

Department: Sheriff's
Classification: Competitive
78
Grade: 15

SPEC DISK B4
DOCUMENT

DEPUTY SHERIFF/LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the operation of various divisions and units of Deputy Sheriffs. An incumbent is responsible for directing, training, and evaluating the performance of subordinates in their duties and responsibilities. The work is performed under general supervision with considerable leeway allowed for the use of independent judgement in planning the details of the work. Supervision is exercised over the work of subordinates. The incumbent does related work as required.

NOTE: *In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

TYPICAL WORK ACTIVITIES: (Illustrative only)

Duties of Deputy Sheriff/Sergeant Plus:

- Supervises facility operation by issuing orders and disseminating required information to subordinate correction staff to insure a secure facility at all times;
- Oversees and coordinates social, rehabilitation, educational, and recreational activities and programs for facility inmates;
- Observes and supervises subordinate correctional staff in performance of their duties by making periodic rounds of the facility;
- Assigns facility security staff to specific areas and/or tasks, and establishes controls to determine compliance with directives;
- Performs employee appraisals on subordinate staff, reviews marginal employees, and counsels them in an effort to improve performance;
- Adapts and develops new or revised practices for security, inmate custody and control in response to changing situations in the facility by evaluation of problems by on-site inspection and consultation with employees;
- Formulates facility procedures for control of contraband, and orders searches as required;
- Oversees the safe and secure transports performed by sheriff's department;
- Develops security plans for the facility, including access, issuance, and use of keys, weapons, and other equipment;
- Develops procedures to facilitate employee training, use of weapons, chemical restraining agents, and other safety and emergency equipment;
- Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment, and two-way radios;
- Prepares a variety of records and reports related to the work;
- May, on occasion, operate a variety of office equipment during the processing of inmates or report preparation;
- Oversees order in crowds, parades, fairs, funerals, and other public gatherings;
- Supervises operations of Civil Office.
- Oversees all computer OPS within the department;
- Coordinates NYSPIN Terminal Agency;
- Performs scheduling of all personnel to insure posts and details are properly staffed.

DEPUTY SHERIFF/LIEUTENANT - CONTINUED

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the rules, regulations, and requirements of the Correction Law governing the treatment of inmates, and safety and security of the facility and department employees; thorough knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, and other applicable laws, regulations, and ordinances; thorough knowledge of local geography; thorough knowledge of the layout and location of security personnel post assignments throughout the facility; good knowledge of the problems of correction facility inmate supervision; good knowledge of search and frisk methods; good knowledge of the proper function of correction facility security equipment, devices, and safe use of chemical restraining agents; good knowledge of the use of defensive and restraining physical techniques; good knowledge of human behavior in relation to correction facility inmates; good knowledge of the principles and practices of supervision; ability to plan for and train subordinate correction staff in work situations; ability to read, understand, and interpret reports, rules, and regulations governing the operation of a correction facility; ability to take charge and determine appropriate action in emergency situations; sound judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Three years of experience as a Deputy Sheriff Sergeant, or
- (b) Five years of experience as a Deputy Sheriff.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Possession of a New York State driver's license.