

DEPUTY SHERIFF CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the operation of the law enforcement divisions of the Office of the Sheriff. The incumbent is responsible for directing, training, and evaluating the performance of subordinates in their duties and responsibilities. The work is performed under general supervision with considerable leeway allowed for the use of independent judgment in planning the details of the work. Supervision is exercised over the work of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assigns tasks to subordinate staff and reviews performance;
Directs activities to ensure the prevention of crime and the protection of life and property;
Investigates complaints, allegations or other breeches of discipline or conduct of staff;
Supervises the investigation of crimes, accidents and other miscellaneous happenings;
Supervises the administrative functions of all law enforcement divisions, including the preparation of all required written reports, especially the arrest and investigation reports;
Directs patrol activities at raids, riots, serious crimes, fires disasters or unusual disorders;
Prepares a variety of state, federal, local and internal reports;
Prepares yearly budget for the law enforcement divisions and supervises the budget expenditures;
Schedules tasks and training; directs, supervises and evaluates members in their assigned duties; may act serve as a trainer;
Makes arrests of persons for violations of law; testifies in court as required;
Insures that complaints are dealt with promptly and thoroughly within a jurisdiction of the Office of the Sheriff;
Enforces all laws, departmental rules, and regulations pertaining to the employees and recommends remedial or disciplinary actions for inefficient, incompetent or unsuitable members;
Supervises and operates telephones, radio, teletype, and other miscellaneous equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of modern law enforcement administration;
Thorough knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedure Law and other applicable laws, regulations and ordinances;
Thorough knowledge of the principles and practices of criminal

investigations;
Thorough knowledge of the geography of the County;
Thorough knowledge of the principles and practices of supervision;
Good knowledge of the operation of radio, computer and other
equipment assigned to the office;
Ability to communicate ideas clearly;
Ability to understand and follow complex oral and written
directions;
Ability to plan, organize, coordinate, administer and evaluate the
effectiveness of program plans and services;
Ability to operate law enforcement and equipment;
Ability to organize and conduct training activities;
Willingness to accept responsibility and make decisions;
Sound judgment and tact.

MINIMUM QUALIFICATIONS: Two years of experience as a Deputy Sheriff Lieutenant or five years experience as a Deputy Sheriff Sergeant or Deputy Sheriff Detective Sergeant.

SPECIAL REQUIREMENT

- 1) Possession of a valid New York State driver's license appropriate to the vehicles operated.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

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