



**DUTCHESS COUNTY
CLASS SPECIFICATION**

DEPUTY SHERIFF

DATE ADOPTED: 09/02/1976

LAST REVISION: 7/9/2025

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DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for enforcement of all laws and ordinances and the protection of life and property in an assigned zone during a specific period. The work consists of routine tasks with considerable independent responsibility for the exercise of sound judgement. Incumbent may also investigate criminal offenses and apprehend criminals. Work is performed under the direct supervision of a higher-ranking officer with leeway allowed for exercise of judgment and action in emergencies. Incumbent will be required to carry and operate a firearm, and to work evening or night shifts.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title

1. Performs routine road patrol in assigned zone; patrols roadways involving traffic enforcement, answering complaints, investigating crime;
2. Checks local businesses and residences for signs of entry, damage or foul play;
3. Investigates suspicious activities and arrests and detains suspects for violations of state laws and local ordinances;
4. May transport prisoners from Dutchess County Jail to all local courts and to other correctional facilities;
5. Watches for and makes investigations of wanted and missing persons and stolen cars and property;
6. Investigates accident scenes involving property and personal injury to gather information and facts;
7. May perform marine patrol activities such as operating boats on waterways and enforcing navigation law of New York State;
8. Performs traffic enforcement activities such as issuing tickets for traffic violations, directing traffic and standing in roadways conducting vehicle and traffic inspections or road block checks;
9. Operates a patrol vehicle in all kinds of weather, including heavy rain and ice-covered roads and may engage in emergency driving and high-speed pursuits;
10. Maintains order and assures security in the court and court complex;
11. Responds to complaints of domestic violence, altercations, prowlers, alarms, etc. and may use physical force to make arrests;
12. Takes statements and affidavits from suspects and witnesses;
13. Makes criminal investigations when assigned as a detective;
14. When assigned to Communications, takes public complaints over the phone, documents in blotter and dispatches patrol units for investigation;
15. When assigned to the Civil Division, serves processes, judgements, and executions;
16. May have special assignment such as K-9 (bloodhound) trainer or Scuba Rescue Team;
17. May occasionally fill in for and perform the duties of superior officers when directed;
18. May stand as court officer during open court sessions;
19. May administer CPR and apply basic first aid;
20. May draw weapon to protect self or third party and may discharge firearm at person.



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

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 municipality; working knowledge of the laws pertaining to the service of civil process and executions; working knowledge of basic first aid; skill in handling firearms; skill in operating a motor vehicle; ability to understand and carry out oral and written directions; ability to understand and carry out oral and written directions; ability to prepare a written report; ability to maintain professional standards of conduct; ability to function well in emergencies; ability to work varying shifts and overtime; good power of observation; good memory; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT:

1. AGE: Eligibility for appointment begins when a candidate reaches his 20th birthday.
2. MEDICAL AND PHYSICAL FITNESS: Candidates must meet standards prescribed by the Municipal Police Training Council with or without reasonable accommodations. (Applications will be accepted from candidates who may reasonably be believed to meet these requirements at the time of the physical examination).
3. CITIZENSHIP: United States Citizenship is required.
4. DRIVER 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.

COUNTY USE ONLY:

BARGAINING UNIT: PBA	JURISDICTIONAL CLASSIFICATION: Competitive
GRADE: SN	FLSA Code: OT eligible
REVISION HISTORY: 11/20/1979, 3/12/1980, 7/1/1991, 9/9/1993, 7/19/1996, 8/29/2014, 10/26/2020	