

CHIEF OF DETECTIVES

County Sheriff's Department

DISTINGUISHING FEATURES OF THE CLASS: The work involves directing and coordinating the activities of deputies assigned to the Detective Bureau of the office of the County Sheriff who are engaged in the investigation of criminal cases such as robbery, theft, missing persons, vice, homicide, fraud, domestic violence, crimes involving youths, as well as internal affairs complaints filed against members of the department by citizens or others. Duties are performed under the administrative direction of the County Sheriff. The Chief of Detectives holds the rank of Captain and exercises supervision over deputies assigned to the Detective Bureau. A Chief of Detectives does related work as required.

TYPICAL WORK ACTIVITIES:

- Examines scenes of crime to obtain clues, gather or preserve evidence, and direct criminal investigations;
- Assigns Deputy Sheriffs to designated posts or criminal cases;
- Communicates with subordinates regarding status of investigations to prevent or solve crimes;
- Reviews available evidence and consults with District Attorney in preparation of presentation of cases to grand juries;
- Consults with New York State Police, Regional Drug Task Force, and other law enforcement officials and agencies in cooperative law enforcement efforts and major crime investigations;
- Submits record of suspicions with informant and witnesses' statements to obtain warrants;
- Oversees arrest warrants and extraditions from other states;
- Meets personally with County Sheriff to discuss problems, cases, investigations, and personnel matters;
- In charge of internal affairs, directing and participating in investigations of accusations against department personnel;
- Interviews and assesses qualifications and personal characteristics of those seeking assignment to the detective bureau;
- May represent the department in prosecuting disciplinary matters in grievance hearings against employees accused of misconduct or poor performance;
- May represent the County Sheriff or the department in addressing civic groups or in dealings with other agencies;
- Contacts the Sheriff or other department personnel who may be off duty while organizing on-duty staff to cope with major accidents, emergencies, or crimes;
- Keeps abreast of new developments in criminology and law enforcement techniques in order that necessary changes and adaptations may be promptly initiated and effectively executed;
- Prepares and reviews a variety of records and reports associated with law enforcement work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern principles and techniques of police work; thorough knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, and other applicable laws, regulations and ordinances; good knowledge of the geography of Cattaraugus County; familiarity with the operation of radio and VDT equipment; good oral and written communication skills; skill in the use of firearms; ability to comprehend complex written material; ability to supervise the work of subordinate officers; record keeping ability; ability to deal firmly yet courteously with the public; good judgement and powers of observation; physical and mental condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Candidates must be serving in the competitive class as a permanent Deputy Sheriff Lieutenant or Deputy Sheriff Sergeant; or have been promoted to any rank above Deputy Sheriff, police officer, or State Trooper from an eligible list established according to merit and fitness as provided by Section 6 of Article 5 of the New York State Constitution.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 12/18/97