DEPARTMENT: **NIAGARA COUNTY SHERIFF'S OFFICE**
CLASSIFICATION: **COMPETITIVE**
APPROVED: **FEBRUARY 23, 2026**

DEPUTY SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances within the County. On the assigned shift an incumbent performs routine patrol operations in accordance with standard departmental operating procedures, makes arrests and assists in investigations. The work is performed under the general supervision of a higher-ranking supervisor who gives specific instructions and assistance when special problems arise. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Maintains law and order by patrolling assigned areas to enforce laws, investigate crimes, and arrest violators;
2. Drives patrol vehicle through assigned area in order to observe traffic violations and issue citations;
3. Assumes control at traffic accidents to maintain traffic flow, assists accident victims, and investigates causes of accidents;
4. Notifies supervisors of major accidents or crimes, contacting coroners if necessary, and conducts preliminary investigations;
5. Investigates illegal or suspicious activities of persons and quells disturbances;
6. Locates and takes into custody persons on arrest warrants;
7. Maintains order in crowds, parades, fairs, funerals, and other public gatherings;
8. Prepares a variety of records and reports associated with law enforcement work;
9. Attends court and presents evidence in connection with arrests made or cases investigated;
10. May guard, transport, and/or escort prisoners between courtrooms, correction facilities, and medical facilities;
11. Answers questions for, directs, and assists the public;
12. May serve Income and Property Executions, Eviction Notices, Summons and Complaints; make civil arrests; close businesses and conduct auctions on foreclosed properties; and assist individuals seeking information regarding civil matters;
13. May perform marine patrol by operating boats in navigable waters of the County.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of modern principles, practices and techniques of law enforcement; good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; good knowledge of the local geography; good knowledge of the operation of radio equipment; working knowledge of New York State Civil Law; skill in the use of firearms; skill in the use of special equipment including radar and breathalyzers; skill in the operation of a patrol car; ability to apply first aid; ability to deal firmly yet courteously with the public; ability to follow and communicate written and oral directions; good powers of observation; sound judgment; tact; honesty and integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS AT TIME OF EXAMINATION:
Graduation from high school or possession of an equivalency diploma. Candidates must be at least nineteen (19) years old on or before the date of the exam in order to take the test (see special requirements).

MINIMUM QUALIFICATIONS AT TIME OF APPOINTMENT:
Graduation from high school or possession of an equivalency diploma **and** either completion of sixty (60) credit hours **OR** three (3) years of full-time active duty military experience.

NOTE:

1. Anticipated Eligibility: Candidates that have not met the educational or military service requirement will not be canvassed/certified for appointment until this office has received a copy of your official college transcript or proof of military service. Candidates will be restricted from certification until the qualifications have been met.
2. College credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT AT TIME OF EXAMINATION:
Candidates must be at least nineteen (19) years old on or before the date of the examination to take the test. Eligibility for appointment begins when the candidate reaches age twenty (20). Candidates who reach their 43rd birthday on or before the date of written examination are not qualified except as follows: Candidates may have a period of military duty or terminal leave, up to seven (7) years as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT/DURATION OF EMPLOYMENT: Candidates must meet the medical and physical fitness requirements as prescribed by the New York State Municipal Police Training Council (MPTC) at the time of appointment and psychological and/or psychiatric screening examinations as prescribed by the NYS Professional Policing Act of 2021. Candidates that do not successfully pass the medical and psychological examinations will be restricted from certification on the eligible list and will not be considered for future appointments. These examinations will be administered post-conditional offer of employment and there is no retest for either examination.

