

CHIEF DEPUTY

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. 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:

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. Assists the Sheriff and Undersheriff in establishing department direction and operational goals to efficiently meet legal requirements and community needs within financial constraints;
2. Directs the daily operations of the Patrol and Administration Divisions in coordination with the assigned Deputy Sheriff Captains;
3. Oversees and coordinates the work of special units, such as the detectives division, various task forces, and special investigative units;
4. Ensures that policies and procedures for daily operations are developed, kept current and disseminated to staff;
5. Oversees the accreditation process for various units and functions;
6. Acts as liaison with local, state and federal authorities, including County support departments and the District Attorney;
7. 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 and supervision;

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;

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.

CHIEF DEPUTY (Cont'd)

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 REQUIREMENT:

Possession of a valid New York State Driver License at the time of appointment and to maintain position.

ADOPTED: 01/01/2017