

CHIEF DEPUTY – PATROL DIVISION/INTERNAL AFFAIRS 382-C

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the day to day operations of the Sheriff's Patrol, including overseeing the detective bureau and major investigations. The incumbent will also be responsible for overseeing internal affairs investigations in all divisions of the Sheriff's Office. The work is performed under the general direction of the Sheriff and Undersheriff with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over subordinate law enforcement and clerical support personnel.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Prepares reports for the Sheriff and Undersheriff on patrol activities and internal affairs matters;

Monitors and administers changes in the Penal Law, Criminal Procedures Law and other laws that apply to the operation of the Sheriff's Office;

Prepares work evaluations of employees performance, counsels them if needed and recommends remedial or disciplinary action when necessary;

Coordinates departmental personnel administration with the County Personnel Department in matters concerning the Patrol Division, including, but not limited to, appointments, vacancies, position classification, examinations and labor relations issues;

Oversees and coordinates all background checks for potential new hires and makes recommendations for appointments;

Acts as liaison officer between the Sheriff's Office and the County Attorney's Office;

Represents the Sheriff, when directed, at disciplinary hearings;

Serves as Public Information Officer for the Office as directed by the Sheriff;

Assumes direct supervision as directed by the Sheriff of all strikes, civil strife or public disaster.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the functions and legal responsibilities of a County Sheriff's Office; thorough knowledge of professional law enforcement practices and procedures and investigation techniques, including knowledge of the rules, regulations and requirements of the New York State Penal Law, Criminal Procedure Law and other applicable laws, regulations and ordinances; good knowledge of procedures and requirements to execute criminal warrants; good oral and written communications skills; ability to deal tactfully and effectively with the public; ability to plan, supervise and direct a large staff of law enforcement personnel; ability to handle administrative details; integrity; initiative; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Criminal Justice Administration, Police Science or a related field and six (6) years of experience as a Deputy Sheriff, Police Officer or New York State Trooper, five (5) years of which shall be in a supervisory capacity and five (5) years of which included managing a Criminal Investigation/Internal Affairs Unit; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminal Justice, Police Science or a related

- field and eight (8) years of experience as a Deputy Sheriff, Police Officer or New York State Trooper, five (5) years of which shall be in a supervisory capacity and five (5) years of which included managing a Criminal Investigation/Internal Affairs Unit; or
- (C) Graduation from high school or possession of a high school equivalency diploma and ten (10) years of experience as a Deputy Sheriff, Police Officer or New York State Trooper, five (5) years of which shall be in a supervisory capacity and five (5) years of which included managing a Criminal Investigation/Internal Affairs Unit; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

***SPECIAL REQUIREMENT:** Possession of a valid New York State Driver's License with no restrictions.*

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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