

Office of the Sheriff
Somerset County, Maryland

General Order: 01-14-17

Effective Date: September 1, 2010

Revised Date:

Chapter 5

Section 1

Deputy Sheriff – Entry Level

1. Definition

- A. This position performs general police related duties in the protection of life and property through the enforcement of federal, State and local laws and ordinances. This is a full performance level public safety and community service related police work position. An employee in this class: prevents, detects and investigates criminal offenses and other irregularities; apprehends violators of the law and assists in the prosecution of criminal, traffic and municipal violation, and provides a variety of community service activities to members of the public. Work is performed independently and under general supervision. Assignments require evaluative thinking and are carried out in accordance with functional precedents, established practices, and well-defined policies. This work may involve seizure and custody of persons, money or other property as well as the collection and preservation of physical evidence. Contacts with the general public, the law enforcement community, criminal justice personnel, and officials of other governmental agencies are extensive.

2. Examples of Duties

The duties of Deputy Sheriff – Entry Level include:

- A. Patrolling an assigned sector being alert to unusual circumstances and initiating crime prevention and community service activities

- B. Investigating unusual occurrences and reporting findings
- C. Serving as a credible witness in various courts of law
- D. Checking businesses to prevent criminal activity and maintaining order in areas where the public congregates
- E. Responding to calls for service, both criminal and non-criminal in nature and completing police reports as needed
- F. Protecting crime scenes and investigating criminal offenses
- G. Conducting follow-up investigations of crimes, including conducting interviews, collecting evidence using approved forensic procedures and collecting and analyzing documents.
- H. Transporting apprehended individuals in accordance with departmental regulations
- I. Enforcing traffic regulations, assuring proper flow of traffic, and investigating vehicular collisions
- J. Apprehending and physically restraining persons as provided by law
- K. Providing information to the public on crime prevention techniques
- L. Providing security measures and following proper prisoner booking procedures
- M. Fulfilling the duties required of a specialty unit or position upon completion of the entrance level probationary period and assignment to the specialty unit or position
- N. Acting as a Field Training Officer (F.T.O.) for police trainees
- O. Effect arrests; perform lawful searches of people, vehicles, buildings and outdoor areas; detain suspicious persons and vehicles; seize contraband, weapons and property; restrain, search, guard and transport prisoners; participate in raids and/or search parties
- P. Mediate disputes; intervene in fights; subdue attacking persons; disarm suspects restrain hostile individuals; refer victims and witnesses to appropriate personnel; perform crisis intervention; assist in crowd control; pursue fleeing suspects; administer first aid; extinguish small fires; perform rescue operations
- Q. Attends and successfully completes in-service and firearms training as required
- R. Maintains proper care of uniform and maintains weapons and assigned vehicle in accordance with standards

3. Responsibilities

The responsibilities of Deputy Sheriff – Entry Level include:

- A. A working knowledge of law enforcement standards and procedures to include:
 - 1) Maryland Criminal Law
 - 2) Maryland Transportation Article and C.O.M.A.R.
 - 3) Somerset County ordinances
 - 4) Constitutional law issues specific to law enforcement
 - 5) Maryland criminal procedure law

6) Office policies and procedures

- B. Interacts effectively with citizens, co-workers and community organizations
- C. Applies a general knowledge and understanding of police functions
- D. Maintains a knowledge of the locations and functions of community resources and other governmental agencies
- E. Exercises good powers of observation and retains/recalls facts and impressions
- F. Applies approved practices for preventing and investigating crimes
- G. Applies approved first aid standards

4. Required Knowledge, Skills and Abilities

Ability to acquire knowledge of Maryland criminal and vehicle law, County ordinances which require enforcement by the Sheriff, preventative maintenance for motor vehicles, restraining devices and firearms; the geography of the county, human psychology and report writing. Skill in handling firearms and restraining devices, in defensive and pursuit driving, in interviewing complaints and interrogating suspects after introductory training. Ability to learn to analyze situations quickly and objectively, to determine property and legal courses of action, to cope with situations firmly, courteously, tactfully and with respect for the rights of others, to react quickly and calmly under emergency situations, to speak and write effectively in the English language

5. Physical Qualifications

Must have vision of no less than 20/70 in each eye and 20/20 corrected; depth perception and field of vision of 170 degrees; night vision and ability to discern various colors; hear the normally spoken word at twelve (12) feet; (hearing aids are acceptable), identify various odors; communicate clearly and concisely in the English language; lift, pull, push and carry seventy-five (75) pounds for a length of fifty (50) yards and up and down an eight (8) foot ladder; subdue a person of equivalent weight; stand and/or sit for a period of one (1) hour, walk and run for a distance of one (1) mile without a break; climb stairs and ladders; jump two (2) feet to get off automotive equipment; kneel for a period of fifteen (15) minutes; pick up or work on an item or a person on the floor; crawl on stomach or on back, turn while lying down from front to back and reverse without rising; determine if an item is hot, cold or slippery; grasp items; work in confined spaces; work out-of-doors during inclement weather and maintain his/her emotional stability, work a minimum eight (8) hour shift that may include varying or alternating shifts; be able to wear, carry and utilize assigned equipment.

6. Minimum Qualifications

Be at least twenty-one (21) years of age at time of appointment.

Have height in proportion to weight.

Be of excellent moral character.

Meet the standards set forth in the Somerset County Substance Abuse Policy, when hired, and continue to meet the standards while in this class.

Meet the standards established by the Maryland Police Training Commission.

Successfully pass a polygraph/CVSA examination.

