

GENESEE COUNTY

CHIEF DEPUTY - CRIMINAL

DISTINGUISHING FEATURES OF THE CLASS: This is responsible, specialized police work involving the supervision of investigations of crimes, interrogations of suspects and witnesses, and gathering evidence in connection with criminal proceedings, as well as supervising other investigations. Unusual judgment is required to making decisions concerning the pursuance of investigative activities in relationship to various incidents. Supervises and directs Investigative Section, including Sergeant-CID and Investigators. Administers Investigative Section; scheduling, needs, planning, and direction. Answers directly to the Undersheriff with administration supervision over Correction, Road Patrol, Communications and Animal Control, if appropriate. Does related work, as required.

TYPICAL WORK ACTIVITIES:

When designated, directs the activities of the Sheriff's Office in the absence of the Sheriff and Undersheriff;

Supervises the activities of the Criminal Investigative Section in the daily performance of their duties;

Supervises the activities of the Criminal Investigative Section in the investigation of crimes, accidents, and other investigations;

Maintains control of all investigations for Grand Jury and County Court cases;

Oversees and directs all complex or major criminal investigations in the Department, is involved in overseeing and directing other major investigations in conjunction with Chief Deputy (Road Patrol);

Is available to be called out for duty for major investigations or other unusual events when not on duty;

Recommends the approval of new or revised standard operating procedures and initiates same at the direction of the Sheriff or Undersheriff;

Evaluates, at least annually, the performance of all Investigators and Sergeant-CID, and corrects, counsels or recommends discipline when performance falls below expected standards;

Exercises supervision over Investigative personnel, and also over subordinate personnel at the scene of a crime or accident, and directs subsequent investigations related to these incidents;

Supervises the dissemination of any information relative to an investigation to properly-authorized persons;

Consults with representatives of other authorized agencies, relative to investigations;

Is responsible for keeping the Sheriff and Undersheriff informed on all matters regarding assignments conducted by personnel under his authority;

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Participates in committees and/or task forces as delegated by the Sheriff;
Assist in the development of the departmental budget;
Maintains records pertaining to the operation of the Criminal Investigative Section to include equipment, uniforms, vehicles and felony criminal reports;
Accomplishes line of duty investigations for all damaged or missing investigative equipment or property. Inspects investigative equipment on a periodic basis to ensure its operation and security;
Must maintain a basic understanding of all areas of the Sheriff's Office so that in the absence of any other Chief Deputy, direct supervision of all personnel can be maintained;
Investigates complaints concerning the Criminal Investigative Section activities and seeks successful resolution thereof and/or recommends appropriate action to the Sheriff or Undersheriff;
Reviews all Criminal Investigation reports and attending documentation for accuracy and completeness and requests additional follow-up investigation or description when needed;
Oversees operation and maintenance of specialized equipment including surveillance and other investigative equipment, unless delegated to other investigators;
Accomplishes related work and responds to special requests of the Sheriff or Undersheriff;
Supervises Drug Task Force, Youth Investigators and Evidence Room;
Reviews pistol permit applications and background investigations;
Performs other duties as assigned by the Sheriff or Undersheriff.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Thorough knowledge of New York State Penal Law, Criminal Procedure Law and Vehicle & Traffic Law; thorough knowledge of techniques and procedures used in making criminal investigations; thorough knowledge of the techniques of securing and preserving evidence; thorough knowledge of laws governing arrests, rules of evidence, and court procedures; skill in making criminal investigations; ability to instruct and supervise subordinates in police work; ability to establish and maintain subordinates in police work; ability to establish and maintain friendly, cooperative relations with law enforcement officers of other governmental agencies; ability to operate computer, including word processing and other software programs; printer, answering machine, tape recorder, calculator, telephone, copy machine and fax machine, police radio, and a variety of firearms and less than lethal weapons; keenness of observation/memory; integrity; initiative and resourcefulness; honesty; tact; good judgment;
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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear, and to use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms. The employee is often required to walk, run, climb and/or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds, and must be able to detain and/or restrain an adult using bodily force.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may work in outdoor weather conditions, and may work with explosives when using firearms. May be exposed to blood borne pathogens.

The noise level in the work environment is moderately noisy to loud.

MINIMUM QUALIFICATIONS:

Four (4) years of continuous service as a Deputy Sheriff-Sergeant, Deputy Sheriff-Investigator or Deputy Sheriff-Youth Officer, or ten (10) years of continuous service as a Deputy Sheriff assigned to Road Patrol with the Genesee County Sheriff's Office.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York State Driver's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

Competitive Class

Revised 10/7/76	5/7/99
1/3/84	7/18/23
8/25/87	4/26/24
2/14/90	
12/15/92	

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.