

DEPARTMENT: NIAGARA COUNTY SHERIFF'S OFFICE
CLASSIFICATION: COMPETITIVE
APPROVED: MAY 18, 2023

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 the assigned shift an incumbent performs routine patrol operations in accordance with standard departmental operating procedures, makes arrests and assists in investigations. The work is performed under the general supervision of a higher-ranking supervisor who gives specific instructions and assistance when special problems arise. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Maintains law and order by patrolling assigned areas to enforce laws, investigate crimes and arrest violators;
2. Drives patrol vehicle through assigned area in order to observe traffic violations and issue citations;
3. Assumes control at traffic accidents to maintain traffic flow, assists accident victims and investigates causes of accidents;
4. Notifies supervisors of major accidents or crimes, contacting coroners if necessary and making preliminary investigations;
5. Investigates illegal or suspicious activities of persons and quells disturbances;
6. Locates and takes into custody persons on arrest warrants;
7. Maintains order in crowds, parades, fairs, funerals and other public gatherings;
8. Prepares a variety of records and reports associated with law enforcement work;
9. Attends court and presents evidence in connection with arrests made or cases investigated;
10. May guard, transport and/or escort prisoners between courtrooms, correction facilities and medical facilities;
11. Answers questions for, directs and assists the public;
12. May serve Income and Property Executions, Eviction Notices, Summons and Complaints; make civil arrests; close businesses and conduct auctions on foreclosed properties; and assist individuals seeking information regarding civil matters;
13. May perform marine patrol by operating boats in navigable waters of the County.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & 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; working knowledge of New York State Civil Law; 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; honesty and integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma **and** completion of sixty (60) credit hours 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; **OR**
2. Graduation from high school or possession of an equivalency diploma **and** three (3) years of full-time active duty military experience.

SPECIAL REQUIREMENT AT TIME OF EXAMINATION:

Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment begins when the candidate reaches age 20. Candidates who reach their 35th 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 (6) 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.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT/DURATION OF EMPLOYMENT:

1. Candidates must possess a valid New York State Driver's License at time of appointment and throughout employment;
2. Candidates must be citizens of the United States at time of appointment in accordance with Article 2, Section 3 of the New York State Public Officer's Law;
3. **PHYSICAL FITNESS AND MEDICAL:** Candidates must meet the medical and physical fitness requirements as prescribed by the New York State Municipal Police Training Council at the time of examination and also at the time of appointment and any additional psychological and/or psychiatric examinations as may be prescribed by the Municipal Civil Service Agency. Candidates who fail the medical and/or physical fitness requirements will be restricted from certification on the certified eligible list;
4. **BACKGROUND INVESTIGATION:** As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position. Candidates conditionally offered a position will undergo a thorough background investigation to determine their suitability for appointment. No person may be appointed as a Deputy Sheriff who has been convicted of a felony or of any offense in any other jurisdiction, which if committed in New York State, would constitute a felony. A person may also be barred from appointment if he/she has been convicted of a misdemeanor or any offense in any other jurisdiction, which if committed in New York State, would constitute a misdemeanor if the Personnel Officer determines that the employment of such person is not in the best interest of the Niagara County Sheriff's Office. Fingerprinting is required and candidates will be responsible for paying the fee;
5. **CHARACTER & FITNESS:** Each potential appointee will be the subject of a thorough investigation to help determine character and fitness, and also to verify information provided by the applicant. Candidates must authorize access to educational, financial, military, employment, criminal history, and mental health records. Information contained in such records will be reviewed and evaluated and, if found to be inconsistent with the qualifications for appointment, will result in disqualification. Candidates who receive a satisfactory evaluation on the background investigation and meet all other administrative requirements will be considered for appointment;
6. **PSYCHOLOGICAL EXAMINATION:** As stated in Section 58 of the Civil Service Law, candidates will be required to participate in a psychological evaluation to determine fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in an offer of employment being rescinded or in disqualification. An eligible candidate will be called for a psychological assessment as needed to fill existing and anticipated vacancies;
7. **DRUG-SCREENING TEST:** Prior to appointment, candidates will be required to participate in a drug-screening test. Candidates who fail the drug-screening test will be restricted from certification on the certified eligible list;
8. Candidates must become eligible for a certificate of training issued by the Executive Director of the Municipal Police Training Council and must possess the required certificate within one (1) year of the date of original appointment. Failure to complete the required training, maintain the required academic standing, meet the required physical standards, or to qualify with weapons, will result in the termination of employment;
9. **FIREARMS TRAINING/QUALIFICATION:** Must satisfactorily complete all training requirements and qualify with firearms as required by the department throughout employment.