

## **DEPUTY SHERIFF LIEUTENANT**

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

The work involves responsibility for all non-uniformed and/or uniformed patrol and investigative functions on an assigned shift. An incumbent in this class may on assignment serve as a supervisor of all patrol activities. The work is performed under the general supervision of a higher ranking officer with leeway allowed for the exercising of independent judgment within the limits of the departmental policy. This position differs from that of Deputy Sheriff Sergeant by the virtue of increased supervisory responsibility, training coordination, and independent judgment necessary to perform the work. Supervision is exercised over various personnel or an assigned shift. Does related work as required.

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

Assigns tasks to subordinate staff and reviews performance and appraisals;  
May investigate complaints, allegations or other breeches of discipline or conduct of staff;  
Monitors personnel records of staff for compliance with training standards, schedules training as needed, and may serve as a trainer;  
Makes periodic inspections of personnel, equipment, facilities, records, reports, inventories, vehicles, and weapons, and directs corrective action as necessary;  
Prepares a variety of state, federal, local, and internal reports, including the Uniform Crime Report;  
Insures that complaints are dealt with promptly and thoroughly within the jurisdiction of The Sheriff's Department;  
May direct activities at raids, riots, serious crimes, fires, disasters, searches, or unusual disorders;  
Gives information to the public regarding departmental policy and standards;  
May represent the department at meetings, hearings, or public gatherings;  
Makes arrests, conducts investigations, and testifies in court as required; and  
Serves as Sheriff's liaison to the District Attorney's Office and the U.S. Department of Homeland Security as required.

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

Thorough knowledge of the principles and practices of modern law enforcement and public administration;  
Thorough knowledge of the principles and practices of criminal investigation, including techniques for securing and preserving evidence; crime prevention; and patrol activities;  
Thorough knowledge of laws, codes and regulations governing crime, criminal procedure, arrests, rules of evidence, and court procedures;  
Thorough knowledge of departmental policies and procedures;  
Ability to instruct and train subordinates in a wide variety of law enforcement activities;  
Ability to plan, assign, schedule, supervise and evaluate the work of subordinates;  
Ability to instill and maintain high performance standards and good departmental morale;  
Ability to establish and maintain effective and cooperative working relationships with other law enforcement agencies and government entities;  
Ability to communicate clearly and effectively, both orally and in writing;  
Ability to read and interpret complex written material; prepare accurate records and written reports; and deliver presentations in a clear, concise and articulate manner as needed;  
Ability to deal firmly yet courteously and professionally with the general public;  
Sound judgment, resourcefulness, high integrity, initiative, and excellent moral character; and  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** (PROMOTIONAL ONLY)

Must have permanent, competitive class status and have served continuously for either:

- A. Two (2) years in the position of Deputy Sheriff-Sergeant; **OR**
- B. Four (4) years in the position of Deputy Sheriff-Criminal Investigator

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State Operator's license at time of appointment, and maintenance in good standing throughout the tenure of employment in the position.

Jurisdictional Class:	Competitive (Promotional Only)
Civil Division:	County
Adoption YCCSC:	02/05/1992
Revised by PO:	06/08/2006
Revised by PO:	02/26/2014

