

ROAD PATROL CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for supervising the operation of the Road Patrol, a major division of the Sheriff's Department. Responsibilities include supervising work, directing activities of sergeants assigned to their division, and ensuring that all enforceable laws and orders are carried out. This is a position at the second level of authority in the Sheriff's Department. Work is performed as directed by the Sheriff and/or other higher level Sheriff's Department staff, with wide leeway allowed for the use of independent judgment in carrying out the details. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and schedules duties and reviews assignments of all Road Patrol Deputies;

Supervises officers assigned to Superior and Local Courts, Community and Youth Services as well as those assigned to security throughout the County;

Supervises the administrative functions of the Road Patrol division including the preparation of all required written reports;

Directs activities to ensure the prevention of crime and the protection of life and property;

Writes and implements policies and procedures for the Road Patrol Division;

Enforces all laws and departmental rules and regulations pertaining to employees and recommends remedial or disciplinary actions for inefficient, incompetent or unsuitable members;

Trains, directs, supervises and evaluates members in the Road Patrol Division;

Prepares and administers Road Patrol Division's annual budget;

Prepares and administers all local, State and Federal grants awarded to Road Patrol Division;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of law enforcement administration; thorough knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; thorough knowledge of the principles and practices of criminal investigations; thorough knowledge of the geography of the County; thorough knowledge of the principles and practices of supervision; good knowledge of the operation of radio, teletype and other equipment assigned to the department; ability to

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communicate ideas clearly; ability to understand and follow complex oral and written directions; ability to organize and conduct training activities; willingness to accept responsibility and make decisions; sound judgment; tact.

MINIMUM QUALIFICATIONS:

Three (3) years experience as a Deputy Sheriff Sergeant, Senior Criminal Investigator, or equivalent deemed comparable by the Personnel Director.

SPECIAL REQUIREMENT:

Possession of an appropriate New York State driver's license at time of appointment.