

## **DEPUTY SHERIFF**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances within the County. On an assigned shift an incumbent performs routine patrol operations in accordance with standard departmental operating procedures and makes arrests and assists in investigations. The work is performed under the general supervision of a higher ranking officer who gives specific instructions and assistance when special problems arise. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Maintains law and order 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 supervisors of major accidents or crimes, contacting coroners if necessary and making preliminary investigations;  
Investigates illegal or suspicious activities of persons and quells disturbances;  
Locates and takes persons into custody on 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 courtrooms, correction facilities and medical facilities;  
Answers questions for, directs and assists the public;  
May serve court orders and processes, such as summonses, subpoenas, evictions, and income executions;  
May perform marine patrol; operating boats in navigable waters of the County.

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

Good knowledge of modern principles, practices and techniques of law enforcement;  
Good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances;  
Good knowledge of the local geography;  
Good knowledge of the operation of radio equipment;  
Skill in the use of firearms;  
Skill in the use of special equipment including radar and breathalyzers;

Skill in the operation of a patrol car;  
Ability to apply first aid;  
Ability to deal firmly yet courteously with the public;  
Ability to follow and communicate written and oral directions;  
Good powers of observation;  
Sound judgment;  
Tact;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Completion of 60 credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; or
- B) Completion of 30 credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two years of active military service\*.

\*Military duty is defined as the Army, Navy, Marine Corps, Air Force, Coast Guard and the National Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. **Proof of an honorable discharge (DD-214) must be provided before the candidate's name can be certified for appointment.**

**SPECIAL REQUIREMENTS:**

**AGE:** Candidates must be at least 19 years of age on or before the date of the written examination. Eligibility for appointment begins when the candidate reaches age 20. Candidates who reach their 35<sup>th</sup> birthday on or before the date of 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 purposes of determining whether they meet the age requirement.

\*Section 58.1(a) requires that applicants not be "more than thirty-five years of age as of the date when the applicant takes the written examination..." Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the agency's alternate test date policy) are advised to contact the Broome County Personnel/Civil Service Office to discuss their request. **BE SURE TO INDICATE YOUR BIRTHDATE ON THE APPLICATION.**

**CITIZENSHIP:** United States citizenship is required at time of appointment. It is not necessary for admission to the examination.

**DRIVER'S LICENSE:** Candidates must possess a valid New York State Operator's license at the time of appointment

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate may be subject to a thorough background investigation. Applicants will be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense are subject to evaluation and may bar appointment. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting, psychological testing and polygraph. Drug testing is included in the required medical examination. Applicant will be required to submit the necessary fees for the fingerprint processing.

**TRAINING REQUIREMENTS:** Individuals must satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Police Training Council and required by Section 209-q of General Municipal Law within one year of appointment in order to attain permanent status in the position.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

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