

# Sergeant Deputy Sheriff - Promotional Tompkins County

**Department:** Sheriff's Office  
**Classification:** Competitive  
**Labor Grade:** 46  
**Approved:** Board Resolution #214, 7/9/85  
**Revised:** 12/87; 10/88; 04/02;3/04;5/05; 10/16  
**By:** HH, Commissioner of Personnel  
**BBP Risk Factor:** At Risk Position

## **QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:**

On or before the final filing date candidates must be permanently employed in the competitive class as a Deputy Sheriff in the Tompkins County Sheriff's office and must have served on a permanent or contingent permanent basis as a Deputy Sheriff or Police Officer, in the competitive class for at least 24 months, 12 months of this experience must have been as permanent or contingent permanent Deputy Sheriff with the Tompkins County Sheriff's office immediately preceding the final filing date.

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

**NOTE 1:** Employees who transferred into the Tompkins County Sheriff's office will be given credit for prior permanent competitive class service obtained in another jurisdiction, as long as the service was in a title determined comparable for the purpose of a lateral transfer into the title of Deputy Sheriff and they have passed the probation period for Deputy Sheriff. In total, you must possess at least two years of permanent competitive class status in your current and previous title.

## **SPECIAL REQUIREMENTS:**

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

As a first-line supervisor, the incumbent must complete supervisory training and be certified by the Executive Director of the Municipal Police Training Council in accordance with Section 209-q, subsection 1 (c) 1-a before the incumbent's appointment can become permanent.

**NOTE 2:** This position is considered to be a public officer with police officer powers. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen (natural born or naturalized) and a resident of Tompkins County or one of the six contiguous counties at the time of appointment, and maintain such residency for the duration of employment.

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

This is a supervisory uniformed law enforcement position primarily responsible for supervising and participating in the enforcement of New York State Laws on an assigned shift; such as routine patrolling of roads, investigation of crimes, responding to a variety of citizen complaints, serving civil papers and performing special assignments such as navigation patrol and Special Traffic Options Program. Sergeant Deputy Sheriffs are also responsible for routinely performing the duties of Deputy Sheriff. The work is performed under the general supervision of the Sheriff and Undersheriff and involves the supervision of Deputy Sheriffs. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Assigns Deputy Sheriffs to geographical road patrol or to other special assignments;
- Advises Deputy Sheriffs on proper action to take in unusual situations;
- Responds to scenes of all serious personal injury or fatal motor vehicle accidents;
- Responds to jail breaks, and other serious incidents in the jail as requested;
- Reviews and approves requests for time off from Deputy Sheriffs;
- Patrol roads, enforces Vehicular and Traffic Law and investigates motor vehicle accidents;
- Serves civil summonses and subpoenas;
- Periodically checks businesses and unoccupied residences to watch for criminal and/or suspicious occurrences;

- Responds to citizen complaints involving a wide variety of crimes, suspected crimes and other public safety incidents;
- Executes arrest warrants and makes arrests without warrants;
- Transports and guards prisoners from the County jail to hospitals, doctors' offices, court appearances or state facilities;
- Testifies in criminal and civil court cases;
- Reviews paperwork completed by Deputy Sheriffs at end of each shift;
- Performs duties of Deputy Sheriff as required;
- May operate breathalyzer, if certified;
- May operate Sheriff's Department boat as required;
- Prepares a variety of reports, legal forms and other documents required for the investigation of crimes and the arrest and prosecution of perpetrators.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of modern principles and practices of police work;
- Good knowledge of New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and local laws and ordinances;
- Good knowledge of the geography of Tompkins County;
- Working knowledge of first aid methods;
- Skill in the use of firearms;
- Skill in operating a motor vehicle in all weather conditions;
- Ability to instruct subordinates in police work;
- Ability to plan and direct the work of subordinates;
- Ability to understand and carry out oral and written instructions;
- Ability to be firm, yet courteous in dealing with the public;
- Ability to deal with emotional and disturbed individuals in a safe and effective manner;
- Ability to function well and take command in emergency situations;
- Ability to prepare accurate reports;
- Willingness to work on all three shifts and in all types of weather;
- Leadership, good judgment, good powers of observation, good memory, initiative and resourcefulness, emotional maturity, tact, excellent moral character, physical strength and agility are all required personal characteristics.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally created 07/09/1985

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