facilities, employees, special events, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Through knowledge of rules and regulations related to the operation of the Sheriff's Patrol; good knowledge of principles and practices of police work and of applicable laws and ordinances; ability to maintain records and to write clear reports; ability to carry out and transmit complex oral and written directions; ability to supervise a squad of Patrol Officers on an assigned shift; ability to be firm and courteous with the general public.

MINIMUM QUALIFICATIONS: Three (3) years of permanent status as a Patrol Officer.

SPECIAL REQUIREMENTS:

1. Completion of a course in Police supervision as prescribed by the Municipal Police Training Council is required prior to permanent appointment.
2. 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.

(over)

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

*This reflects a retitling of Deputy Sheriff (Patrol) II.

R.C.D.P. (06.12.2018) 01.25.2019
Competitive