

Carroll County Sheriff's Office

Deputy First Class

Salary: \$40,748 -(P07)- Effective 06/26/08

This position requires a minimum of 18 months experience as a certified police officer.

DEFINITION OF CLASS

This is the entry level position for a certified police officer requiring sworn status to maintain public peace, protect life and property, enforce laws and conduct limited investigations according to established office procedures under varying degrees of supervision. A significant aspect of this work involves public contact with the community and therefore, duties must be performed in a tactful and conscientious manner. Work performance is carefully monitored, reviewed, and evaluated by the officer's immediate supervisor.

ESSENTIAL TASKS

- 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 and collects evidence
- Makes arrests, searches suspects for weapons and evidence and advises suspects of rights
- Seizes controlled dangerous substances and stolen property
- Transports suspects to the Sheriff's Office and/or central booking
- Obtains arrest warrants from District Court Commissioner
- Fingerprints, photographs, and interrogates suspects
- Deposits evidence and recovered property in office property/evidence room
- Writes criminal offense, incident and accident reports
- Testifies in court as needed
- Responds to calls involving major traffic accidents or other activities
- Gives first aid and calls for medical assistance
- Draws sketches and takes measurements
- 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 at special events (e.g., parades) and/or locations where traffic accidents occur, unusual hazards exist, and where traffic signals malfunction
- Serves arrest warrants and summonses issued by the courts
- Advises shopkeepers, business executives, and citizens on crime prevention and security measures;
- Speaks before civic and community groups about police operations
- Maintains vehicles and equipment to keep them clean and in good working order
- Deputies within this class may be temporarily assigned to undercover work for limited use in narcotics enforcement and other related areas.

QUALIFICATIONS AND REQUIREMENTS

- Must be a United States Citizen, able to read, write and speak the English language
- Possession of a General Education Development (GED) certificate or diploma recognized by the State Board of Education
- Possession of a valid drivers license from state of residence; an applicant's license may not have been suspended, canceled or revoked in the three (3) years prior to application
- May not have been convicted of a felony or any crime involving moral turpitude
- Certified Officer with the State of Maryland, recognized by the Maryland Police Training Commission
- Successfully pass a thorough background investigation, psychological and polygraph examinations, medical review, and drug screen

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read and understand Federal and State criminal and traffic laws, County Government structure and functions, Office structure, functions, and written directives
- Ability to analyze emergency situations, apply first aid and/or request emergency fire and rescue services
- Ability to complete routine forms and records, calculate fractions, decimals, and percentages
- Ability to apply law enforcement methods and procedures and take other appropriate action as need dictates
- Ability to handle sensitive public contacts
- Knowledge of and ability to use self-defense
- Knowledge, skill, and ability to effectively use standard police weapons
- Knowledge of or the ability to acquire knowledge of the County geography by street and road locations
- Skill or the ability to acquire the skill to operate auto under emergency conditions (e.g., patrol vehicle, two-way radio, etc.)
- Ability to understand, demonstrate, and implement problem solving techniques based on the concepts and tenets of community oriented policing
- Must have personal integrity and be emotionally stable, detail oriented and physically fit to perform all of the duties of the Deputy First Class position

PROMOTIONAL REQUIREMENTS

- **Deputy First Class** – P07 – To be hired as a Deputy First Class you must have a minimum of 18 months “on the road” experience as a MPTC (or equivalent as defined by MPTC) certified officer. Promotion to Deputy First Class requires serving a minimum of 12 months as a **certified** Deputy Sheriff Probationer with the Carroll County Sheriff's Office and recommendation of supervisor.
- **Corporal** – P08 - Requires three years in Deputy First Class position, one year of satisfactory or above performance reviews, and recommendation from Bureau Chief.

MEDICAL GROUP:

Police physical with 7-panel drug screen

****THE SHERIFF OF CARROLL COUNTY WILL MAKE THE FINAL SELECTION****

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