

Captain Deputy Sheriff Tompkins County

Department: Sheriff's Office
Classification: Competitive
Labor Grade: Management Grade 88
Approved: Bd. Res. 12/07/99
Revised: 05/00; 10/00; 10/03; 03/08; 06/09; 06/13; 01/14; 10/16
By: AF, Commissioner of Personnel
BBP Risk Factor: No risk.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree **AND** six (6) years of full-time paid New York State competitive class law enforcement experience, four years of which must have been as a Senior Criminal Investigator or Sergeant Deputy Sheriff; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates degree **AND** eight (8) years of full-time paid New York State competitive class law enforcement experience, four years of which must have been as a Senior Criminal Investigator or Sergeant Deputy Sheriff; **OR**
- (c) Graduation from high school or possession of a general equivalency diploma **AND** ten (10) years of full-time paid New York State competitive class law enforcement experience, four years of which must have been as a Senior Criminal Investigator or Sergeant Deputy Sheriff; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

Candidates must possess a valid New York State Class D Drivers License at the time of application and maintain such license for the duration of employment.

Candidates must be a certified police supervisor through the Department of Criminal Justice Services with at least four years of police supervisory experience.

DISTINGUISHING FEATURES OF THE CLASS:

This uniformed supervisory law enforcement position is primarily responsible for directing, coordinating and supervising the road patrol and criminal investigation activities of the Sheriff's Department. The Captain Deputy Sheriff is relied upon to independently exercise professional law enforcement judgment, to make appropriate decisions and to apply those decisions to emergency situations that may arise. The work is performed under the general supervision of the Sheriff and Undersheriff with considerable leeway allowed for the exercise of independent judgement when planning and carrying out the details of the work and resolving problems in emergency situations. Supervision is exercised over all subordinate law enforcement as appropriate. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Executes the policies, rules and regulations that apply to the road and criminal investigations section of the Sheriff's Office;
- Supervises the investigation of crimes, accidents and other situations;
- Supervises personnel detailed to serve all court orders from criminal and family courts;
- Supervises the administrative functions of an assigned division including the preparation of all required written reports, including but not limited to, arrest and investigation reports;
- Supervises and directs the activities of the road and criminal investigations units of the Sheriff's department to ensure the prevention of crime and the protection of life and property;
- Assumes responsibility in the absence of the Sheriff and Undersheriff;

- Periodically reviews existing staffing patterns and programs with the Sheriff and Undersheriff in order to determine effectiveness and currency and makes recommendations for improvements;
- Supervises the administrative operations of the road patrol and criminal investigations section including personnel, recruiting, staffing and scheduling;
- Prepares preliminary road patrol and criminal investigation budget recommendations;
- Oversees and directs criminal investigations, serious incidents and internal investigations;
- Coordinates activities with other local, state and federal police agencies to ensure efficient operations of the Sheriff's Office;
- Provides specialized training for department employees;
- Keeps a variety of records and prepares reports as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the criminal and civil laws of New York State, and the local Rules and regulations governing the road patrol and criminal investigations sections of the Sheriff's Department;
- Thorough knowledge of modern principles and practices of police and criminal investigative techniques;
- Thorough knowledge of the New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and to local laws, ordinance and regulations pertaining to police activities;
- Thorough knowledge of the principles, practices and methods utilized in police investigative activities;
- Thorough knowledge of the use of weapons and their capabilities;
- Thorough knowledge of the budget process as it relates to support personnel and equipment needs for a road patrol and criminal investigation program;
- Thorough knowledge of what constitutes evidence and how to safeguard and process it;
- Thorough knowledge of the legal terminology encountered in police work;
- Skill in the use of firearms;
- Ability to plan and supervise the work of others engaged in corrections and police work;
- Ability to read, understand and interpret written material;
- Ability to deal courteously yet firmly with the public;
- Ability to operate a police patrol car, radio and other law enforcement equipment;
- Good powers of observation;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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