

## DEPUTY SHERIFF

STANDARD NO(S):

NYSLEAP #: 2.2, 11.1, 11.3, 12.1-4  
NYSSACD#: 2

DATE:

July 27, 2009  
REVISED: 10/18/2010

REFER TO:

Gary S. Sullivan

I. OBJECTIVE: In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

II. POLICY: To establish a job description for Deputy Sheriff in the Seneca County Sheriff's Office.

### III. DETAILS:

A. **Employment Criteria** – This is the entrance grade position in the Sheriff's Office and includes duties involving serving as a highway patrol officer and assisting in the investigation of criminal offenses and the apprehension of criminals. Ordinarily employees appointed to this title are assigned to road patrol tasks as well as other regular enforcement duties once they are more experienced in the work of the Sheriff's Office. Typical work assignments vary and are outlined below as illustrative only:

#### 1. WHEN ASSIGNED TO ROAD PATROL:

- a. Maintains routine motor patrols within an assigned area in the county;
- b. Arrests traffic violators and/or issues appearance tickets;
- c. Investigates suspicious activities and complaints and arrests persons who are in violation of laws;
- d. Executes warrants and serves court summonses;
- e. Assists in the investigation of felonies and other types of crimes;
- f. Transports prisoners to Family, Justice and County courts and to penal institutions and state hospitals;
- g. Maintains order in crowds and during parades, funerals or other public gatherings;
- h. Serves subpoenas, tax notices, traffic summonses and other papers.

#### 2. WHEN ASSIGNED TO JUVENILE:

- a. Develops and coordinates all juvenile public relations programs for the Sheriff's Department;

- b. Plans and establishes programs and gives lectures to elementary and high school students throughout the school districts. These programs may be in cooperation with other agencies. (i.e.: Bicycle Safety, 4 H
- c. Gives speeches and/or talks on child safety, drugs, crime prevention, etc. to fraternal organizations, groups of concerned citizens and other social organizations;
- d. Is responsible for all juvenile offenders and the presentation of juvenile delinquents and PINS petitions for Family Courts;
- e. Conducts follow up investigations into juvenile related crimes and/or complaints;
- f. Maintains and keeps all juvenile records for the Sheriff's Department;
- g. Completes and provides all records and forms as required and/or requested by the Seneca County Youth Bureau;
- h. Provides counseling and referral services to youth and/or parents with family related problems;
- i. Works with other community agencies dealing with youth and family problems;
- j. Reviews reports dealing with police contacts with juveniles;
- k. Investigates specific cases involving juveniles;
- l. Conducts background investigations on juveniles involved in cases and makes disposition;
- m. Investigates conditions inducing delinquency;
- n. Will be an active member of the Seneca County Youth Board and a member of the Juvenile Justice Committee;
- o. Assists school administration on police tasks where appropriate;
- p. Assists in the Emergency-Temporary Housing System for runaway/troubled youth;
- q. Works with the Seneca County Probation Department on cases that can be handled on or in an informal manner;
- r. Shall either wear a uniform or plain clothes and shall operate in a marked or unmarked police vehicle as the case may warrant;
- s. Shall supplement personnel in other duties when work load warrants, especially in major cases;
- t. Supervises and assists in the investigation of child abuse cases;
- u. Transports all youths confined to youth detention centers;
- v. Delivers youths to Family court and other local criminal courts as required by the Sheriff;
- w. Maintains a Youth Office at the Sheriff's Department certified by the Appellate Division as suitable for the detention of youths; also, maintains an additional office in the Ovid Sub-Station;
- x. The Juvenile Officer should be authorized to attend statewide Youth Training Institutes, seminars, conferences, etc. that are beneficial in promoting youth programs;
- y. The hours of a Juvenile Officer should be flexible and should consist of an eight hour shift (24 hour availability);
- z. This is a special position assigned by the Sheriff, and not a permanent appointment.

