



# **Deputy Sheriff Recruitment Packet**



**Sheriff Adrian H. Anderson**  
**Dutchess County Sheriff's Office**  
**108 Parker Avenue**  
**Poughkeepsie, N.Y. 12601**  
**845-486-3800**



## ***Overview of the Dutchess County Sheriff's Office***

The Dutchess County Sheriff's Office was formed in 1717 after Sheriff Corneles Van Denbogart was assigned the position by the King of England. In 2017, under the leadership of Sheriff Adrian "Butch" Anderson, the Dutchess County Sheriff's Office completed 300 years of service to the Dutchess County community.

The Dutchess County Sheriff's Office has evolved into a Corrections Division and Law Enforcement Division. Over the past 304 years the Sheriff's Office continues to evolve and adjust to better serve the community. Being the first Law Enforcement Agency in the County, the Dutchess County Sheriff's Office has taken on a leadership role for all agencies that provide services to this county.

The Law Enforcement Division provides various services to the Dutchess County Community and currently has 101 sworn members that are Deputy Sheriffs/Police Officers. These members are assigned by the Sheriff to the following service areas:

- o Patrol Bureau
- o Detective Bureau
- o Special Operations Bureau
- o Training Bureau
- o Civil Bureau
- o Pistol Permit Bureau
- o Records Bureau
- o Emergency Management & Logistics Bureau

The Dutchess County Sheriff's Office Law Enforcement Division provides law enforcement services throughout the approximate 825 square miles of Dutchess County including the Hudson River, the nearly 300,000 county residents, and the thousands of people who work, attend college or travel to Dutchess County daily.

The Dutchess County Sheriff's Office Law Enforcement Division has been accredited through the New York State Law Enforcement Agency Accreditation Program continuously since 1997. Accredited Agencies must submit an Annual Compliance Survey each year to document areas of compliance as well as an onsite review for re-accreditation every five years. In addition to the Law Enforcement Division, The Corrections Division (accredited in 1998) and the Civil Bureau (accredited in 2001) are both accredited through the New York State Sheriff's Association Institute.

## ***Overview of Deputy Sheriff Recruitment***

The Dutchess County Sheriff's Office recognizes that the demographics of a law enforcement agency should be reflective of the community it serves. The Sheriff's Office also recognizes that increased diversity within a police agency helps to improve trust and legitimacy between the police and the community.

The State of New York has long had a residency statute that requires deputy sheriffs to live in the county, which employs them. In accordance with this law, all deputy sheriffs appointed by the Dutchess County Sheriff's Office must reside in Dutchess County and be part of the communities that they serve.



### ***Current Recruitment: DEPUTY SHERIFF (Non-Competitive / Part-Time)***

The Dutchess County Sheriff's Office Recruitment Team is currently seeking qualified applicants for the position of **Deputy Sheriff (Non-Competitive/Part-Time)**.

A deputy sheriff is a sworn police officer who is responsible for the enforcement of all laws and ordinances and the protection of life and property in an assigned zone during a specific period. The work consists of routine tasks with considerable independent responsibility for the exercise of sound judgement. A deputy sheriff may also investigate criminal offenses and apprehend criminals. Work is performed under the direct supervision of a higher-ranking officer with leeway allowed for exercise of judgment and action in emergencies. A deputy sheriff will be required to carry and operate a firearm, operate a police vehicle, and work evening or night shifts.

Applicants for these positions must meet all the same requirements and standards as Deputy Sheriff (Competitive/Full-Time), however, the applicant is not required to be appointed from a competitive civil service examination.

Applicants who apply for this position, successfully pass the screening process and are appointed as Recruit Deputy Sheriff (Non-Competitive/Part-Time) will be assigned to attend the Dutchess County Law Enforcement Academy Basic Course for Police Officers that is scheduled to begin on **August 23, 2021**. The academy is held Monday through Friday from 7:00am to 3:00pm daily at the Dutchess County Sheriff's Office Training Bureau in Poughkeepsie, N.Y. The tentative graduation date is late December 2021.