Successfully pass both a medical and psychological fitness for duty examination provided by the Somerset County Sheriff's Office.

Be able to pass an extensive background investigation to the satisfaction of the Somerset County Sheriff's office.

7. Minimum Education, Training and Experience

Graduation from an accredited high school or be in possession of a General Education Development Certificate (G.E.D.), acceptable to the State Superintendent of Education and one year of work experience in a position dealing with the public.

OR

A.A. degree in the Administration of Justice or two years of college in a closely related field.

Employee must successfully complete a course of Entrance Level Training at an accredited Maryland Police Training Commission academy or a certificate of Entrance Level training acceptable to the Maryland Police Training Commission.

Employee must successfully complete the Field Training program at the Somerset County Sheriff's Office.

8. Required Licenses and/or Certificates

Maryland Class "C" driver's license.

First Responder or similar training and certification issued by a nationally recognized organization and accepted by the Maryland Emergency Services System.

9. Conditions of Employment

An employee in this class is in a probationary status from the time of appointment until one year from the date of graduation from the Training Academy.

An employee in this class series must be able to execute the “Essential Functions” listed above as long as he/she is employed in this series.

Applicant must be certified and maintain certification by the Maryland Police Training Commission as a condition of employment.

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Section 2

Deputy Sheriff – Patrol Supervisor

1. Definition

This is law enforcement work at the first line of supervision. An officer in this class with guidance from the Chief Deputy Sheriff, or his designee, supervises a shift. An officer in this class normally works permanent shifts and is subject to call back. Performance will be evaluated periodically based on previously agreed upon goals and standards. The Patrol supervisor may be required to perform the duties of the entry level Deputy Sheriff.

2. Examples of Duties

Conducts roll call, assigns patrol sectors, special details and other duties to members of the shift, disseminates information, orders changes in policy procedures and laws; trains, advises and counsels subordinates and monitors and evaluates their performance.

Is responsible for daily operation of his/her shift or section.

Is responsible for investigating personnel complaints and recommendation of findings to the administrator.

Conducts inspections of personnel, vehicles and equipment.

Observes, directs and coordinates the activities of the team members, reviews reports, citations, correspondence, and other paper work for accuracy, neatness and completion.

Responds to critical situations and incidents to direct operations and activities, ensures that departmental procedures are followed.

Responds to complaints from the community, interview residents to determine facts relating to the complaint, monitor problem-solving projects, responds to calls for service and performs patrol functions.

Assigns priority of calls for service and assigns adequate manpower.

Prepares for and testifies in designated courts. Maintains a good working relationship with prosecutors in the State's Attorney's Office.

Participates in and successfully completes in-service training and conducts such training when designated.

Performs such other duties as may be assigned.

3. Required Knowledge, Skills and Abilities

Thorough knowledge of Maryland criminal and vehicle law and criminal procedure, including constitutional law and the rules, regulations and policies of the Somerset County Sheriff's Office; the use and maintenance of firearms, restraining devices, and other law enforcement equipment, the geography of Somerset County and report writing.

Thorough knowledge of preventive maintenance of motor vehicles, human psychology, emergency care of sick and injured, covert surveillance techniques, rules of evidence, court procedures, chain of custody of evidence, and of approved methods of evidence collection; elements of supervision and training methods.

Introductory knowledge of forensics.

Skill in the handling and use of firearms and restraining devices, defensive and pursuit driving, interviewing of complainants and in the interrogation of accused.

Ability to analyze situations quickly and objectively, determine proper and legal course of action, cope with situations firmly, courteously, tactfully and with respect for the rights of others; react quickly and calmly under emergency conditions; write and speak English concisely and effectively, meet physical, mental emotional standards and requirements as may be established by the Sheriff and/or read and understand laws and regulations, solve moderately difficult problems, write concise statements of problems and possible recommended solutions or action taken to resolve them.

4. Physical Qualifications

Must have vision of no less than 20/70 in each eye and 20/20 corrected; depth perception and field of vision of 170 degrees; night vision and ability to discern various colors (corrective lenses are acceptable). Hear the normally spoken word at twelve (12) feet; (hearing aids are acceptable), identify various odors; communicate clearly and concisely in the English language; lift, pull, push and carry seventy-five (75) pounds for a length of fifty (50) yards and up and down an eight (8) foot ladder; subdue a person of equivalent weight; stand and/or sit for a period of one (1) hour, walk and run for a distance of one (1) mile without a break; climb stairs and ladders; jump two (2) feet to get off automotive equipment; kneel for a period of fifteen (15) minutes; pick up or work on an item or a person on the floor; crawl on stomach or on back, turn while lying down from front to back and reverse without rising; determine if an item is hot, cold or slippery; grasp items; work in confined spaces; work out-of-doors during inclement weather and maintain his/her emotional stability, work a minimum eight (8) hour shift that may include varying or alternating shifts; be able to wear, carry and use assigned equipment.

5. Minimum Education, Training and Experience

Graduation from an accredited high school or be in possession of a General Education Development Certificate (G.E.D.), acceptable to the State Superintendent of Education AND completion of the Minimum Standards Course for Police Officers and the Police Supervisor's Course accredited by the Maryland Police Training Commission.

6. Required Licenses and/or Certificates

Certified Maryland Police Officer
Maryland Class "C" driver's license.

7. Conditions of Employment

The Sheriff reserves the right to reassign a patrol supervisor to suit the public safety needs or for other personnel reasons.

8. Desirable Additional Qualifications

A.A. degree in Law Enforcement or Criminal Justice.

Robert N. Jones

Sheriff

Somerset County, Maryland