

Office of the Somerset
Somerset County, Maryland

General Order: 01-17-31

Effective Date:

Revised Date:

Chapter 38

Civilian Employees

1. **PURPOSE**

The purpose of this policy is to establish this agency's commitment to and procedures for hiring and using civilian personnel.

2. **POLICY**

The efficiency and effectiveness of law enforcement agencies is enhanced when sworn and non-sworn personnel are appropriately used to perform those functions that are best suited to their special knowledge, skills and abilities. Therefore, this agency shall employ civilians for selected functions that do not require the authority of a commissioned officer, thereby freeing sworn personnel for enforcement functions and capitalizing upon the talents of all employees.

3. **PROCEDURES**

A. Civilian Position Classifications

The Somerset County Sheriff's Office has approved a number of functions as suitable for civilian placement. Current civilian-designated functions include but are not necessarily limited to the following:

1. Finance Clerk
2. Court Security Officer
3. Secretary
4. Warrant Clerk

B. Authorized Duties

Duties and responsibilities of civilian employees shall be defined in job descriptions maintained in this agency's personnel office. In addition, the following shall be observed with respect to civilian employees:

1. Civilian employees shall not be requested to perform duties and responsibilities for which a commission as a sworn law enforcement officer is required.
2. Civilian personnel shall not use their employment status with this law enforcement agency as authority for or responsibility to enforce the law. Civilian employees have no authority to take enforcement actions beyond those authorized for any citizen under the laws of this state.

C. Applicant Screening

1. Procedures for screening applicants for civilian positions shall conform to agency policy for sworn officers unless otherwise specified by the personnel job description.
2. All civilian employees assigned or having access to criminal history records, fingerprint files, investigative records, tactical information, emergency communications or other assignments or materials of a sensitive nature shall undergo a background investigation to include a criminal history check prior to employment.

D. Identification

1. All civilian employees shall be issued an agency identification card containing an up-to-date photograph.
2. Photographic identification cards shall be color-coded to reflect the employee's security clearance as specified by the personnel office.
3. Civilian employees shall wear their personal identification card at all times while in the law enforcement agency and/or when dealing with the public as a police employee.

E. Training

1. Civilian personnel of this agency shall be provided with the following:
 - a. pre-service training, as required, that will prepare them for their job assignments and integrate them as productive members of this agency; and
 - b. in-service training that will maintain basic skills and develop new knowledge, skills and abilities for career development.
2. All newly appointed civilian personnel will receive an orientation program introducing them to this agency, to include the following:
3. Agency role, purpose, goals, policies and procedures,
4. Working conditions, rules and regulations, and rights and responsibilities of employees.
5. Certain civilian positions within this agency require training on specific job responsibilities prior to assuming the position. Field training and formalized classroom instruction in these areas shall be successfully completed before duties are assumed.
6. Courses designed specifically for civilian employees will be provided on a periodic basis by and through the training authority of this agency. Announcements of course availabilities shall be provided to all affected employees in a timely manner. Participation depends upon supervisory approval.

F. Performance Appraisal

Civilian employees are subject to the annual performance appraisal in conformance with schedules and procedures established by this agency's personnel authority.

G. Volunteers

Civilian volunteers serving without pay are a valuable asset to the Somerset County Sheriff's Office and may be used in a variety of functions that will promote the agency's efficiency, effectiveness, mission and goals. Civilian volunteers are subject to the same provisions and restrictions governing other civilian employees as defined in this policy.

Ronald Howard

Sheriff
Somerset County