### ***Minimum Qualifications:***

1. Graduation from high school or possession of a high school equivalency diploma.

### ***Special Requirements:***

1. AGE: Eligibility for appointment begins when a candidate reaches his 20th birthday. (Applications will be accepted from candidates who have reached their 18th birthday).
2. MEDICAL AND PHYSICAL FITNESS: Candidates must meet standards prescribed by the Municipal Police Training Council with or without reasonable accommodations. (Applications will be accepted from candidates who may reasonably be believed to meet these requirements at the time of the physical examination).
3. CITIZENSHIP: United States Citizenship is required.
4. DRIVER LICENSE: Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.
5. REQUIREMENTS AFTER APPOINTMENT: Completion of sixty (60) college credits within five (5) years of appointment<sup>1</sup> AND Completion of Crisis Intervention Team (CIT) or equivalency within two (2) years of appointment<sup>2</sup>. *NOTE: Your degree or college credit must have been awarded by a college or university*

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<sup>1</sup> Based on a memorandum of understanding with Dutchess Community College (DCC), graduates of the Dutchess County Law Enforcement Academy Basic Course for Police Officers will be awarded 30 college credits once matriculated to DCC. Appointees will have five (5) years to complete the remaining 30 college credits.

<sup>2</sup> The Crisis Intervention Training is completed during the Dutchess County Law Enforcement Academy Basic Course for Police Officers thereby meeting this requirement.



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.

***Physical Fitness Standards and Procedures for Deputy Sheriff Applicants***

Applicants must perform the physical fitness test and pass the minimum standard for each exercise as determined by their age and gender:

**Sit-up:** Muscular endurance (core body) - The score indicated below is the number of bent-leg sit-ups performed in one minute.

**Push-up:** Muscular endurance (upper body) – The score below is the maximum number of full body repetitions that a candidate must complete without breaks.

**1.5 Mile Run:** Cardiovascular capacity – The (time) score indicated below is calculated in minutes:seconds.

| <u>AGE/GENDER</u> |               | <u>TEST</u>    |                     |
|-------------------|---------------|----------------|---------------------|
| <u>MALE</u>       | <u>SIT-UP</u> | <u>PUSH-UP</u> | <u>1.5 MILE RUN</u> |
| 20-29             | 38            | 29             | 12:38               |
| 30-39             | 35            | 24             | 12:58               |
| 40-49             | 29            | 18             | 13:50               |
| 50-59             | 24            | 13             | 15:06               |
| 60+               | 19            | 10             | 16:46               |
| <u>FEMALE</u>     | <u>SIT-UP</u> | <u>PUSH-UP</u> | <u>1.5 MILE RUN</u> |
| 20-29             | 32            | 15             | 14:50               |
| 30-39             | 25            | 11             | 15:43               |
| 40-49             | 20            | 9              | 16:31               |
| 50-59             | 14            | -              | 18:18               |
| 60+               | 6             | -              | 20:16               |



## ***Deputy Sheriff Applicant Screening & Background Investigation***

The Dutchess County Sheriff's Office recognizes that excellent public service employees are found through a comprehensive screening and background investigation process. The sole purpose of the Dutchess County Sheriff's screening and background investigation process is to identify suitable and qualified candidates and identify those that are not. The background investigation process is conducted by the Detective Bureau and each applicant is assigned a Detective. The following are some of the tasks that are conducted as part of the applicant screening process

### Review of Application

- The application will be reviewed for completeness and verify the candidate meets the initial requirements for employment.

### Review, Verification, and Authentication of the Applicant's Personal Documents

- The applicant will be required to provide a copy of their Birth Certificate, Social Security Card and Driver's License, and other additional documents.
- The documents will be reviewed and authenticated by the background investigator.

### Review of Applicant's Employment History.

- Interviews will be conducted with current and previous employers.
- Personnel records from each employer will be reviewed to identify disciplinary records.

### Review of Applicant's Education History.

- The applicant will be required to provide a copy of their High School Diploma and official copies of all College Transcripts.
- The documents will be reviewed and authenticated by the background investigator.

