

DEPUTY SHERIFF SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising activities of Deputy Sheriffs and other personnel on an assigned shift. Incumbents are normally given a primary assignment in a specific division, i.e. road patrol, communications, investigations, 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 employee in this class assigns, inspects, and schedules the work of subordinate personnel. The work is performed under the general supervision of a higher-ranking officer. An incumbent supervises and assists department personnel in coping with difficult law enforcement situations, and organizes and coordinates the department's activities in responding to emergency situations. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises the activities of deputy sheriffs and others on an assigned shift; Assigns personnel to specific areas of patrol, investigation, communications, or civil functions; Receives complaints from public concerning crimes and emergencies; Patrols areas to enforce laws, investigate crimes, and arrest violators; Investigates illegal or suspicious activities of persons and quells disturbances; Coordinates the transfer of prisoners between various locations; Serves court orders and processes; May be assigned in specialized areas of investigation; May be designated as representative of the department in addressing civic groups or in dealing with other agencies; Prepares and reviews a variety of records and reports associated with law enforcement work; May be assigned responsibility for supervision and maintenance of departmental equipment; May perform and/or supervise civil functions; May perform duties of a communications officer or supervise employees assigned to this area; 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: 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 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 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) Graduation from a two-year college with an Associate's degree in Criminal Justice, Police Science, or related field, or Sixty credit hours from a college with at least fifteen credit hours in the behavioral sciences* and three years' experience as a deputy sheriff or police officer; 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 three years' experience as a deputy sheriff or police officer; 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 three years' experience as a deputy sheriff or police officer; 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 defined 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.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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 by policies and procedures of the Delaware County Sheriff's Office.

Adopted 8/22/90

Revised 10/10/90; 2/17/11; 9/25/15; 8/4/16; 3/23/23

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