

DEPUTY SHERIFF LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for all activities of an assigned division. Incumbents are normally given a primary assignment to supervise all the activities of a specific division, i.e. road patrol, communications, investigation or civil but may be required to work in and supervise personnel in any or all divisions and may on occasion work in and supervise personnel in corrections. An incumbent in this class serves as a uniformed supervisor of all activities in an assigned area or division. The work is performed under the general supervision of a higher ranking officer with leeway allowed for the exercising of independent judgment within the limits of departmental policy. This position differs from that of Deputy Sheriff Sergeant by the virtue of increased supervisory responsibility and independent judgment needed to do the work. Supervision is exercised over various personnel in an assigned division. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assigns tasks to subordinate staff and reviews performance; Investigates complaints, allegations or other breeches of discipline or conduct of staff; Monitors personnel records of staff for compliance with training standards, schedules training as needed, and may serve as a trainer; Makes periodic inspections of personnel, equipment, facilities, records, reports, inventories, vehicles, and weapons and directs corrective action as necessary; Prepares a variety of state, federal, local, and internal reports; Insures that complaints are dealt with promptly and thoroughly within the jurisdiction of the Sheriff's Department; Directs patrol activities at raids, riots, serious crimes, fires, disasters or unusual disorders; Gives information to the public regarding departmental policy and standards; May represent the department at meetings, hearings or public gatherings; Makes arrests, conducts investigations, and testifies in court as required; May perform civil, communications officer and deputy sheriff functions as required; May, on occasion, be assigned to perform the duties of a corrections officer or supervise correction personnel as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of modern law enforcement administration; Thorough knowledge of the principles and practices of criminal investigations; Thorough knowledge of techniques of securing and preserving evidence; Thorough knowledge of laws governing arrests, rules of evidence, and court procedures; Good knowledge of the local geography; Good knowledge of civil process procedures; Good knowledge of the operation of radio equipment; Good knowledge of the principles and practices of supervision; Skill in the use of firearms; Skill in the use of special equipment including police radar and breathalyzers; Skill in the operation of a patrol car; Ability to apply first aid; Ability to instruct and supervise subordinates in law enforcement; Ability to establish and maintain cooperative relations with other law enforcement agencies; Ability to deal courteously and firmly with the public; Ability to communicate ideas clearly, both orally and in writing; Ability to follow complex written and oral directions; Ability to instill and maintain good departmental morale and standards; Sound judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. (1) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Criminal Justice, Police Science or related field, or Sixty credit hours from a regionally accredited or New York State registered college with at least fifteen credit hours in the behavioral sciences*and two years as a Police Sergeant or a Deputy Sheriff Sergeant or four years experience as a Police Officer or Deputy Sheriff; Or
- B. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) two years of investigative experience or two years of active military service** and two years as a Police Sergeant or a Deputy Sheriff Sergeant or four years experience as a Police Officer or Deputy Sheriff; Or
- C. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) certified by Municipal Police Training and registered with Division of Criminal Justice Services and two years as a Police Sergeant or a Deputy Sheriff Sergeant or four years experience as a Police Officer or Deputy Sheriff; Or
- D. An equivalent combination of training and experience as indicated in (A), (B)and (C) above.

NOTE: *Behavioral Sciences are limited to psychology, sociology and anthropology.

** Military duty is defines as the Army, Navy, marine Corps, Air Force, Coast Guard and the national Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. Proof of an honorable discharge (DD-214) must be provided.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- A. In order to be eligible for appointment, candidate must meet current requirements of Section 58 of the Civil Service Law.
- B. Must be eligible for a driver's license issued by the New York State Department of Motor Vehicles and must possess same at the time of appointment and maintain during employment.

Two years experience as a Deputy Sheriff Sergeant, Deputy Sheriff Investigator or a Police Sergeant or four years experience as a Deputy Sheriff.

SPECIAL REQUIREMENT: Possession of a New York State Driver's License.

Adopted 8/22/90

Revised 10/10/90; 6/22/07; 2/17/11

Reviewed 7/24/98; 3/26/04; 6/22/07