

DEPUTY SHERIFF-SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for supervising the patrol force of the Sheriff's Department on an assigned shift or in an assigned zone of the county. The work is performed under the general supervision of a higher ranked Deputy Sheriff. Although the work is performed in accordance with well defined policies, procedures and guidelines there is considerable leeway allowed for the exercise of independent judgement. Supervision is exercised over the work of patrol personnel of lower rank. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assigns subordinates to specific vehicles and patrol areas;

Explains rules, regulations, policies and procedures to subordinates;

Hears and attempts to resolve informally or as part of a formal grievance procedure employee complaints;

Directs and coordinates police units at the scene of a serious crime, fire or disaster when higher ranked Deputy Sheriffs are not present or available;

Supervises and conducts criminal investigations in felony cases when assigned to the detective bureau;

Supervises and maintains building security and other security functions as assigned;

Supervises the gathering, securing and labeling of evidence;

Testifies in court and at other legal proceedings;

Keeps abreast of patrol activities through spot checks, review of case reports, monitoring radio frequencies and by conferring with co-workers and subordinates during and at end of shift;

Performs patrol activities as needed;

Identifies cases of employee misconduct or incompetence and notifies superior of same;

Compiles numerical and statistical data for inclusion in reports;

Prepares work schedules, authorizes time off and prepares payrolls;

Receives and logs incoming warrants from courts, forwards warrants to appropriate law enforcement agencies and maintains associated records;

Deputy Sheriff – Sergeant

Represents the Sheriff's Department at community activities and affairs as designated by the Sheriff;

Supervises the maintenance of departmental and sub-station equipment;

Selects personnel for special details such as transporting prisoners and guarding witnesses.

FULL PERFORMANCE KNOWLEDGES SKILLS ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the modern principles and practices of police work; thorough knowledge of the New York State Penal Law, Criminal Procedures Law and Motor Vehicle and Traffic Law as well as local ordinances; good knowledge of the geography of the county; good knowledge of first aid techniques and applications; skill in the use of firearms; skill in the operation of a motor vehicle; ability to supervise the work of others; ability to maintain records; ability to prepare brief narrative reports; ability to get along well with others; ability to understand and carry out oral and written directions; good powers of observation; good judgment; good memory; honesty; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of permanent, competitive class status as a Deputy Sheriff.

Special Requirements: At time of appointment, a candidate for this position must possess a New York State Driver License appropriate to the vehicle(s) to be operated. At time of appointment, a candidate for this position must meet the requirements for appointment as provided by applicable law, rule and regulation.

ULSTER COUNTY
2460 DS SGT
Classification: Competitive
Union: PBA

Adopted: November 18, 1980
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