

## **DEPUTY SHERIFF – DETECTIVE SERGEANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized police work involving the primarily the supervision of the Detective Unit within the Sheriff's Department. This includes directing and coordinating the activities of Detectives engaged in gathering facts and collecting evidence for criminal cases for the purpose of arrest and conviction of offenders. This includes overseeing the investigation of incidents and offenses including but not limited to death cases, sex offenses, violent felony offenses, burglary and stolen property offenses, gambling offenses, Internet crime offenses and controlled substance offenses. Additionally, overseeing Detectives assigned to interagency task forces who work in areas of specific crimes, including drug enforcement and family violence. The work involves a considerable amount of verbal interaction and communication with offenders, victims, witnesses, attorneys, judges and court personnel. This requires a person in this position to show substantive diplomacy, empathy and discernment in varying situations. The class of Detective Sergeant differs from that of Detective by the increased responsibility of supervisory and administrative duties. Additionally, a Detective Sergeant is responsible for investigating more complex, high profile cases including internal affairs. The work is performed under the general supervision of the Deputy Sheriff Captain or higher-ranking titles with wide latitude and discretion being given to perform appropriate investigations and interrogations. Does related work as required.

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

Assigns and oversees cases reported by uniformed patrol to Detectives in order to solve criminal cases, prevent crimes and pursue the apprehension of known offenders by surveillance and varying searches as applicable including credit card searches and Internet searches;

Supervises the handling of the technical aspects of investigations including the management of a crime scene, securing proper warrants, exercising proper evidence collection and preservation, and proper searches and seizures according to procedural law;

Reviews and signs off on case assignments to close investigations completed by Detectives;

Prepares work schedules, approves time-off and payroll and conducts performance evaluations for employees in the Detective Unit;

Maintains the bookkeeping of the confidential fund account and the drug forfeiture account;

Conducts internal affairs investigations of personnel in response to civilian complaints, complaints from department personnel or on the basis of personal observation;

Oversees or investigates suspected persons and questions witnesses;

Supervises or examines scene of crime to obtain clues and gather evidence to collate an accurate conclusion regarding an investigation;

Oversees or conducts interrogations of criminals or suspects to get information and/or confessions of criminal behavior;

Investigates or assists in the investigation of known or suspected criminals and/or facts of a particular case to detect planned criminal activities or clues;

Frequents known haunts of criminals and becomes familiar with criminals to determine criminals' habits, associates, characteristics, aliases, and other personal information;

Monitors autopsies performed by the Coroner to document findings and to photograph body for crime scene reconstruction or evidentiary purposes;

Arrests or assists in the arrest of criminals or suspects;

Records and reports progress of investigations to commanding officer and appropriate parties;

Prepares assigned cases for court account accordingly to formalized procedures;

Testifies or supervises the testifying of Detectives before court and grand jury;

Writes reports and maintains meticulous records regarding investigations;

Writes grant proposals for revenue for programs, equipment or new technology to be used with the Detective Unit;

Make recommendations for budget appropriations to the Sheriff regarding needed equipment, supplies, labor and overtime for Detective Unit.

**FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the modern principles and practices of law enforcement work; thorough knowledge of the New York State Penal Law, Criminal Procedures Law and local ordinances; thorough knowledge of criminal investigation procedures and techniques; good knowledge in the use and safety precautions of weapons and their capabilities; skill in investigation and interrogation; skill in collecting and preserving evidence; ability to read and understand laws, rules and regulations; ability to communicate effectively both orally and in writing; ability to understand oral and written directions; ability to plan and supervise the work of others; ability to articulate thoughts on the applications for search warrants relevant to criminal procedures law; ability to prepare narrative and statistical reports and record information accurately; ability to prioritize own work and work of others; good power of observation; good memory; sound judgement; honesty and integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Three (3) years of permanent, competitive class status as a Deputy Sheriff-Detective; **OR**
- B. Three (3) years of permanent, competitive class status as a Deputy Sheriff assigned to the Detective Unit.

**Special Requirement:** 1) At time of appointment, a candidate for this position must possess a New York State Drivers License appropriate to the vehicle(s) to be operated. 2) At Time of appointment, a candidate for this position must meet the requirements for appointment as provided by applicable law, rule and regulation. 3) Detective Lieutenants, Detective Sergeants and Detectives are required to be on stand by and may work long hours during investigations.

ULSTER COUNTY  
2435 DS DET SGT  
Classification: Competitive  
Union: PBA

Adopted: September 17, 2001  
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