



CARROLL COUNTY SHERIFF'S OFFICE

Sheriff James T. DeWees

COMMITMENT TO COMMUNITY

DEPUTY SHERIFF RECRUIT

Grade: P05 – Non-Exempt

Starting Salary - \$46,010

DESCRIPTION

This is an **ENTRY-LEVEL** position with the new hire undergoing formalized training in law enforcement methods and procedures both in the classroom and in the field. An employee in this position is assigned to an Entrance Level Training Class and instructed in a variety of subject matters for varying lengths of time. The employee's proficiency is measured through written, oral, and practical examinations, the cumulative total of which will normally determine an incumbent's retention as a sworn deputy at a level immediately above Deputy Sheriff Recruit.

While attending class, **DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Attends assigned classes, prepares lessons, and takes examinations
- Works "on the job" as a patrol deputy integrating that which has been learned in the classroom to real life situations in the field
- Performs related duties in an "instructor-student" relationship as required, including those generally associated with journey level sworn deputy positions
- Upon successful completion of an Entrance Level Training Class and receiving subsequent Maryland police certification, the Deputy Sheriff Recruit will be required to begin fulfilling the following duties and responsibilities of a Deputy Sheriff

These **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs essential law enforcement duties and responsibilities
- Ensures proper supervision and control of prisoners in custody
- Patrols assigned area in police cruiser or on foot
- Maintains radio contact with Emergency Communications Center (ECC) and reports crimes or unusual situations
- Responds to calls involving criminal violations and calls for assistance; initiates action as appropriate

- Secures scene to restore peace and protect evidence
- Interviews complainants and witnesses
- Conducts thorough follow up investigations until case is closed and/or reassigned
- Makes arrests, searches suspects for weapons and evidence and advises suspects of rights
- Seizes controlled dangerous substances and stolen property
- Transports suspects to police station and/or central booking
- Obtains arrest warrants from District Court Commissioner
- Fingerprints, photographs, and interrogates suspects
- Collects and deposits evidence and/o recovered property in accordance with agency policy and procedures
- Writes clear, concise, and complete criminal offense reports and/or search warrants
- Testifies in court as needed
- Must be a credible witness in court
- Responds to calls involving major traffic accidents or other incidents
- Renders first aid and requests medical assistance when necessary
- Interviews participants and witnesses; draws sketches and takes measurements; issues traffic citations, if appropriate writes accident reports
- Gives general assistance to the public (e.g. assists stranded motorists, gives directions to lost travelers, removes hazardous objects from roadway, searches for lost children, etc.)
- Issues traffic summonses and warnings, parking tickets and vehicle repair notices
- Directs traffic for special events, traffic signal malfunctions, traffic accidents, and other incidents as needed
- Serves arrest warrants and summonses issued by the courts
- Advises shopkeepers, business executives, and citizens on crime prevention and security measures; gives talks before civic and community groups about police operations
- Interacts proactively with the community to address quality of life issues
- Maintains vehicle and related equipment in accordance with agency policy to ensure proper working order
- Ensures agency issued uniforms and related equipment are properly maintained in accordance with agency policy
- Accommodates temporary assignments within the agency, which may include specialized units and/or undercover work
- Emulates the Mission, Vision, and Values of the agency at all times
- Performs other related duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to follow oral and written directions; write routine reports and correspondence; read technical literature; and calculate fractions, decimals, and percentages.
- Ability to exercise sound judgment and work within guidelines
- Ability to thoroughly understand and carry out oral and written instructions
- Ability to work equitably, tactfully and effectively with others.
- Ability to perform all law enforcement duties without restriction and complete all duties and responsibilities as assigned
- Ability to deal cooperatively, fairly and firmly with the general public
- Ability to handle sensitive public contacts, communicating with tact and professionalism

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); no experience is required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manual. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATION

Valid Motor Vehicle Operator's License.

PHYSICAL REQUIREMENTS

Sound physical conditions, to be determined by physical agility test and medical examination.

CHARACTER REQUIREMENTS

- No criminal record; no dishonorable discharge from any law enforcement agency or Armed Forces
- Mentally, emotionally, and physically stable
- Demonstrates personal integrity and good moral character
- Pays attention to detail, is conscientious and demonstrates accountability for their actions

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- Technical Skills – assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others
- Interpersonal Skills – focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things
- Oral Communication – speaks clearly and persuasively in positive or negative situation; listens and gets clarification; responds well to questions; demonstrates group presentation skills
- Written Communication – writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information
- Teamwork – exhibits objectivity and openness to other's views; gives and welcomes feedback; puts success of team above own interest; supports everyone's efforts to succeed
- Leadership – exhibits confidence in self and others; effectively influences actions and opinions of others; accepts feedback from others
- Quality Management – looks for ways to improve and promote quality; demonstrates accuracy and thoroughness
- Diversity – shows respect and sensitivity for cultural differences; promotes a harassment-free environment
- Ethic – treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
- Organizational Support – follows policies and procedures; completes administrative task correctly and on time; supports organization's goals and values; supports and respects diversity
- Judgment – displays willingness to make decision; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions
- Motivation- demonstrates persistence and overcomes obstacles; measures self against standard of excellence
- Planning/Organizing – prioritizes and plans work activities; uses time efficiently; sets goals and objectives; develops realistic plans
- Professionalism – approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments
- Quality – demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality
- Quantity – meets productivity standards; completes work in timely manner
- Safety & Security – observes safety and security procedures; reports potentially unsafe conditions; uses equipment and material properly

- Adaptability – adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays or unexpected events
- Attendance/Punctuality – is consistently at work and on time; arrives at meetings and appointments on time
- Dependability – follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with alternate plan
- Initiative – undertakes self-development activities; asks for and offers help when needed
- Innovation – displays original thinking and creativity; meets challenges with resourcefulness

SELECTION PROCESS

Integrity Questionnaire
Physical Agility Test
Written Examination
Confidential Questionnaire
Oral Interview Board
Polygraph
Background Investigation
Physical/Medical Examination
Psychological Examination
Final Command Review/Interview
Final Job Offer

REQUEST PROCEDURE

To be considered for this position, qualified candidates must complete and submit an employment application electronically through our website at www.carrollcountysheriff.com or www.policeapp.com.

"One or more positions may be filled using this vacancy announcement"

The Carroll County Sheriff's Office is an Equal Opportunity Employer