

DEPUTY SHERIFF INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Sheriff's office and involves the responsibility for the protection of lives and property, the enforcement of laws and ordinances within the County, and consists of specialized police work involving responsibility for applying scientific methods and procedures in the investigation of violation of law. When working as a Deputy Sheriff on an assigned shift, an incumbent may either assist in the investigation of offenses and the apprehension of violators, and conducts routine patrol operations in accordance with the standard departmental operating procedures. The duties as an Investigator include interrogating of criminals and witnesses, detecting crime and criminals and gathering and reporting on evidence obtained. Includes investigating jail disturbances, use of force and unusual incidents. As an Investigator, employees normally work in plain clothes although this employee may be assigned uniformed tasks whenever such uniformed service is deemed essential by the Sheriff/Undersheriff/Captain. Specific or special assignments are provided by the Sheriff/Undersheriff. Supervision may be exercised over subordinate police officers in the absence of higher ranking officers. Does related work as required.

TYPICAL WORK ACTIVITIES:

When Performing Investigator duties:

- Obtains information and secures evidence for the arrest of persons alleged to have committed crimes;
- Visits specific locations in order to obtain evidence;
- Interviews suspects, victims, witnesses and informers to obtain evidence;
- Appears in court and before grand jury as a witness;
- Determines the sufficiency of evidence necessary to hold suspects;
- Books prisoners and sees that the correct charges are placed;
- Serves warrants and subpoenas;
- On occasion works as a uniformed Police Officer in the enforcement of laws, ordinances and protection of life and property;
- Investigates reports of missing persons;
- Works on any complaint which cannot be cleared up without further investigation or needing a more lengthy than normal follow-up;
- Writes reports on all activities;
- Investigates welfare fraud and/or illegal drug activity;

When performing law enforcement duties:

- 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, or patrols on foot;
- Assumes control at traffic accidents to maintain traffic flow, assist 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 into custody persons on arrest warrants;
- Maintains order in crowds, parades, field days, 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;

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TYPICAL WORK ACTIVITIES Continued -

When performing law enforcement duties continued -

- May transport or escort prisoners between courtrooms, correctional facilities and medical facilities;
- May perform Marine Patrol, operating boats in navigable waters of the County;
- May be assigned to security functions in County Buildings and/or Courts.

Civil Duties to include:

- Serves income and property executions and records and mails copies of such notices;
- Serves eviction notices and calls attorneys to finalize the eviction;
- Supervises the actual eviction to ensure peace between evicted tenants and the landlord;
- Serves summons and complaints which include Summons of Notices, Action of Divorces, Citations, Subpoenas, Arrest Warrants, Levy on Vehicles and Auction of Property Sales;
- Fills out and mails affidavits, and other clerical work necessary for daily assignments;
- Answers phones and assists individuals seeking procedural information regarding civil matters;
- Makes civil arrests, appropriates vehicles for property executions, closed businesses and conducts auctions of foreclosed property;
- Keeps a variety of records and files reports as required.

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

Good knowledge of the rules of evidence; good knowledge of generally accepted techniques of investigation; good knowledge of modern principles, practices and techniques of law enforcement; good knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; working knowledge of the local geography; working knowledge of the operation of radio equipment; working knowledge of first aid procedures; ability to deal firmly yet courteously with the public; ability to follow and communicate written and oral directions; ability to reason clearly; ability to remember facts and information; ability to prepare records and reports; ability to read and interpret written materials; ability to interview and interrogate persons; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school OR possession of a high school equivalency diploma;
AND -

Two years experience as a Deputy Sheriff or Police Officer.

SPECIAL REQUIREMENT: Possession of a New York State driver's license.