

**DEPARTMENT:** NIAGARA COUNTY SHERIFF'S DEPARTMENT  
**CLASSIFICATION:** NON-COMPETITIVE APPROVED BY STATE CSC 05/19/2003  
**APPROVED:** DECEMBER 29, 2008 **FLSA Status:** Exempt/ Administrative 1/4/2010

### CHIEF DEPUTY

**DISTINGUISHING FEATURES OF CLASS:** This is an administrative and managerial position responsible for the supervision and operational functions of law enforcement and correctional services at the Sheriff's Department. Duties include the selection of employees, the direct supervision of Deputy Sheriff Captains and Corrections Captains, the formulation of policy and procedure and the initiation of law enforcement and correctional programs. General direction is received from the Sheriff and Undersheriff with considerable leeway allowed for the use of independent judgment in planning the details of the work. Direct and indirect supervision is exercised over a large staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Supervises the investigation of crimes, accidents and other miscellaneous happenings;
2. Establishes and revises policies, programs and regulations to provide for the effective and efficient management of the Niagara County Sheriff's Department subject to the administrative approval of the Sheriff;
3. Ensures that all government rules, regulations and minimum standards are complied with;
4. Supervises the administrative functions of all divisions including the review and/or preparation of all written reports, especially the necessary arrest and other investigative reports;
5. Establishes appropriate policies and procedures to provide for effective care of the inmate in such areas as health, hygiene, food, personal problems, and legal rights;
6. Enforces all laws and departmental rules and regulations pertaining to the employees and recommends remedial or disciplinary actions for inefficient, incompetent or unsuitable members;
7. Ensures the inmates are effectively and efficiently transported to various courts and other penal institutions;
8. Conducts security inspections of the physical plant;
9. Conducts disciplinary hearings;
10. Participates in labor negotiations as requested and administers collective bargaining agreements;
11. Make arrests of persons in violation of the law;
12. Trains direct supervisors and evaluates law enforcement officers and correction officers in their assigned duties.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of law enforcement and correctional administration and supervision; thorough knowledge of the principles and practices of criminal investigations; thorough knowledge of the principles and practices of internal investigations; thorough knowledge of all applicable laws and regulations; thorough knowledge of the principles and practices of supervision good knowledge of the geography of Niagara County; good knowledge of the operation of the radio, teletype and other equipment assigned to the department; ability to communicate ideas clearly; ability to prepare and administer complex verbal and written directions; ability to organize and conduct training and activities; willingness to accept responsibility and make decisions; sound judgment; tact; physical condition commensurate to the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma **and**

Ten (10) years of full-time work experience in a law enforcement facility, two (2) years of which must have been in a full-time supervisory or investigative capacity.

**SPECIAL REQUIREMENT:** Possession of a valid NYS Drivers License.