



## DUTCHESS COUNTY CLASS SPECIFICATION

## CHIEF DEPUTY

DATE ADOPTED: 1/1/2017

LAST REVISION: 8/1/2025

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### **DISTINGUISHING FEATURES OF THE CLASS:**

This position directly assists the Sheriff and Undersheriff in formulating operational goals for the Dutchess County Sheriff's Office. The incumbent oversees and coordinates daily operations of the various divisions, units and special task forces of the department and the Analysis & Real Time Crime Intelligence Center (ARTCIC). In addition, 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 judgment within prescribed limits. The position is expected to be available outside of normal working hours to address critical situations.

### **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. Assists the Sheriff and Undersheriff in department direction and operational goals to efficiently meet legal requirements and community needs within financial constraints;
2. Develops and implements strategic vision for ARTCIC, including establishing and maintaining Standard Operating Procedures (SOP's);
3. Directs and monitors operations for ARTCIC including representing ARTCIC in meetings, conferences and community events;
4. Maintains and manages resources for ARTCIC including budget and expenditures;
5. Directs the daily operations of the Patrol and Administration Divisions in coordination with the assigned Deputy Sheriff Captains;
6. Oversees and coordinates the work of special units, such as the detectives division, various task forces, and special investigative units;
7. Ensures that policies and procedures for daily operations are developed, kept current and disseminated to staff;
8. Oversees the accreditation process for various units and functions;
9. Acts as liaison with local, state and federal authorities, including County support departments such as the District Attorney and Department of Emergency Response;
10. May direct investigations in sensitive matters, including those involving internal discipline.

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

Knowledge of modern policing principles, practices, methods and techniques, including those related to administration;

Knowledge of pertinent federal, state and local laws and ordinances related to the operation of a County wide sheriff's office;

Knowledge of departmental functions, rules, policies, procedures and practices;

Ability to develop and maintain a close working relationship with the Sheriff and Undersheriff;



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Ability to maintain professional and cooperative relationships with other municipal officials and with the general public;  
Ability to communicate clearly and effectively with a wide variety of law enforcement personnel, elected officials, special interest groups, the press, and the general public;  
Ability to oversee and manage a variety of functional units with possibly competing demands for resources;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Permanent competitive class status with the Dutchess County Sheriff's Office and a total of five (5) years in any combination of service in the titles of Deputy Sheriff Sergeant, Deputy Sheriff Lieutenant, or Deputy Sheriff Captain.

**SPECIAL REQUIREMENTS:**

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:**

<b>BARGAINING UNIT: M/C</b>	<b>JURISDICTIONAL CLASSIFICATION: Non-Competitive</b>
<b>GRADE: MG</b>	<b>FLSA Code: Exempt</b>
<b>REVISION HISTORY: 8/1/25</b>	