

**DEPARTMENT:** NIAGARA COUNTY SHERIFF  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JANUARY 14, 2016

**DEPUTY SHERIFF CAPTAIN**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising the operation of a division or divisions of the Niagara County Sheriff's Office. The incumbent is responsible for supervising and participating in the enforcement of New York State laws by directing the patrol, investigation and/or communications functions of the Sheriff's Office. The incumbent is also responsible for directing, training and evaluating the performance of subordinates in their duties and responsibilities, for overseeing certain record keeping functions and for assisting in the establishment of unit policy. The work is performed under general supervision with considerable leeway allowed for the use of independent judgment in planning the details of the work. Supervision is exercised over the work of staff of the assigned unit or division. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assigns work to subordinate staff including felony and misdemeanor cases to Deputy Sheriff Criminal Investigators and uniformed officers for investigation and reviews performance;
2. Supervises all work performed within their division or unit including the investigation of crimes, accidents and other miscellaneous happenings and personnel assigned to serve all court orders from a court record;
3. Supervises the administrative functions of an assigned division which includes the following: preparation of all required written reports, legal forms and other documents required for the investigation of crimes and the arrest and prosecution of perpetrators; and reviewing all Complaint and Report forms for completeness and ensuring that reported crimes are properly classified; assigning additional investigation if required;
4. Directs activities to ensure the prevention of crime and the protection of life and property and directs investigations at crime/accident scenes including supervising the work of Deputy Sheriff Criminal Investigators and uniformed officers;
5. Enforces all laws and departmental rules and regulations pertaining to the employees and recommends remedial or disciplinary actions for inefficient, incompetent or unsuitable employees;
6. Trains, directs, supervises and oversees performance evaluations for employees under his/her command;
7. Prepares employee work schedules;
8. Interviews suspects, victims, witnesses and others to obtain information on crimes under investigation;
9. Executes arrest warrants, makes arrests without warrants, and may take arrested persons to arraignments;
10. Assists in setting unit policy;
11. Supervises and operates telephones, radio, electronic mediums and related equipment;
12. Maintains statistics for the periodic preparation of criminal activity, intelligence, division/unit yearly and analysis reports.

**CONTINUED**

## **DEPUTY SHERIFF CAPTAIN CONTINUED**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Thorough knowledge of modern principles and practices of police work and law enforcement administration; thorough knowledge of New York State Penal Law, Criminal Procedure Law and local laws and ordinances; thorough knowledge of modern principles and techniques of patrol, investigations and of securing and preserving evidence; thorough knowledge of the operations of radio, telephone and other equipment assigned to the Sheriff's Office; good knowledge of the geography of the County; skill at securing and preserving evidence; ability to instruct subordinates in police and communications work; ability to plan and direct the work of others; ability to understand and carry out oral and written instructions; ability to be firm yet courteous in dealing with the public; ability to deal with emotional and disturbed individuals in a safe and effective manner; ability to obtain accurate information during interviews of suspects, witnesses and others; ability to function well and take command in emergency situations; ability to prepare accurate reports and maintain accurate records; ability to organize and conduct training activities; willingness to work on all three shifts and in all types of weather; sound judgment; excellent powers of observation; good memory; initiative and resourcefulness; emotional maturity; tact; physical strength and agility; physical condition commensurate with the demands of the position.

### **PROMOTIONAL QUALIFICATIONS:**

Candidates must currently be employed at the Niagara County Sheriff's Office and have two (2) years of full-time permanent competitive status as a Deputy Sheriff Lieutenant or Deputy Sheriff Criminal Investigator or eight (8) years of full-time permanent competitive status as a Deputy Sheriff or Police Officer, three (3) years of which must have been with the Niagara County Sheriff's Office immediately preceding the date of written examination.

### **SPECIAL REQUIREMENT:**

Possession of a valid New York State Driver's License throughout the duration of employment.