

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

DEPUTY SHERIFF SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the activities of Deputy Sheriffs on an assigned shift or unit. An employee in this class assigns, inspects, and schedules the work of Deputy Sheriffs. The work is performed under the general supervision of a higher ranking officer. An incumbent supervises and assists deputies in coping with difficult law enforcement situations and organizes and coordinates the department's activities in responding to emergency situations. The incumbent may be assigned to organize, coordinate, and oversee the activities of specialized community service programs and participate in public awareness and safety education. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the activities of Deputy Sheriffs;
Assigns deputies to specific areas of patrol or investigation;
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 civil processes;
May be assigned to perform in specialized areas of investigation and community service programs such as Juvenile, Narcotics, Vice, STOP-DWI/Traffic Safety Programs, etc.;

Incumbents assigned to specialized areas of community service programs will organize, coordinate and oversee the activities of such programs, and participate 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;

Incumbents assigned to specialized areas of investigation and community service programs may work with school age children, individuals, and the community providing drug/alcohol awareness/resistance education to include the hazards and legal implications of drinking and driving, seatbelt and child restraint safety, traffic safety education, etc. or may work with non-uniformed personnel conducting illegal drug buy/bust details or immoral activities investigations;

Incumbents assigned to specialized areas of investigation and community service programs may be responsible for assisting in the budget preparation of such programs as well as developing, evaluating, and coordinating all activities/events and compiling, analyzing, and preparing all related reports;

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.

Deputy Sheriff Sergeant

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 Procedures Law, and other applicable laws, regulations, and ordinances;
Good knowledge of the local geography;
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;
Ability to follow and communicate written and oral directions;
Good powers of observation;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience as a Deputy Sheriff Corporal or three (3) years of experience as a Deputy Sheriff.

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