

## CAPTAIN - PUBLIC SAFETY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Deputy Commissioner, an incumbent in this class organizes, coordinates and directs the law enforcement operations of a major division of the Westchester County Department of Public Safety. As chief administrator of Police Patrol, Detective Bureau, or Support Services Bureau, this position ensures the achievement of the primary goals of the department: preservation of peace, protection of life and property and enforcement of the law. An incumbent must be able to and must maintain the ability to carry a firearm. Supervision is exercised over a substantial number of law enforcement officers and civilian employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs and supervises the operations of the various units and squads under his/her control to ensure effective allocation of resources and evaluate efficiency of services;

Reviews and monitors operations by conducting inspections of operations and territory within command;

Oversees command level investigations of complaints relating to activities of members of the force, department employees, and other County employees by receiving and analyzing complaints and information from individuals, the general public and other agencies regarding alleged fraud, misconduct and violations of penal law;

Directs raids and supervises police activities at riots, serious crimes, fires, or unusual disturbances to assure that procedural and tactical plans are followed;

Confers with the Commissioner and other department officials to determine appropriate courses of action;

Oversees the preparation of duty charts, daily assignments, and scheduling of employees to ensure sufficient coverages;

Develops strategies and course of action to assist federal, state and local law enforcement agencies by establishing and maintaining effective working relationships with other law enforcement agencies and the general public;

Oversees the preparation of the annual budget of the assigned unit;

Participates in court proceedings by giving testimony as an expert in various criminal proceedings, as required;

Directs the serving of warrants, summonses and subpoenas issued by the Grand Jury and the Family Court and those received from out-of-state police and courts;

Directs the daily inspection of Desk Blotter, Arrest Blotter, and other forms to insure prompt and proper disposition;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Supervises and participates in a variety of administrative detail pertaining to departmental reports, operations, maintenance, files, equipment and personnel;

Participates in organizing and administering training programs for regular and special patrol, supervisory personnel and auxiliary police officers by assisting in recruitment, training, and assignment of personnel;

Oversees preparation and submission of reports, making periodic reviews of such reports, and bringing all exceptional matters to the attention of the Deputy Commissioner;

Participates in policy review and in the drafting of procedures to ensure the timely and professional enforcement of federal, state and local laws.

May compile statistics relating to departmental operations, analyze data and prepare and present findings to command staff;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices, principles and techniques of law enforcement and law enforcement administration; thorough knowledge of the New York State Penal Law, Criminal Procedure Law, and Vehicle and Traffic Law; thorough knowledge of Departmental and local ordinances and regulations as they may apply to the assigned functions; familiarity with trial procedures; ability to instruct and train men and women in law enforcement; ability to plan and supervise the work of others; ability to deploy personnel in emergency situations; ability to direct the activities of subordinates during incidents and emergencies; ability to assess local area conditions and coordinate activities in the field; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to establish and maintain effective relationships with local, state and federal agencies, as well as the public, community groups and other agencies; resourcefulness; sound professional judgment; integrity; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and seven years experience as a Police Officer, two years of which must have been served in the rank of Lieutenant.