

POLICE OFFICER/DEPUTY SHERIFF-Transfer/Reinstatement Opportunity Tompkins County

Department: Sheriff's Office and the Various Villages within the County.
Classification: Competitive
Labor Grade: Road Patrol 44 (43 for Trainee)
Approved: 0
Revised: 10/04; 9/11; 3/15; 3/2026
By: AF, Commissioner of Personnel
BBP Risk Factor: 1

TRANSFER - YOU MUST CURRENTLY BE A PERMANENT COMPETITIVE CLASS EMPLOYEE, PAST PROBATION, IN ORDER TO QUALIFY FOR THIS LATERAL TRANSFER OPPORTUNITY.

REINSTATEMENT - IN ORDER TO QUALIFY FOR REINSTATEMENT, YOU MUST HAVE BEEN A PERMANENT COMPETITIVE CLASS EMPLOYEE, PAST PROBATION, AND NOT SEPARATED FOR MORE THAN ONE YEAR FROM YOUR PREVIOUS POLICE OFFICER OR DEPUTY SHERIFF POSITION.

Eligible candidates must have already taken and passed the New York State Civil Service examination for Police Officer./Deputy Sheriff or one whose minimum qualifications of the position that you currently hold (or held) must be equal to or greater than those of the Tompkins County position: must have been appointed permanent from an eligible list and have passed their probationary period to apply. Along with completing the Tompkins County electronic employment application for Police Officer/Deputy Sheriff, candidates must also provide a copy of:

1. Their roster card (shows dates of employment and civil service status)
2. A copy of their current job description, and
3. A copy of the exam announcement from which they received their permanent appointment. The examination that you took must be identical or substantially similar to a test that would be held for the Tompkins County position.

SPECIAL REQUIREMENTS:

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

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

DISTINGUISHING FEATURES OF THE CLASS FOR POLICE OFFICER:

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.

TYPICAL WORK ACTIVITIES:

- 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- 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;
- Physical condition commensurate with the demands of the position.