

**TOMPKINS COUNTY CIVIL SERVICE  
EXAMINATION  
Inclusion Through Diversity**

**PROMOTIONAL**

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Lieutenant Deputy Sheriff (Promotional)

**EXAM NO:** 78772

**SALARY:** \$45.77/hr- 2022 Hire Rate \$49.72/hr 2022 Work Rate

**LOCATION:** Sheriff's Office

**EXAM DATE:** 10/22/22

**ISSUE DATE:** 08/22/22

**THE FINAL DATE TO FILE APPLICATIONS:** 09/06/22

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 10/23/22

**RESIDENCY WAIVED**

**THE USE OF A CALCULATOR IS PROHIBITED FOR THIS EXAMINATION.**

**LOCATION OF POSITIONS/VACANCIES:** There is currently no vacancies in the title of Lieutenant Deputy Sheriff located at the Tompkins County Sheriff's Office. The eligible list resulting from this departmental promotion examination may be used to fill any full-time, part-time, or temporary vacancies that may occur during the life of the eligible list

**PROMOTION QUALIFICATIONS:**

This departmental promotion opportunity is limited to current employees of the Tompkins County Sheriff's Office. Candidates must currently hold, and have continuously held, at least one year of permanent and/or contingent permanent competitive class status in the title of Sergeant Deputy Sheriff within the Tompkins County Sheriff's Office.

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

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

**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 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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#### **Complete Scope of the examination and Expanded subtest descriptions:**

## **Law enforcement methods and practices**

These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day work-related activities.

## **New York State Laws - Police**

These questions test for knowledge of the laws in effect on January 1, 2022 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.

## **Preparing written material in a police setting**

These questions test for the ability to prepare the types of reports and communications that police personnel write. The content is appropriate for the ranks/levels being tested. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order for the sentences.

## **Understanding and interpreting written material**

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

## **Planning, supervising and administering police programs and activities**

These questions test for knowledge of the principles and practices involved in managing an organizational segment of a police department in New York State and directing the activities of subordinate staff, including subordinate supervisors. These questions cover such areas as planning, controlling, directing, organizing, and coordinating the activities of the organizational section.

Questions also cover the personal interactions between an upper-level supervisor and subordinate supervisors in the accomplishment of objectives and deal with issues of work assignments, job performance, and training.

## **Test guide:**

A Guide for the Written Test for **Second- and Third-Line Police Supervisors** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

## **SENIORITY:**

One point will be added to each passing score for every five years of permanent classified service according to the following schedule:

Less than one year. . . . . 0 points  
1 year up to 6 years. . . . . 1 point  
6 years up to 11 years. . . . . 2 points  
11 years up to 16 years . . . . . 3 points  
etc. . .

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850