

DEPUTY SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances within the County and for assisting citizens requesting service in a prompt, courteous and efficient manner. On an assigned shift, an incumbent performs routine patrol operations in accordance with standard departmental operating procedures and makes arrests and assists in investigations. The work is performed under the general supervision of a higher-ranking officer who gives specific instructions and assistance when special problems arise. Performs a variety of related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains law and order patrolling assigned areas to enforce laws, investigate crimes and arrest violators;
Drives patrol vehicle through assigned area, observing traffic violations and issuing citations;
Assumes control at traffic accidents to maintain traffic flow, assists accident victims and investigates causes of accidents;
Notifies supervisors of major accidents or crimes, contacting coroners if necessary and making preliminary investigations;
Investigates illegal or suspicious activities of persons and quells disturbances;
Locates and takes persons into custody on arrest warrants;
Maintains order in crowds, parades, fairs, funerals and other public gatherings;
Prepares a variety of records and reports associated with law enforcement work, which may involve the use of personal and/or laptop computers;
Attends court and presents evidence in connection with arrests made or cases investigated;
Answers questions for, directs and assists the public;
May transport or escort prisoners between courtrooms, correction facilities and medical facilities;
May serve court orders and processes, such as summonses, subpoenas and income executions;
May perform marine patrol, investigations or rescue in navigable waters of the County;
May work undercover;
Performs a variety of related activities as required.

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.

When assigned or permanently designated as Criminal Investigator:

Investigates felonies, including narcotics, burglaries, homicides, rapes, arson, fraud, assaults and grand larcenies;
Interviews suspects, witnesses and complainants in an effort to obtain relevant information relating to the investigation and offenses against the law;
Secures evidence such as statements of witnesses, documents, records, latent fingerprints, exhibits, photographs and affidavits required for the arrest of individuals and the indictment and prosecution of cases;
Evaluates information gathered and makes conclusions based upon it;
Conducts surveillance of suspected criminals and criminal locations from unmarked and surveillance vehicles, at times in an undercover capacity;
Executes warrants as directed by the courts, arresting suspects or violators;
Processes crime scenes for latent prints;

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Photographs crime and accident scenes and other incidents as directed;
Prepares reports and testifies in local Superior and Federal Courts regarding the investigations conducted and evidence collected;
Works with other law enforcement agencies (ie., Federal, State) regarding investigations;
Compiles and maintains a variety of written factual reports and records in order to document activities and retain information useful and future and/or continuing investigations;
May operate and maintain color and black and white photographic processing equipment;
May maintain and store all evidence, valuables and property held by the department;
May act as Lead Criminal Investigator based upon experience and/or specialized training in such areas as the anti-crime, anti-terrorist and/or narcotics enforcement;
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, practices and techniques of law enforcement; good knowledge of the New York State Penal Law, Vehicle and Traffic law, Criminal Procedures Law and other applicable laws, regulations and ordinances; good knowledge of the local geography; good knowledge of the operation of radio equipment; skill in the use of firearms; skill in the use of special equipment including 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; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Candidates must have one (1) year of full-time permanent competitive class status as a Correction Officer in the Putnam County Sheriff's Office by time of appointment.

OPEN COMPETITIVE: Graduation from high school or possession of a comparable diploma.

SPECIAL REQUIREMENTS:

Candidate must meet all current requirements of Section 58 of the Civil Service Law:

Age: At time of appointment, candidates must not be less than 20 years of age. (Minimum age requirement for this position has been set in accordance with Section 58 of the Civil Service Law.)

Driver's License: Possession of a valid New York State Driver's License at the time of appointment.

Citizenship: Candidates must be United States Citizens at the time of appointment.

Physical and Medical Tests: Candidates must pass medical and physical fitness screening examinations before qualifying for appointment. Candidates will be subject to a pre-employment background investigation which may include, but not be limited to: a criminal record search, a substance abuse test, and a psychological evaluation to determine suitability for appointment as a Deputy Sheriff.