

Jurisdictional Class: Competitive  
Adopted: April 1, 1993  
Revised: May 11, 2010

**DEPUTY SHERIFF**

**DISTINGUISHING FEATURES OF THE CLASS:** The work consists of the general duties of a police officer and involves responsibility for the protection of lives and property and the enforcement of laws and ordinances within the County. On an assigned shift, incumbent assists in the investigation of offenses and the apprehension of violators, conducting routine patrol operations in accordance with standard departmental procedures. The incumbent may be assigned to perform in specialized areas of community service, coordinating the activities of such programs and participating in public awareness and safety education. The work is performed under the general supervision of a higher-ranking officer who gives specific instructions and assistance when special problems arise. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Maintains law and order, patrols assigned areas, enforces laws, investigates crimes, arrests violators, and performs other police-related activities as required;

Performs background investigations on potential department employees;

Operates patrol vehicles and boats, personal watercraft, ATV's, snowmobiles, etc, as assigned, observing traffic and other conditions and violations, assisting the public, and issuing citations and/or making arrests;

Assumes control at and investigates motor vehicle, marine, ATV, snowmobile, and other complaints and accidents, conducts searches and rescues, maintains traffic flow, assists accident victims, and investigates causes;

Notifies supervisors of major accidents, incidents, or crimes;

Investigates illegal and/or suspicious activities and quells disturbances;

Locates and arrests persons on arrest warrants;

Maintains order in crowds, parades, fairs, and other public gatherings or events, and directs traffic as needed;

Performs dispatch and desk duties as assigned or as necessary;

Prepares a variety of records and reports associated with law enforcement work or as required or necessary;

Operates a variety of equipment, including but not limited to departmental vehicles, breath-testing equipment, radar, firearms, batons, two-way radios, computers, NYSPIN terminals, handcuffs, leg irons, defibrillators, and metal and other type detectors and/or scanners;

Attends and testifies in court and presents evidence in connection with arrests made or cases investigated;

Answers questions from and assists the public;

Serves and enforces court orders and court processes such as summonses, warrants of eviction, subpoenas, orders of protection, income executions, and other civil process;

Acts as a Civil Enforcement Officer on an as-needed basis or as assigned;

Provides security for courts, airports, dignitaries, etc., as assigned;

Performs community services such as staffing displays, fingerprinting/photographing children for public ID, public speaking and presentations, policing field days, parades, etc;

May be assigned to perform in specialized areas of community service, planning, developing, and coordinating the activities of such programs and participating in public awareness and safety education which may include media awareness, classroom activities, and training for individuals, schools, and communities targeting a variety of age groups;

Patrols and polices strikes as necessary;

Performs related work as needed or assigned.

Deputy Sheriff

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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 Procedure Law, and other applicable laws, regulations, and ordinances;  
Good knowledge of the operation of radio equipment;  
Skill in the use of firearms;  
Skill in the operation of a patrol car;  
Ability to acquire skill in the use of special equipment including radar and breath detecting equipment and computers;  
Ability to follow and communicate written and oral directions;  
Ability to apply first aid;  
Ability to deal firmly yet courteously with the public;  
Good powers of observation;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENTS:**

- (1) Possession of an appropriate level New York State drivers' license at time of appointment; and
- (2) In order to be eligible for appointment a candidate must meet all current requirements of Section 58 of the New York State Civil Service Law; and
- (3) Be not less than twenty (20) years of age as of the date of appointment nor more than thirty-five (35) years of age as of the date when the applicant takes the written examination, provided however, that time spent on military duty or on terminal leave, not exceeding a total of six (6) years, shall be subtracted from the age of any applicant who has passed his thirty-fifth (35<sup>th</sup>) birthday as provided in Subdivision 10-a of Section two-hundred forty-three (243) of the Military Law.