

Jurisdictional Class: Competitive  
Adopted: February 11, 1998  
Revised: December 8, 2015  
Revised: July 9, 2020

### **CHIEF DEPUTY**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a managerial position involving responsibility for administering and overseeing the Law Enforcement activities of the County Sheriff's Department. The work involves the supervision of subordinate staff to ensure the smooth and efficient operation of patrol activities. The work is performed under general supervision of the Sheriff or Undersheriff with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision and training is exercised over subordinate patrol staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Supervises and assigns duties to subordinate patrol/law enforcement staff and reviews performance;  
Supervises the investigation and handling of crimes, accidents, complaints, and other miscellaneous happenings;  
Supervises the administrative functions of the law enforcement and patrol division including the preparation of all required written reports, especially the necessary arrest and investigation reports;  
Directs activities to ensure the prevention of crime and the protection of life and property;  
Makes arrests, conducts investigations, and testifies in court as directed and serves civil process and court orders;  
Assists in developing departmental policies and procedures, insures all departmental forms, policies, etc. are updated as the need arises, and gives information to the public regarding departmental policy and standards;  
Researches and writes grant applications;  
Enforces all laws and departmental policies, rules, and regulations pertaining to the employees and recommends remedial or disciplinary actions for inefficient, incompetent, or unsuitable members;  
Assists in the handling of union grievances and employee complaints and concerns;  
Trains, directs, supervises, and evaluates subordinates in their assigned duties;  
Develops and initiates department training for all police officers and some corrections employees;  
Participates in labor negotiation as requested and administers labor agreements;  
Performs subordinate employee appraisals of law enforcement/patrol staff, counsels employees as needed to improve on overall performance, and recommends staffing and employee promotions; Assists in the preparation of department budget by assessing needs, submitting recommendations, and researching pricing, estimates, and quotes for equipment and changes needed;  
Establishes, develops, and maintains master schedule for all Police and civil employees including leave time, special events, training, etc;  
Makes periodic inspections of personnel, equipment, facilities, records, reports, inventories, vehicles, and weapons and directs corrective action as necessary;  
Responsible for the proper storage, security, and recording of all property coming into the custody of the department, including but not limited to evidence, stolen property, and lost and found property, and ensures availability of evidence for prosecution;  
Conducts administrative interviews of prospective employees, assists superiors in the hiring of new employees, and assures that background investigations are conducted;

## Chief Deputy

Prepares a variety of state, federal, local, and internal reports;  
Directs patrol activities at raids, riots, serious crimes, fires, disasters, road checks, or unusual disorders;  
Represents department at all meetings requiring police attention;  
Dispatches civil and patrol vehicles and operates a variety of equipment, including handcuffs, leg irons, firearms, oc gas, electronic equipment, vehicles, two-way radios, computers, etc;  
Assists the Jail Administrator as needed with internal investigations;  
Conducts periodic tours of the jail facility to ensure staff and inmate compliance with policies and procedures;  
Oversees the jail accreditation process;  
May assume temporary command of the Department in the absence of the Sheriff or Undersheriff.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles and practices of modern law enforcement administration;  
Thorough knowledge of the principles and practices of criminal investigations;  
Thorough knowledge of techniques of securing and preserving evidence;  
Thorough knowledge of laws governing arrests, rules of evidence, and court procedures;  
Thorough knowledge of the geography of the County;  
Thorough knowledge of the principles and practices of supervision;  
Thorough knowledge of the layout and location of security personnel post assignments throughout the facility;  
Good knowledge of budgeting and purchasing process to identify and support personnel and equipment needs for the department;  
Good knowledge of the operation of radio, teletype, and other equipment assigned to the department;  
Good knowledge of the principles and techniques of grant writing;  
Ability to communicate ideas clearly, both orally and in writing;  
Ability to understand and follow complex oral and written directions;  
Ability to instill and maintain good departmental moral and standards;  
Ability to organize and conduct training activities;  
Ability to establish and maintain cooperative relations with other law enforcement agencies;  
Ability to analyze and organize data and prepare and maintain detailed records and reports;  
Willingness to accept responsibilities and make decisions;  
Ability to deal courteously and firmly with the public.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as a Deputy Sheriff Lieutenant or similar or higher level position in a New York State law enforcement agency.

**SPECIAL REQUIREMENT:** Possession of an appropriate level New York State driver's license at time of appointment.