



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**DEPUTY SHERIFF - SERGEANT**

DATE ADOPTED: 1/1/1978

LAST REVISION: 4/21/2025

Page 1 of 2

**DISTINGUISHING FEATURES OF THE CLASS:**

Employees in the class have immediate charge of the activities of Deputy Sheriffs in an assigned area or on an assigned shift and are responsible for the police work of subordinates or for specialized duties which the employee personally performs. Supervision is exercised through assignment of duties and review of work in accordance with general instructions received from officers of higher rank.

**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 support 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. Assigns Deputy Sheriffs to specific duties and cases;
2. Reviews Deputy Sheriffs in the performance of duties and makes suggestions for better execution of work;
3. Reports any breach of duty or inefficiency;
4. Reviews the daily reports submitted by Deputy Sheriffs;
5. Reviews progress of investigations that Deputies are conducting;
6. Books prisoners and sees that correct charges are placed;
7. Takes statements and affidavits from suspects and witnesses;
8. Acts as a detective when assigned;
9. May take charge of traffic detail;
10. May be assigned to the Civil Division;
11. May fill in for and assume duties of superior officers during their absence when directed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of modern principles and practices of police work; good 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; good knowledge of local laws and ordinances; good knowledge of the laws pertaining to the service of civil processes and executions; good knowledge of the geography of the municipality; working knowledge of police administration; skill in the use of firearms; skill in operating a motor vehicle; ability to instruct and direct subordinates in police work; ability to be courteous, yet firm with the general public; ability to write reports; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**PROMOTION**

Four (4) years of permanent competitive class status as a Deputy Sheriff.



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Page 2 of 2

**SPECIAL REQUIREMENTS:**

1. Driver's License: Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.
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 the Dutchess County Personnel Department.

**COUNTY USE ONLY:**

<b>BARGAINING UNIT: PBA</b>	<b>JURISDICTIONAL CLASSIFICATION: Competitive</b>
<b>GRADE: SP</b>	<b>FLSA Code: OT Eligible</b>
<b>REVISION HISTORY: 3/5/79; 3/12/80; 4/28/89; 7/1/91; 8/14/91; 3/25/93; 10/6/93; 4/21/25</b>	