

DEPUTY SHERIFF LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for serving as second in command and assisting the Road Patrol Captain with supervision of Road Patrol Division operations. Responsibilities include assigning and directing work and activities of deputy sheriffs in the Road Patrol Division through their sergeants using the chain of command. Additionally responsible for ensuring that all enforceable laws and orders are carried out, for evaluation of work performance, and for assisting with instruction, training and professional development. Work is performed in accordance with established policies and procedures, under direct supervision of the Road Patrol Captain. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises in uniform all Road Patrol Division operations, duties and assignments during tour of duty, including headquarters;
Keeps Road Patrol Division sergeants informed of area conditions;
Relays instructions of the Road Patrol Captain and prepares and presents summaries of pertinent information to Road Patrol Division officers;
Supervises Road Patrol Division sergeants and deputy sheriffs frequently and at irregular intervals in the field and at headquarters;
Advises Road Patrol Captain on matters of importance, unusual arrests or occurrences and important messages or conditions requiring attention;
Provides supervision to officers assigned to Superior and Local Courts, Community and Youth Services as well as those assigned to security throughout the County;
Supervises the administrative functions of the Road Patrol division including the preparation of all required written reports;
Directs Road Patrol Division activities, in close coordination with the Road Patrol Captain, to ensure the prevention of crime and the protection of life and property;
Ensures the enforcement of all laws and departmental rules and regulations pertaining to Road Patrol Division employees and may recommend remedial or disciplinary actions for inefficient, incompetent or unsuitable employees;
Participates in training, supervision and evaluation of Road Patrol Division employees;
Maintains accurate inventories of Road Patrol Division Supplies, i.e., tires, auto equipment, uniforms, clerical and office supplies, etc.;
Reviews complaint reports for accuracy and completeness;
Reviews and supervises maintenance of records and files of the Road Patrol Division;
Conducts daily inspection of headquarters for cleanliness, security and condition of the equipment;
Performs a variety of related activities as required.

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Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of principles, practices and techniques of law enforcement; thorough knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; thorough knowledge of the principles and practices of criminal investigations; thorough knowledge of the local geography; good knowledge of the principles and practices of supervision; good knowledge of the operation of radio equipment; skill in the use of firearms; skill in the use of special equipment including police radar and breathalyzers; skill in the operation of a patrol car; skill in the operation of personal and/or laptop computers; ability to apply first aid; ability to deal firmly yet courteously with the public; ability to follow and communicate written and oral directions; good powers of observation; sound judgment; integrity; tact.

MINIMUM QUALIFICATIONS:

Two (2) years permanent competitive class status as a Deputy Sheriff Sergeant, or equivalent deemed comparable by the Personnel Officer.

SPECIAL REQUIREMENT:

Possession of an appropriate valid driver license to operate a motor vehicle in New York State.