

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 003525  
Grade D3**

**DEPUTY SHERIFF CAPTAIN**

**DEFINITION OF CLASS:**

This is law enforcement work supervising one of the principal organizational units in the Office of the Montgomery County Sheriff. Contacts for an employee in this class are with key staff members, officials and leaders within and outside the organization to exchange administrative and operational information and at times to influence or persuade those who hold different views or objectives. Daily contact is maintained with superior and subordinate supervisors to exchange information on various administrative and operational matters, such as making work assignments, managing personnel (to include recommendations on training and service on personnel panels), preparing, reviewing and discussing work reports and problems, coordinating actions with other organizational units, and responding to questions and requests for guidance concerning unique situations. Contact is also maintained with employees of similar authority in other local and state regulatory and law enforcement agencies, to pass and receive information and coordinate actions of mutual concern; and members of the judicial branch of government (including judges), to discuss and take actions concerning courthouse and courtroom security measures, and to discuss, clarify and respond to court orders. These contacts require employees to define and describe problems, provide advice, and solve problems that are assignment-specific. Because this occupational class is primarily concerned with administration, to include directing the work of others, occasional assistance to the public is incidental.

An employee in this class is responsible for directing the actions of a large group of Deputy Sheriffs who either carry out court mandates concerning property attachments, citizen evictions from place of residence and/or business, summons, subpoenas, warrants, extraditions, writs of execution, emergency evaluation petitions, ex-parte (relief from domestic violence) orders, and related actions, or provide prisoner transportation/security and courtroom security. Work is performed under supervision of the Chief Deputy Sheriff – Lieutenant Colonel who establishes work goals and objectives, and priorities for the employees. The employees' responsibility is to make and realign work assignments, which involves work planning and coordination, and solving of most problems encountered by subordinates. The employees' work is reviewed for timely accomplishment of mission in keeping with laws, rules of procedure, standard operating procedures, policies and methods, and in consideration of available resources. Guidelines available to employees take the form of local, State and Federal laws and rules of procedure, court decisions, Maryland State Attorney General opinions, memorandums of understanding with other law enforcement and regulatory agencies, extensive County Government administrative procedures and requirements, Law Enforcement Officer Bill of Rights, a collective bargaining agreement, and the Sheriff's Office manual of standard operating procedures. Employees closely follow these guidelines, but are permitted some discretion and latitude when applying them to unusual and/or new situations, and to approve modest exceptions to normal procedures and methods. Significant deviations require approval of higher authority. The complexity of this class of work is realized by supervising and coordinating the work of a large group of employees performed at various times throughout a 24-hour day, and the accomplishment of their work within stringent time requirements and pertinent methodology. The impact of properly performed work is the realization of work goals and objectives for a principal organizational unit of the Sheriff's Office, which accomplished work facilitates

the workings of the judicial branch of government and impacts the lives of affected citizens. The vast majority of all work is performed in an office environment that is appropriately lighted, heated and cooled. The hazards associated with this occupational class are inherent to the field of law enforcement – enforcing traffic laws, stopping at scenes of accidents and rendering assistance, responding to "officer needs assistance" and "crime in progress" radio calls, and responding to prisoner escape and courthouse and courtroom security violations. An employee in this class is always in uniform and armed while on duty. The physical demands of this class are minimal because of the primarily sedentary nature of the work.

**EXAMPLES OF DUTIES: (Illustrative only)**

- Supervises principal functions, programs and activities, as assigned, in the Office of the County Sheriff; develops and implements programs and program segments and ensures the unit's compliance with the Office's goals and objectives, to include productivity improvements.
- Oversees receipt, assignment and return of court documents issued for service in civil and criminal matters.
- Prepares and recommends portion(s) of the Office budget.
- Makes recommendations for assignment of Deputy Sheriff employees.
- Conducts performance evaluations and counsels and instructs subordinate Deputy Sheriffs regarding their work performance.
- Conducts periodic personnel and equipment inspections.
- Identifies, develops, participates in and may lead in-service training programs.
- Recommends and implements administrative policies and procedures.
- Supervises requisition and distribution of equipment and supplies; maintains cost records.
- Supervises maintenance of personnel rosters and leave and work records.
- Conducts briefings for subordinate personnel on matters relating to the functions and activities of the Office of the County Sheriff, prepares press releases and may testify before the County Council.
- Receives and reviews reports of subordinates, and prepares and submits reports, directives, correspondence and other documents to superiors.
- Occasionally performs enforcement and regulatory activities as required.
- Supervises taking of inventory and sale of real and personal property attached by the Sheriff's Office.
- Appears in court to testify as directed.
- Participates as directed as member of Disciplinary Hearing Board, and other boards and committees to which appointed.
- Prepares, conducts and scores entrance level and promotional examinations; provides employee selection/promotion recommendations.
- Enforces traffic laws, stops at scenes of vehicle accidents and breakdowns to render assistance, and responds to selected police radio calls.
- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the laws, regulations and procedures governing the service of attachments, evictions, writs, summonses and warrants, the collection of judgments and child support, the transportation of prisoners, the security of courthouses and court rooms, and selected sections of the Domestic Violence Act, the Americans With Disabilities Act, Montgomery County personnel regulations and budget processes and other laws, ordinances, regulations and guidelines to help administer programs of the Office of the County Sheriff.
- Knowledge of Federal, State and local criminal and traffic laws appropriate to the mission of the

Office of the County Sheriff. Knowledge of Montgomery County streets and roads and related geography.

- Skill in the use of lethal and non-lethal offensive and defensive weapons, equipment and tactics.
- Skill in the supervision of subordinate supervisors and employees.
- Skill in interpersonal contacts to deal courteously and effectively with people from diverse backgrounds at various levels, from the general public to judges, legislators and community leaders.
- Skill in written communication to understand and prepare reports, directives, general correspondence and forms.
- Skill in oral communication to speak before a variety of audiences.
- Ability to use mature judgment and work within guidelines.
- Ability to successfully complete in-service training requirements and maintain required proficiencies and certifications.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** Satisfactory completion of one (1) year experience as a Deputy Sheriff IV (Lieutenant) with the Montgomery County Sheriff's Office.

**Education:** Possession of an Associate of Arts Degree or sixty (60) semester hours from an accredited college or university.

**Equivalency:** Experience beyond the one (1) year as a Deputy Sheriff IV (Lieutenant) may be substituted for education. Education may not be substituted for experience.

#### **LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

#### **OTHER:**

- Be a United States citizen and 21 years of age as of first day of employment as a sworn Deputy Sheriff V (Captain).

#### **PROBATIONARY PERIOD:**

Individuals appointed or promoted to this class of work will be required to serve a probationary period of one (1) year, during which time performance will be carefully monitored. Continuation in this class of work will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core I Exam with Drug & Alcohol Screen.

**Class Established:** January 1973

**Revised:** October 1975

June 1980

September 1986

**Classification Study:** April 1993 (M)

July 1996

**Classification Study:** July 1999 (M)

August 2013

**Revised Medical Protocol:** September 2022

**Formerly Titled:** "Deputy Sheriff VI (Captain)"