

Office of the Sheriff
Somerset County, Maryland

General Order: 01-14-03

Effective Date: September 1, 2014

Revised Date: July 1, 2013

Chapter 3

Section 1

Oath

1. Purpose

- A. The purpose of this written General Order is to ensure that prior to assuming the duties of the Office of Sheriff, the Sheriff and all Deputy Sheriffs will take and sign the oath or affirmation prescribed by the Constitution for the State of Maryland.

2. Policy

- A. It is the policy of the Office of the Sheriff for Somerset County Maryland to require all personnel, prior to assuming sworn status, to take and subsequently abide by the oath of office as prescribed in §2-104 of the Courts and Judicial Proceedings Article of the Annotated Code of Maryland.
- B. Said oath will be administered by the Clerk of the Circuit Court for Somerset County.

3. Oath for the Office of Sheriff and Deputy Sheriff

- A. I, _____ do swear/affirm that I will not for lucre or malice delay any person applying to me for any business belonging to the office I officiate in, and that I will not directly or indirectly ask, take, exact, demand, or receive from or charge to any such person to my own use any fee or reward whatsoever for any services I may do as Deputy of the said office, and that in making out the office fees I will not wittingly or willingly charge other or higher fees than are allowed by law.

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Section 2

Code of Ethics

1. Code of Ethics

A. Law Enforcement Officers Code of Ethics

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; and to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence and disorder; and to respect the constitutional rights, liberty, equality and justice for all people.

I will keep my private life unsullied as an example to all: maintain courageous calm in the face of danger, scorn and ridicule; develop self-restraint, and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of my Agency. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships influence my decisions with no compromise for crime and with relentless prosecution of criminals. I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never solicit gratuities.

I recognize the Badge of my office as a symbol of public faith, and accept it as a public trust to be held up as long as I am true to the ethics of law enforcement. I will constantly strive to achieve these objectives and ideals, dedicating myself to God and to my chosen profession, Law Enforcement.

2. Public Ethics Law

- B. All personnel, sworn and civilian are responsible for understanding and complying with the Public Ethics laws.
- C. These laws contain minimum standards of conduct to ensure that there are no conflicts between an employee's official duties and the employee's personal interests.
- D. By law, the Sheriff and Deputy Sheriff's must comply with MD Code Ann., State Gov't Art., Title 15, Public Ethics.

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Organizational Structure

1. Purpose

A. The purpose of this order is to specify authority for direction, designation of Command during the absence of the Sheriff. The accountability of supervisors for their subordinates and the procedures for conducting meetings.

2. Policy

A. Pursuant to Maryland Code Annotated, Courts and Judicial Proceedings § 2-309 (u), Authority and responsibility for the management, direction and control of the operation and administration of the Somerset County Sheriff's Office is vested in the Sheriff of Somerset County, Maryland.

B. All Deputy Sheriff's and civilian employees serve under the direction of the Sheriff.

3. Somerset County Sheriff's Office Sections

A. The SCSO is organized as follows:

1) The Daily Operations Section is under the command of a First Sergeant.

a) The Daily Operations Commander oversees all duties and personnel assigned to Road Patrol and the Narcotics Task Force.

2) The Civil Process Section is under the command of a First Sergeant.

a) The Civil Process Commander oversees all duties and personnel assigned to Court, Civil Process and Administrative functions.

3) The Criminal Investigation Section is under the command of a Detective Sergeant.

a) The Criminal Investigation Section Commander oversees all investigations at the Somerset County Sheriff's Office.

4. Chain Of Command

- A. Sheriff
- B. Chief Deputy
- C. Lieutenant
- D. First Sergeant, Supervisor of Daily Operations
- E. First Sergeant, Supervisor of Civil and Courts
- F. Detective Sergeant, Criminal Investigation Section

5. Duties and Accountability of Supervisory Personnel

- A. In order to achieve effective direction, coordination and control, supervisory personnel shall be accountable for the performance of personnel under their command.
- B. Supervisors should motivate the Deputies to apply themselves to enhance productivity.
- C. Supervisors should report to all major incidents.
- D. Supervisors must be acutely aware of their responsibility to transmit policies to the working level and, in turn, to report deficiencies and other communications upward and through the chain of command.
- E. Supervisors must be knowledgeable in Patrol methods and techniques.
- F. The Corporal is the First line supervisor of the Patrol group. As the immediate supervisor, the Corporal spends the majority of his or her time supervising activity in the field and, when necessary, handles calls for service or respond to whatever need.
- G. The Sergeant is the highest level of Patrol supervisor and is responsible for the overall supervision of his or her group.
- H. Sergeants shall meet with their subordinates quarterly and review Job Observation Reports.
- I. Sergeants shall meet with their Corporals quarterly to review Job Observation Records.
- J. All personnel are required to obey any lawful order of a supervisor.
- K. Any personnel who willfully disobeys or disregards the direct order regardless of whether the order is verbal or written shall be considered insubordinate.

6. Conflicting Orders

- A. In the event that personnel receive a conflicting order or directive, he/she shall respectfully bring it to the attention of the superior giving the last order.
- B. Should the supervisor not change the order, it shall be obeyed and the employee thereafter shall not be responsible for disobeying the first order.

7. Staff Meetings

- A. It is the Policy of the Somerset County Sheriff's Office to have efficient communications. Regular staff meetings at all levels provide an office-wide communications network.
- B. The Sheriff may hold regular staff meetings with members of the administration comprised of the Lieutenant, First Sergeants and Detective Sergeant and any other member of the Sheriff's Office deemed necessary.
- C. Staff meetings for all Sheriff's Office personnel will be held when deemed necessary by the Sheriff.

8. Chapter Revisions:

- A. General Order 01-10-03 "Code of Ethics" has been revised.
- B. Effective September 1, 2014, General Order 01-14-03 supersedes General Order 1-10-03.

Robert N. Jones

Sheriff
Somerset County, Maryland