

DEPUTY SHERIFF INVESTIGATOR/CORRECTION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Sheriff's Department and has dual responsibility for the investigation of crimes and for the care and custody of prisoners in the Correctional Facility. The police work is usually specialized involving responsibility for applying scientific methods and procedures in the investigation of violations of law.

As an **Investigator**, employees normally work in plain clothes although may be assigned uniformed tasks whenever such uniformed service is deemed essential. 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.

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 or conduct routine patrol operations in accordance with the standard departmental operating procedures.

When working as a **Correction Officer** on an assigned shift, the incumbent is responsible for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in a county correctional facility, or the responsibility for the telecommunication functions at the County Correctional Facility. The work is performed under the general supervision of a higher ranking employee who gives specific instructions and assistance when special problems arise.

Does related work as required.

TYPICAL WORK ACTIVITIES:

Investigator duties include:

- 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;
- Investigates correctional facility disturbances, use of force and unusual incidents

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TYPICAL WORK ACTIVITIES Continued -

Law enforcement duties include:

- Maintains law and order patrolling assigned areas to enforce laws, investigate crimes and arrest violators;
- Drives patrol vehicle through assigned area, observing traffic violations, issuing citations, or foot patrols;
- 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;
- 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;
- May serve income and property executions, eviction notices and summons and complaints;

Correction facility duties include:

- Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post;
- Watches for unusual incidents or activities on the part of inmates involving violation of facility rules, or life threatening situations and reports these to supervisor either verbally or in writing;
- Transports inmates to courts, prisons, jails, medical facilities, funerals and other locations as necessary;
- Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;
- Books inmates by preparing appropriate records and taking fingerprints and photo identification;
- Prepares a variety of records and reports related to the care of inmates and the security of the facility;
- Prepares meals for inmates in absence of cook;
- May on occasion perform administrative and clerical work related to the correction facility;
- Operates radio equipment to direct Department members as well as other local police agencies to the scenes of crimes, citizen complaints or other emergencies;
- Answers incoming telephone calls and provides information or receives complaints from the public;
- Operates teletype machine to obtain and relay information about motor vehicles, suspected law violators, etc.;
- Operates telephone communications equipment and inputs data into computer systems;
- Monitors police, fire and citizen band radio frequencies continuously to be aware of occurrences which may require involvement of the Sheriff's Office;
- Prepares and maintains a variety of logs, records and reports relating to the location and activity of police units and all calls received on tour of duty;
- Operates security function of Correctional Facility to include electronic access control to all exterior doors as well as electronic control for a variety of interior facility doors.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, practices and techniques of law enforcement; Good knowledge of the rules of evidence; good knowledge of generally accepted techniques of investigation; good knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; good knowledge of telephone, teletype and two-way short wave and citizen's band radio equipment operating procedures; working knowledge of the operation of radio equipment; working knowledge of the geography and municipalities of the county; working knowledge of all emergency service providers within the county; working knowledge of first aid procedures; working knowledge of the rules, regulations and requirements of the Correction Law governing the supervision and treatment of inmates, safety and security of the facility and department employees; working knowledge of human behavior; ability to acquire skill in the use of special equipment including radar and breathalysers; ability to deal firmly yet courteously with 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 deal with inmates firmly and courteously; ability to make quick decisions regarding facility security and personal safety in emergency situations.

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 Requirements:

1. Possession of a New York State driver's license.
2. Completion of MPTC Training for Police Officer.
3. Completion of New York State Commission of Corrections training prior to completion of probationary period.