

## **DEPUTY SHERIFF**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances within the County and as assigned, civil, communications, social services investigations and corrections responsibilities. On an assigned shift an incumbent assists in the investigation of offenses and the apprehension of violators, conducting routine patrol operations in accordance with standard departmental operating procedures. The work is performed under the general supervision of a higher level administrative person who gives specific instructions and assistance when special problems arise. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Maintains law and order patrolling assigned areas to enforce laws, investigates crimes and arrests violators; Drives patrol vehicle through assigned area, observing traffic violations and issuing citations; Assumes control at traffic accidents to maintain traffic flow, assists accident victims and investigates causes of accidents; Notifies supervisors of major accidents or crimes, contacting coroners if necessary and making preliminary investigations; Investigates illegal or suspicious activities of persons and quells disturbances; Locates and takes persons into custody on arrest warrants; Maintains order in crowds, parades, fairs, funerals and other public gatherings; Prepares a variety of records and reports associated with law enforcement work; Attends court and presents evidence in connection with arrests made or cases investigated; May transport or escorts prisoners between courtrooms, correction facilities and medical facilities; Answers questions for, directs and assists the public; May serve court orders and processes, such as summonses, complaints, subpoenas, income and property executions and eviction notices and perform other civil functions; May perform drug education services in local school districts as well as Town Hall forums, etc; May facilitate school resource officer responsibilities in an effort to reduce student drug and alcohol use, build partnerships and reduce crime; May perform duties of communications officer and related work including, but not limited to, use of telephone, teletype, and radio including the dispatch of police, fire, EMS and other personnel; May perform marine patrol, operating boats in navigable waters of the County; May be temporarily assigned to assist in corrections facility; Other duties as assigned by the Sheriff or his designee.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern principles, practices and techniques of law enforcement; Good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; Good knowledge of the local geography; Good knowledge of the operation of radio equipment; Skill in the use of firearms; Ability to acquire skill in the use of special equipment including radar and breathalyzers, skill in the operation of a patrol car; Ability to apply first aid; Ability to deal firmly yet courteously with the public; Good powers of observation; Ability to follow and communicate written and oral directions; Sound judgment; Tact; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. (1) Sixty credit hours from a regionally accredited or New York State registered college; 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\*; 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; Or
- D. An equivalent combination of training and experience as indicated in (A), (B)and (C) above.

NOTE: \* 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:**

- 1. Possession of a New York State driver's license and maintained during employment.
- 2. In order to be eligible for appointment, candidate must meet all current requirements of Section 58 of the Civil Service Law.
- 3. Incumbents in this position must abide to policies and procedures of the Delaware County Sheriffs Office.

Adopted 1/30/90

Reviewed 2/13/97, 8/12/98, 5/23/03, 6/28/07, 8/7/09; 3/15/13

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