

Lieutenant Deputy Sheriff Tompkins County

Department: Sheriff's Office

Classification: Competitive

Labor Grade: 47

Approved: 09/2003

Revised: 03/08; 03/15; 02/19

By: AG, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND two years of full-time (or the equivalent part-time) paid New York State competitive class experience as a Sergeant Deputy Sheriff.

NOTE: When assigned to the Civil Division, candidates must have two (2) years of supervisory experience over the Civil Division.

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

SPECIAL REQUIREMENTS:

Candidates must possess a valid New York State Motor Vehicle Operator's license at time of appointment and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a second line supervisory law enforcement position primarily responsible for supervising and participating in the enforcement of New York State Laws on an assigned shift. An assigned shift may entail 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. Lieutenant Deputy Sheriffs are also responsible for routinely performing the duties of Deputy Sheriff. The work is performed under the general direction of the Sheriff and Undersheriff and involves the supervision of Deputy Sheriffs, Sergeant Deputy Sheriffs, and when assigned to the Civil Division, supervises civilian staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assigns Deputies and Sergeants to geographical road patrol or to other special assignments;
- Advises Deputies and Sergeants and on proper action to take in unusual situations;
- Serves as a shift supervisor over Deputies and Sergeants;
- 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 line and first-line supervisory staff;
- Patrols 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.

When assigned to the Civil Division:

- Develops and maintains training schedules and materials;
- Assists in grant proposal and construction;
- Oversees and manages equipment ordering.

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, resourcefulness, emotional maturity, tact, and an excellent moral character are required;
- The employee's physical strength, agility and physical condition shall be commensurate with the demands of the position.

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