

## Deputy Sheriff Tompkins County

**Department:** Sheriff's Office  
**Classification:** Competitive  
**Labor Grade:** 44  
**Approved:** 7/9/85, Bd. Res. #214  
**Revised:** 10/04; 8/14; 10/16; 2/17  
**By:** HH, Commissioner of Personnel  
**BBP Risk Factor:** 1

### **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.

### **SPECIAL REQUIREMENTS:**

- (a) Age: not less than 19 on the date of examination and not less than 20 at time of appointment.
- (b) Possession of a valid New York State Class A, B, C, D or E Operator's License at time of application and maintenance of such a license throughout the life of employment.
- (c) Candidates must meet the physical fitness and medical standards set by the Municipal Police Training Council.
- (d) Candidates must meet the standards established by Section 58 of the Civil Service Law.
- (e) All conditions of Section 209 (q) of the General Municipal Law must be met.
- (f) Depending on the location of the position and type of appointment, candidates may be required to qualify on a Psychological Assessment Report.

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.

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 six 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.

### **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:**

- 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:**

- 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.

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