

Jurisdictional Class: Competitive
Adopted: September 28, 1994
Revised: May 11, 2010

DEPUTY SHERIFF LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for all patrol functions on an assigned shift. An incumbent in this class serves as a uniformed supervisor of all patrol activities. 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 virtue of increased supervisory responsibility and independent judgment needed to do the work. Supervision is exercised over various personnel on an assigned shift. The incumbent 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 assume command of the department in the absence of the Sheriff, Undersheriff, and Chief Deputy.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of modern law enforcement administration;
Thorough knowledge of the principles and practices of criminal investigation;
Thorough knowledge of techniques of securing and preserving evidence;
Thorough knowledge of laws governing arrests, rules of evidence, and court procedures;
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 moral and standards;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience as a Deputy Sheriff Sergeant or ten (10) years of *police experience, two (2) years of which must have been Deputy Sheriff or Deputy Sheriff Corporal experience.

*The term police experience includes all ranks including entry-level.

SPECIAL REQUIREMENT: Possession of an appropriate level New York State driver's license at time of appointment.