

Jurisdictional Class: Competitive  
Adopted: September 28, 1994  
Revised: December 9, 2015

### **DEPUTY SHERIFF LIEUTENANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position that works closely with the Chief Deputy regarding the supervision of subordinate staff to ensure the efficient operation of patrol activities within the Sheriff's Department. The work involves responsibility for all patrol functions on an assigned shift and the incumbent serves as a uniformed supervisor of all patrol activities. The work is performed under the general supervision of a higher ranking officer with leeway allowed for the exercising of independent judgment within the limits of departmental policy. This position differs from that of Deputy Sheriff Sergeant by virtue of increased supervisory responsibility and independent judgment needed to do the work. Supervision is exercised over various personnel on an assigned shift. The incumbent does related work as required.

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

Assigns tasks to subordinate staff and reviews performance;  
Investigates complaints, allegations, or other breeches of discipline or conduct of staff;  
Monitors personnel records of staff for compliance with training standards, schedules training as needed, and may serve as a trainer;  
Responsible for the completion of all payroll for the division and scheduling of all overtime and details;  
Makes periodic inspections of personnel, equipment, facilities, records, reports, inventories, vehicles, and weapons, and directs corrective action as necessary;  
Oversees the entire department fleet of marked and unmarked vehicles, scheduling for maintenance, repairs, and replacements;  
Prepares a variety of state, federal, local, and internal reports;  
Insures that complaints are dealt with promptly and thoroughly within the jurisdiction of the Sheriff's Department;  
Directs patrol activities at raids, riots, serious crimes, fires, disasters, or unusual disorders;  
Gives information to the public regarding departmental policy and standards;  
Assists in the research, writing, and reporting for grant applications and quarterly grant reporting;  
May represent the department at meetings, hearings, or public gatherings;  
Makes arrests, conducts investigations, and testifies in court as required;  
May assume command of the department in the absence of the Sheriff, Undersheriff, and Chief Deputy.

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

Thorough knowledge of the principles and practices of modern law enforcement administration;  
Thorough knowledge of the principles and practices of criminal investigation;  
Thorough knowledge of techniques of securing and preserving evidence;  
Thorough knowledge of laws governing arrests, rules of evidence, and court procedures;  
Knowledge of the principles and techniques of grant writing;  
Ability to instruct and supervise subordinates in law enforcement;  
Ability to establish and maintain cooperative relations with other law enforcement agencies;  
Ability to deal courteously and firmly with the public;  
Ability to communicate ideas clearly, both orally and in writing;  
Ability to follow complex written and oral directions;  
Ability to instill and maintain good departmental moral and standards;  
Sound judgment.

## Deputy Sheriff Lieutenant

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as a Deputy Sheriff Sergeant or a similar or higher level position or four (4) years of experience as a Deputy Sheriff Corporal or similar 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.