

DEPUTY SHERIFF - LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for the police work of subordinates on an assigned shift. Supervision is exercised over the work of Deputy Sheriff-Sergeants and Deputy Sheriffs through inspection and assignment of duties, in accordance with general instructions received from the Sheriff, Undersheriff or superior command officer. The position of Deputy Sheriff-Lieutenant is responsible for the deployment of a number of individuals on an assigned shift and has charge of police and/or civil activities conducted during that shift, including activities conducted at or from sub-stations.

TYPICAL WORK ACTIVITIES:

1. Has charge of and responsibility for a shift of the road patrol and communications sections of the Sheriff's Department;
2. Supervises all members of force assigned to this shift;
3. Inspects sub-stations and assigned vehicles for cleanliness, maintenance, and upkeep of equipment therein;
4. Reviews all complaints, records facts and takes appropriate action;
5. Supervises booking of arrests and documentation thereof;
6. Assigns Deputy Sheriff-Sergeants and Deputy Sheriffs to duty;
7. Reviews Deputy Sheriff-Sergeants and Deputy Sheriffs in performance of duty and makes suggestions for better execution of work;
8. Makes reports to Sheriff, Undersheriff and superior command officer;
9. Reviews daily reports from subordinates and sub-station logs;
10. May be assigned in charge of Civil Division;
11. May fill in for and assume duties of superior officers during their absence when directed;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of police work; thorough 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; thorough knowledge of the laws pertaining to the service of civil processes and executions; good knowledge of local laws and ordinances; good knowledge of police administration; good knowledge of the geography of the municipality; skill in the use of firearms; skill in operating a motor vehicle; ability to lay out and supervise the work of subordinates; ability to be courteous, yet firm, with the general public; ability to write reports; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

DEPUTY SHERIFF - LIEUTENANT (Cont'd)

MINIMUM QUALIFICATIONS:

Promotion

Two (2) years of permanent competitive status as a Deputy Sheriff-Sergeant.

SPECIAL REQUIREMENTS

1. Driver's License: Possession of a valid New York State driver 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 the Dutchess County Department of Human Resources.

PS2204

ADOPTED: 01/01/78

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