

## DETECTIVE LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves investigation of all felony complaints referred to the Sheriff's Department and the investigation of lesser crimes when requested by uniformed deputies. The incumbent also has custody of evidence collected at crime scenes and maintains records of on-going investigations conducted by the Sheriff's Department. Duties are performed under the direct supervision of the Sheriff with allowance made for the use of independent judgement during investigations. Direct supervision is exercised over sheriff's deputies at crime scenes. A Detective Lieutenant does related work as required.

### TYPICAL WORK ACTIVITIES:

- Investigates suspicious activities and complaints and makes arrests for violations of state and federal laws;
- Supervises sheriff's department personnel at crime scenes;
- Initiates investigations in the areas of narcotics, gambling, vice, and liquor laws;
- Questions crime witnesses, victims and suspects;
- Collects physical and photographic evidence at crime scenes;
- Lifts fingerprints;
- Determines circumstances of unattended deaths;
- Stores and inventories all evidence collected;
- Maintains disposal records of all confiscated weapons;
- Prepares cases for court according to formalized procedures;
- Testifies before courts and grand juries;
- Assists other police agencies in the conduct of their investigations;
- Compiles crime statistics for periodic reports to the Cattaraugus County Legislature, FBI, New York State DCJS;
- Schedules and conducts weapon qualifications for members of the department;
- Represents the department in addressing civic groups;
- Serves court orders and processes.

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 condition equal to the demands of the position.

MINIMUM QUALIFICATIONS:

A.) One year of experience as a detective sergeant;

OR

B.) Two years of experience as a deputy sheriff sergeant;

OR

C.) Five years of experience as a deputy sheriff or police officer or its part-time equivalent.

*NOTE:* Graduation from a regionally accredited or New York State registered college or university with at least an Associate's degree in Criminology, Police Science, or Criminal Justice may be substituted for two years of experience required in (C) above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 12/21/82

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