

## **Police Officer / Deputy Sheriff Tompkins County**

**Department:** The Eligible List may be used at the Sheriff's Office or the various Villages within Tompkins County.  
**Classification:** Competitive  
**Labor Grade:** Road Patrol 44 (43 for Trainee)  
**Revised:** 10/04; 9/11; 2/17  
**By:** AF, Commissioner of Personnel  
**BBP Risk Factor:** At Risk Position

### **MINIMUM QUALIFICATIONS:**

Graduation from high school **OR** possession of a high school equivalency (GED).

A copy of your high school transcript or GED should be included with your application. Applicants who do not provide the transcript or GED will be eligible to take the examination but will not be eligible for appointment until a copy is on file.

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

### **SPECIAL REQUIREMENTS:**

Possession of a valid New York State Operator's License at time of application and maintenance of such a license in good standing throughout the duration of employment.

Candidates must meet the physical fitness and medical standards set by the Municipal Police Training Council.

#### **Citizenship:**

United States Citizenship is required at time of appointment.

#### **Age:**

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 Police Officer or Deputy Sheriff begins when the candidate reaches age 20.

According to Section 58 of the Civil Service Law, candidates who reach their 35th 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 seven years as defined in Section 243 (10-a) of the Military Law deducted from their age for the purposes of determining whether they meet the age requirement.

#### **Training Requirements:**

Individuals must satisfactorily complete the Basic Course or Police Officers as prescribed by the Municipal Police Training Council and required by Section 209q of the General Municipal Law within the probationary period in order to attain permanent status in the position.

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

The work consists primarily of routine patrol tasks which involve personal responsibility for the enforcement of all laws and ordinances and the protection of lives and property in an assigned district. The work also involves assisting in the investigation of criminal offenses and the apprehension of criminals. Police Officers work under general supervision except for unusual procedures and special assignments, which are carried out under direct supervision. The incumbent, however, assumes considerable independent responsibility for the exercise of sound judgment in emergencies. The incumbent will perform all related duties as required.

### **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 with the County. On an assigned shift an incumbent assists in the investigation of offenses and in the apprehension of violators, conducting routine patrol operations in accordance with standard departmental operating procedures. The work is performed under the general supervision of a higher ranking officer who gives specific instructions and assistance when special problems arise. Supervision

over the work of others is not generally a function of this position. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES (Police Officer):**

Patrols a specific district or beat on foot, on a motorcycle, or in a radio cruising car;  
Checks doors and windows of unoccupied businesses and residential property;  
Checks prisoners in cell block;  
Investigates suspicious activities and makes arrests for violations of federal and state laws and local ordinances;  
Escorts prisoners to jail and to court and has them booked on charges;  
Enters criminal charges in arrest book; Watches for and makes investigations of wanted and missing persons and stolen cars and property;  
Directs traffic and marks cars for overtime parking;  
Maintains order in crowds and attends parades and other public gatherings;  
Answers questions for and directs the public;  
Reports serious defects in streets and in related matters requiring the attention of the public works department;  
Broadcasts radio messages, takes messages and answers telephone;  
Maintains files and records of police activities;  
Makes criminal investigations when assigned as a detective;  
Dispatches patrol cars when on desk duty;  
Makes daily reports of activities;  
Takes, files and classifies fingerprints and photographs.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (Police Officer):**

Working knowledge of New York State Penal Law, Code of Criminal Procedures, and Vehicle and Traffic Law;  
Good social and general intelligence;  
Ability to be courteous yet firm with the public;  
Ability to understand and carry out complex oral and written directions;  
Good knowledge of first aid methods;  
Good judgment;  
Ability to drive an automobile or a motorcycle;  
Some skill in the use of firearms;  
Good powers of observation and memory;  
Excellent moral character;  
Physical strength and agility;  
The employee's physical and mental condition shall be commensurate with the demands of the position.

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**TYPICAL WORK ACTIVITIES (Deputy Sheriff):**

Maintains law and order by 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 proper authority of major accidents or crimes, contacting coroner 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;  
Attends court and presents evidence in connection with arrests made or cases investigated;  
May transport or escort prisoners between courtroom, correction facilities and medical facilities;  
May serve court orders and processes, such as summons, subpoenas and income executions;  
May perform marine patrol, operating boats in navigable waters of the County;  
May be assigned corrections or dispatch duties;  
May be assigned to oversee and administer the Body Worn Camera Program.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (Deputy Sheriff):**

Good knowledge of the local geography;  
Working knowledge of modern principles, practices and techniques of police work;  
Working knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances;

Working knowledge of the operation of radio equipment;

Working knowledge of first aid;

Ability to acquire skill in the use of special equipment including police radar and breathalyzers;

Ability to perform close, detail work involving considerable visual effort and strain;

Ability to understand and follow written and oral directions;

Ability to deal firmly yet courteously with the public;

Skill in the use of firearms;

Skill in the operation of a patrol car;

Good powers of observation;

Sound judgement;

Good moral character;

Regular and reliable attendance on all scheduled shifts and as assigned shall be a requirement of this position.

The employee's physical and mental condition shall be commensurate with the demands of the position.