

GENESEE COUNTY

CHIEF DEPUTY-ROAD PATROL

DISTINGUISHING FEATURES OF THE CLASS: This is responsible, specialized police work involving the supervision of investigation of crimes, accidents, and other incidents requiring police involvement. Requires interrogations of suspects and witnesses and gathering of evidence in investigations. Supervises and directs Road Patrol and Animal Control activities, including overseeing the Sergeants daily direction of Road Patrol shifts, and the Deputy Sheriff's performance; directly supervises Sergeants, the Deputy Sheriff assigned to warrants, and Animal Control Officers. Directly supervises Road Patrol scheduling, needs, planning and direction. Answers directly to the Undersheriff with administrative supervision over Corrections, and Investigative Section. Does related work, as required.

TYPICAL WORK ACTIVITIES:

When designated, directs the activities of the Sheriff's Office in the absence of the Sheriff and Undersheriff;

Supervises the activities of the Road Patrol, including K-9 and School Resource Officers, Animal Control and Court Security in the daily performance of their duties;

Supervises the activities of the Road Patrol in the investigation of crimes, accidents and other investigations;

Maintains control of cases for Town and County Court and Grand Jury;

Oversees and directs major criminal investigations involving motor vehicle accidents, is involved in overseeing and directing other major investigations in conjunction with Chief Deputy (Criminal);

Is available to be called out for duty for major investigations or other unusual events when not on duty;

Recommends the approval of new or revised standard operating procedures and initiates same at the direction of the Sheriff or Undersheriff;

Evaluates at least annually the performance of all Deputy Sheriffs and Sergeants, and corrects, counsels or recommends discipline when performance falls below expected standards;

Exercises supervision over Road Patrol personnel and also over subordinate personnel at the scene of a crime or accident and directs subsequent investigations related to these incidents;

Supervises dissemination of information relevant to investigation to properly-authorized persons;

Consults with representatives of other agencies relative to investigations;

Is responsible for keeping Sheriff and Undersheriff informed on all matters regarding assignments conducted by personnel under his authority;

Supervises the maintenance of records pertaining to the operation of the Road Patrol and Communications Sections to include equipment, uniforms, vehicles and criminal reports;

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CHIEF DEPUTY (ROAD PATROL)

Page 2

- Researches and completes grant application to procure funds for additional services and equipment;
- Assists in the development of the departmental budget;
- Participates on committees and/or task forces as delegated by the Sheriff;
- Creates comprehensive operational and response plans for special or large scale events and coordinates with other agencies to cooperatively implement;
- Oversees the Administration of warrants;
- Accomplishes line of duty investigations for all damaged or missing Road Patrol equipment or property. Inspects Road Patrol equipment on a periodic basis to ensure its operation and security;
- Must maintain a basic understanding of all areas of the Sheriff's Office so that in the absence of any other Chief Deputy, direct supervision of all personnel can be maintained;
- Investigates complaints concerning the Road Patrol and Animal Control and seeks successful resolution thereof and/or recommends appropriate action to the Sheriff or Undersheriff;
- Reviews all Road Patrol reports and attending documentation for accuracy and completeness and requests additional follow-up investigations or description when needed. Transmits all misdemeanor arrests with related paperwork to the District Attorney's Office and refers all appropriate cases to the Criminal Investigation Section as circumstances require;
- Oversees operation and maintenance of specialized equipment including radar and alcohol testing equipment, unless formally delegated to other officers;
- Accomplishes related work and responds to special requests of the Sheriff or Undersheriff;
- Performs other duties as assigned by the Sheriff or Undersheriff.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Thorough knowledge of the New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and other related laws relevant to Road Patrol; retain a working understanding of the entire operation of the Sheriff's Office including Criminal Investigation and Jail; possess ability to instruct and supervise subordinates in police work; ability to understand and execute difficult written and oral instructions; ability to exercise good judgment under difficult circumstances; demonstrate an established patience for and desire to serve members of the public and a willingness to impartially investigate their complaints of departmental activities;

CONTINUED.....

CHIEF DEPUTY (ROAD PATROL)

Page 3

ability to work a flexible schedule in order to maintain personal contact with all shifts; ability to operate computer, including word processing and other software programs; printer, answering machine, tape recorder, calculator, telephone, copy machine and fax machine, police radio, and a variety of firearms and less than lethal weapons; and manifest an attention to detail for necessary supervision, correction and evaluation of subordinates working in the Road Patrol, Animal Control and Communications Section.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear, and to use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms. The employee is often required to walk, run, climb and/or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds, and must be able to detain and/or restrain an adult using bodily force.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may work in outdoor weather conditions, and may work with explosives when using firearms. May be exposed to blood borne pathogens.

The noise level in the work environment is moderately noisy to loud.

MINIMUM QUALIFICATIONS:

Four (4) years of continuous service as a Deputy Sheriff-Sergeant, Deputy Sheriff-Investigator or Deputy Sheriff-Youth Officer, or ten (10) years continuous service as a Deputy Sheriff assigned to Road Patrol with the Genesee County Sheriff's Office.

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CHIEF DEPUTY (ROAD PATROL)

Page 3

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York State Driver's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 12/29/89

Revised 12/15/92, 5/6/99, 7/17/23, 4/26/24