### Review of Applicant's Military History.

- The applicant will provide copies of their military separation paperwork (DD214)
- The background investigator will obtain a copy of the applicant's military personnel record from the Federal Government

### Review of Applicant's Contacts with Law Enforcement.

- Agencies that provide Law Enforcement service where the applicant resides or has resided in the past will be contacted.

### Review of Applicants Arrest History.

- This includes sealed arrests, dismissed arrests, and arrests adjudicated with a youthful offender status.
- The applicant will be required to provide all police reports and court dispositions related to the arrest.

### Review of Applicant's Social Media History

- The background investigator will look to identify any evidence of personal bias by the applicant.



### Review of Applicant's Credit History

### Polygraph Examination

- The polygraph examination is to determine the credibility of the applicant by verifying the information that has been provided by the applicant or any information that may be concealed by the applicant.
- All applicants who have completed the background process will take a polygraph exam administered by a certified polygraphist from the DCSO Polygraph Unit.

### Psychological Screening

- A psychologist will have the applicant complete a written questionnaire and review the questionnaire with the applicant to determine the applicant's suitability to be employed in the law enforcement profession.

### Medical Screening

- A health care provider will examine the applicant's medical condition and general ability to perform the essential related job functions consistent with the requirements set forth by the Municipal Police Training Council.

NOTE: The aforementioned outline of the applicant screening and background investigation is a summary of what the process will entail. The Sheriff's Office recognizes that qualified applicants must be identified and applicants that are not suitable be excluded from consideration for employment.

## *Application Process*

If you are interested in applying for the position of **Deputy Sheriff (Non-Competitive/Part-Time)**, we strongly encourage you to take the following steps in a timely manner. The Sheriff's Office needs ample time to process applications to appoint Recruit Deputy Sheriff. **The Dutchess County Law Enforcement Academy Basic Course for Police Officers is starting on August 23, 2021.**

1. Contact the County Legislator from the district that you reside (see next pages) and discuss with your Legislator your interest in being considered for the position of Deputy Sheriff (Non-Competitive/Part-Time). **The Sheriff's Office is seeking applicants who are recommended by their County Legislator.**
2. Complete the Dutchess County Department of Human Resources Employment Application. Completed applications can be dropped off at the Sheriff's Office (Attention: Recruitment Team); mailed to: Dutchess County Sheriff's Office, Attn Recruitment Team, 108 Parker Ave, Poughkeepsie, NY 12601; or emailed to [DCSOTraining@dutchessny.gov](mailto:DCSOTraining@dutchessny.gov).
3. Once your application is received, a member of the Recruitment Team will contact you and make an appointment for you to come to the Sheriff's Office, discuss the procedures and begin your processing. Please be sure to include your cellphone number and email address when you complete the employment application so that we can contact you without any issues.



*Your Dutchess County Legislators:*

**District 1 - Town of Poughkeepsie**

[Giancarlo Llaverias \(D\)](#)

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**District 2 - Pleasant Valley and Town of Poughkeepsie**

[Don Sagliano \(R\)](#)

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**District 3 - LaGrange**

[Michael Polasek \(R\)](#)

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**District 4 - Hyde Park**

[Brendan Lawler \(D\)](#)

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**District 5 - Town of Poughkeepsie**

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**District 6 - Town of Poughkeepsie**

[Rebecca Edwards - Minority Leader \(D\)](#)

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**District 8 - City and Town of Poughkeepsie**

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**District 9 - City of Poughkeepsie**

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**District 10 - City of Poughkeepsie**

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**District 11 - Rhinebeck and Clinton**

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**District 12 - East Fishkill**

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**District 17 - Town and Village of Fishkill**

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**District 18 - Beacon and Fishkill**

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**District 19 - North East, Stanford, Pine Plains, and Milan**

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**District 20 - Red Hook and Tivoli**

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**District 22 - Beekman and Union Vale**

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**District 23 - Pawling, Beekman, and East Fishkill**

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**District 24 - Dover and Union Vale**

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