3. WHEN ASSIGNED TO INVESTIGATION:

- a. Investigates traffic accidents, fatalities and major crimes;
- b. Gathers information and secures evidence leading to the arrest of suspects;
- c. Interviews suspects, witnesses, victims and informants to obtain evidence;
- d. Investigates fires of suspicious origin as member of County Fire Investigation Team;
- e. Assists local law enforcement agencies in the collection and preservation of evidence;
- f. Performs identification work at crime scenes including latent fingerprints, photography casting and molding, and collecting evidence;
- g. Takes statements, confessions and depositions and prepares related legal documents;
- h. Tentatively identifies suspected drugs and controlled substances
- i. May be assigned to investigate cases of child neglect and child abuse;
- j. May assist District Attorney in conducting special investigations;
- k. Appears as a witness before grand juries and in court;
- l. Investigates reports of missing persons;
- m. May conduct fraud investigations;
- n. Serves warrants and subpoenas;
- o. Makes oral and written reports and keeps necessary records;
- p. Shall be available to perform all duties of a regular Deputy Sheriff when necessary.

4. WHEN ASSIGNED TO JAIL:

- a. Maintains jail security and prisoner discipline;
- b. Obtains fingerprints and photographs inmates for commitment and identification purposes;
- c. Supervises inmates at meal times and at workstations;
- d. Assigns inmates to cells and informs them of prison rules and routines;
- e. Supervises visitations to inmates and records all incoming and outgoing mail;
- f. Maintains jail records on all prisoners;
- g. Keeps prisoners under constant surveillance;
- h. Supervises the care, storage and distribution of clothing and linen and the maintenance of beds, mattresses and furniture.

5. WHEN ASSIGNED TO COURT SECURITY:

This position involves responsibility for maintaining order and providing security in public buildings, schools and courtrooms. The Deputy Sheriff assigned to the Court Security Division in Seneca County will have the powers of police officers and will provide protection and security for property and persons on publicly owned property as deemed necessary by the Sheriff of Seneca County which will

include Court Security, Security of the County Office Building and marine navigation on the waters of Seneca County; and perform any other duties assigned by the Sheriff. The work is performed under general supervision of the Sheriff. The incumbent does related work as required. Typical work assignments vary and are outlined below as illustrative only:

1. Provides security by standing in and patrolling public buildings;
  2. Protects and guards the public, judges, students, and employees, in the designated publicly-owned property;
  3. Physically restrains unruly individuals;
  4. Escorts judges, juries and witnesses to and from the courtroom;
  5. Provides general information to visitors on premises;
  6. Checks to insure that all necessary documents and identification are in order;
  7. Safeguards and patrols public property;
  8. Provides assistance in emergency situations;
  9. Maintains and updates records as required;
  10. Prepares incident reports;
  11. Distributes and posts appropriate documents and materials.
6. WHEN ASSIGNED TO THE CIVIL DIVISION:  
Deputies (and those positions that carry titles whose functions include civil process) assigned to perform civil process duties, will be responsible for the service and execution of all civil process, which shall include making levies and seizures of property; conducting public auctions, filing of returns, affidavits and certificates related to civil process; maintenance of related records and reports; and such other duties as may be required or assigned by supervisors or other competent authority.

**B. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:**

- a. Good social and general intelligence;
- b. Good powers of observation;
- c. Working knowledge of first aid methods;
- d. Ability to be fair and firm with the prison inmates and general public;
- e. Ability to understand and carry out complex oral and written directions;
- f. Ability to operate an automobile;
  - g. Sound judgement; skill in the use of firearms;
  - h. Physical strength and agility; neatness of appearance;
  - i. Excellent moral character; physical condition commensurate with the demands of the position.

**C. The position of Deputy Sheriff must meet all civil service requirements.  
MINIMUM QUALIFICATIONS:**

Either:

Graduation from high school or possession of a high school equivalency diploma or comparable diploma as described in Section 58 of the Civil Service Law.

Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a deputy sheriff begins when the candidate reaches age 20. Candidates who reach their 35<sup>th</sup> birthday on or before the date of the written examination are not qualified except as follows: Candidates may have a period of military duty or terminal leave, up to six years as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

**D. The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.**

**E. Special Requirements:**

1. Eligibility for a New York State driver's license; possession of a valid New York State Driver's License is required for appointment.
2. Candidates must meet physical, medical and any other standards currently established by the Municipal Police Training Council.
3. Candidates must undergo a psychological examination conducted by a NYS licensed psychologist or psychiatrist.

**F. Seneca County is an Equal Opportunity Employer**