



## **DEPUTY SHERIFF YOUTH OFFICER**

Jurisdiction Class: Competitive  
Civil Division: County  
Adopted by PO: 02/08/2001  
Revised by PO: 10/19/2017

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

The position involves law enforcement work dealing with non-adult youth considered to be involved in delinquency, abuse, neglect, alcohol and substance abuse, petty crime, or "in need of supervision". The incumbent investigates crimes perpetrated by juveniles, gathers evidence, secures information, oral and written statements from suspects, parents, witnesses, school officials, and law enforcement officers. The incumbent, although not a supervisor, may occasionally work with and coordinate investigative efforts of uniformed personnel in juvenile matters. This officer works closely with probation officers, school administrators, family court and other service providers identifying appropriate actions to develop a disposition that is in the best interest of all parties. This officer also performs adult and juvenile safety/crime prevention programs in the community, especially D.A.R.E. (Drug Abuse Resistance Education), and may serve as a School Resource Officer (SRO), etc. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

Conducts investigations of juvenile victims and offenses perpetrated by others;  
Interview juveniles, parents, witnesses, school officials, law enforcement officers and other community representatives to identify alternative means or proper case disposition;  
Performs public speaking engagements and projects a positive police officer image to the community in areas of juvenile crime, safety, crime prevention, drug abuse resistance education (DARE), substance abuse, DWI, and other appropriate prevention and awareness topics;  
Takes written or typed statements, prepares various required and program reports, files necessary documents and makes referrals with the probation department, family court, drug or youth court, social services, mental health or other diversion systems;  
Transports juveniles to and from courts, detention, schools, or psychiatric centers as required by family Court or other orders;  
Administers and receives training on topics related to juvenile justice, child abuse and neglect, truancy, PINS, drug and alcohol abuse as part of personal development and in-service training of law enforcement officers;  
Researches topics related to crime prevention, safety, and delinquency and abuse issues including juvenile aid program activities and results;  
Provides information and assistance to parents, schools and various community entities on dealing with troubled youth or youth in need of counseling, guidance, shelter, supervision, probation, or Family Court intervention.  
Assists in other investigations, related and county police officer patrol work as needed or assigned;  
Keeps records and prepares reports on program activities and results;  
Performs other duties as assigned.

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

Good knowledge of modern principles and practices of law enforcement work including Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, Education Law, and local laws, ordinances and regulations pertaining to juvenile matters;  
Good knowledge of county geography;  
Good knowledge of public relation techniques; good knowledge of services available to youth by public and private agencies;  
Good knowledge of the criminal justice system and family court as related to juveniles;  
Ability to prepare clear, complete and accurate written reports;  
Ability to obtain information through interview, interrogation, observation;  
Ability to speak publicly;  
Ability to operate a computer including other related office, firearm and safety equipment;  
Ability to render first aid;  
Ability to understand the factors underlying juvenile delinquency and personal maladjustment;  
Ability to interact with youth and parents to gain and maintain trust;  
Integrity, initiative, resourcefulness, mature judgement;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- a) Two years of experience as a Deputy Sheriff

### **SPECIAL REQUIREMENTS:**

Possession of a valid NYS driver's license at time of appointment and maintenance of such license throughout the tenure of employment in the position.