

DEPUTY SHERIFF - CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for directing and coordinating the operation of the Law Enforcement Division of the Sheriff's Department. An employee in this class may act in place of the Sheriff and Undersheriff on departmental matters during their absence. The work is performed under the general supervision of the Sheriff or Undersheriff, with wide latitude permitted for the exercise of independent judgement within prescribed limits.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level Deputy Sheriff titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directs the activities of subordinate personnel, including subordinate superior officers;
2. Assists the Sheriff and Undersheriff in formulating policies and procedures for the department;
3. Assists the Sheriff and Undersheriff with administrative matters including budget preparation, personnel matters, legal issues and other department concerns;
4. Represents the Sheriff on various committees and boards;
5. Conducts internal investigations and takes appropriate corrective action, including training or disciplinary action;
6. Acts as a liaison with local, state and federal authorities;
7. Represents the Sheriff in contract negotiations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of modern police administration and police work;
Knowledge of New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and those parts of the Family Court Act relating to criminal proceedings;
Knowledge of local laws and ordinances;
Knowledge of scientific methods of crime detection, criminal investigation and criminal identification;
Knowledge of police supervisory practices;
Knowledge of current developments in police science and administration;
Knowledge of the municipality;
Skill in handling firearms;
Skill in operating a motor vehicle;
Ability to maintain cooperative relationships with other municipal officials and with the general public;
Ability to communicate the role of Sheriff's Department to the public;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

DEPUTY SHERIFF - CAPTAIN (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Two (2) years of permanent competitive status as a Deputy Sheriff-Lieutenant;
- OR: (B) A combined total of five (5) years of permanent competitive status as a Deputy Sheriff-Lieutenant and/or Deputy Sheriff-Sergeant.

SPECIAL REQUIREMENTS:

1. Driver's License: Possession of a valid New York State Driver's License is required at the time of appointment.
2. Citizenship: United States Citizenship is required.
3. Any person appointed to this position must complete supervisory training given by the Municipal Police Training Council as required by law before the appointment can become permanent.

NOTE: Candidates must have been appointed as a deputy sheriff or a police officer from an eligible list established according to merit and fitness as provided by Section 6 of Article 5 of the Constitution of the State of New York or must have previously served as a member of the New York State Police. It will be necessary for you to provide documentation showing you meet this requirement unless you are currently employed or have previously been employed as a Deputy Sheriff/Police Officer in an agency under the jurisdiction of Dutchess County Personnel Department.

PS2203

ADOPTED: 02/11/99