

# *Carroll County Sheriff's Office*

## Deputy Sheriff Probationer (Recruit)

Salary: \$37,378 - Effective 06/25/08

***Entry level position for candidates who have no prior experience as a Certified Police Officer or have a certification that has expired or does not transfer to meet Maryland Police and Training Commission requirements. Promotion to Deputy First Class after 12 months sworn status.***

### **DEFINITION OF CLASS**

This is an entry level position into law enforcement requiring attendance in an Entry Level Police Training Academy to obtain sworn status. Sworn law enforcement officers maintain public peace, protect life and property, enforce laws and conduct limited investigations according to established office procedures under varying degrees of supervision. This is a transitional position as officers attend a police academy and learn the demands and requirements of a law enforcement officer position. 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 deputy'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 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 English, and will reach the minimum age of 21 before the end of the Police Academy
- 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
- Successfully pass a pre-employment physical agility and entry level law enforcement written examination
- Successfully pass a thorough an oral board interview, 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 and functions, office 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 needed 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 vehicles and equipment 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 possess personal integrity and be emotionally stable, physically fit and detail oriented to perform all of the duties of the Deputy Sheriff Probationer position

## **CAREER LADDER REQUIREMENTS**

- **Deputy Sheriff Probationer** – P06 – One year of probation beginning immediately upon hire or after graduation from the police academy.
- **Deputy First Class** – P07 - Requires a minimum of 18 months prior experience in law enforcement or one year as a certified Deputy Sheriff Probationer with the Carroll County Sheriff's Office and recommendation of supervisor.
- **Corporal** – P08 - Requires three years in the 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***