1. Candidates must possess a valid New York State Driver's License at time of appointment and throughout employment;
2. Candidates must be citizens of the United States at time of appointment in accordance with Article 2, Section 3 of the New York State Public Officer's Law;
3. **PHYSICAL FITNESS AND MEDICAL:** Candidates must meet the medical and physical fitness requirements as prescribed by the MPTC at the time of examination and also at the time of appointment and any additional psychological and/or psychiatric examinations as may be prescribed by the Municipal Civil Service Agency. Candidates who fail the medical and/or physical fitness requirements will be restricted from certification on the certified eligible list;
4. **BACKGROUND INVESTIGATION:** As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the MPTC. Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position. Candidates conditionally offered a position will undergo a thorough background investigation to determine their suitability for appointment. No person may be appointed as a Deputy Sheriff who has been convicted of a felony or of any offense in any other jurisdiction, which if committed in New York State, would constitute a felony. A person may also be barred from appointment if he/she has been convicted of a misdemeanor or any offense in any other jurisdiction, which if committed in New York State, would constitute a misdemeanor if the Personnel Officer determines that the employment of such person is not in the best interest of the Niagara County Sheriff's Office. Fingerprinting is required and candidates will be responsible for paying the fee;
5. **CHARACTER & FITNESS:** Each potential appointee will be the subject of a thorough investigation to help determine character and fitness, and also to verify information provided by the applicant. Candidates must authorize access to educational, financial, military, employment, criminal history, and mental health records. Information contained in such records will be reviewed and evaluated and, if found to be inconsistent with the qualifications for appointment, will result in disqualification. Candidates who receive a satisfactory evaluation on the background investigation and meet all other administrative requirements will be considered for appointment;
6. **PSYCHOLOGICAL EXAMINATION:** As stated in Section 58 of the Civil Service Law, candidates will be required to participate in a psychological evaluation to determine fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in an offer of employment being rescinded or in disqualification. An eligible candidate will be called for a psychological assessment as needed to fill existing and anticipated vacancies;
7. **DRUG-SCREENING TEST:** Prior to appointment, candidates will be required to participate in a drug-screening test. Candidates who fail the drug-screening test will be restricted from certification on the certified eligible list;
8. Candidates must become eligible for a certificate of training issued by the Executive Director of the Municipal Police Training Council and must possess the required certificate within one (1) year of the date of original appointment. Failure to complete the required training, maintain the required academic standing, meet the required physical standards, or to qualify with weapons, will result in the termination of employment;
9. **FIREARMS TRAINING/QUALIFICATION:** Must satisfactorily complete all training requirements and qualify with firearms as required by the department throughout employment.
10. Sheriff's Office policy requires all employees to present a neat and professional appearance at all times. Candidates may be restricted from certification if unable to comply with existing policy at time of appointment. Tattoos on any portion of the face, neck, and/or hands is prohibited.

Important Information about the Professional Policing Act of 2021

Under the provisions of the Professional Policing Act of 2021, New York State Title 9 NYCRR Part 6000 and Title 9 NYCRR Part 6056 were amended to prescribe minimum training, background, and character standards for appointment of persons to police officer positions. Under the provisions of Part 6000 and Part 6056, applicants may be determined to lack good moral character if:

1. You were previously appointed as a police officer in New York State, were removed from said employment for cause, had your training certificate permanently invalidated by the NYS Division of Criminal Justice Services and are listed on their decertification index;
2. You are listed on the National Decertification Index after having been decertified as a police officer in any state other than New York State;
3. Within three (3) years from the date of application, you:
    a. Engaged in criminal activity, whether criminally charged or prosecuted, regardless of where the act took place, if said conduct would constitute an offense in New York, which is defined as:
        i. Any felony offense;
        ii. Any sex offense or sexually violent offense as defined in article 6C of the Correction Law;
        iii. All serious offenses defined in subdivision 17 of section 265 of the Penal Law;
        iv. Crimes involving official misconduct and obstruction of public servants as defined in article 195 of the Penal Law; crimes involving bribery of a public servant as defined in article 200 of the Penal Law; crimes involving perjury as defined in article 210 of the Penal Law; and/or crimes relating to judicial proceedings as defined in article 215 of the Penal Law;
        v. Crimes involving forgery as defined in article 170 of the Penal Law; crimes involving false written statements as defined in article 175 of the Penal Law; crimes involving fraud as defined in article 190 of the Penal Law;
        vi. Crimes involving assault and menacing as defined in article 120 of the Penal Law; crimes involving obscenity as defined in article 235 of the Penal Law; crimes against public sensibilities as defined in article 245 of the Penal Law; or crimes against public order as defined in article 240 of the Penal Law.
4. Engaged in the unlawful use of any controlled substances;
5. Made false statement(s) or engaged in conduct that subverts or attempts to subvert the police employment application process;
6. Received a dishonorable discharge from any of the Armed Forces of the United States which has not been adjusted under the terms of the New York State Restoration of Honor Act.