MONTGOMERY COUNTY GOVERNMENT **Code No. 003529**
ROCKVILLE, MARYLAND **Grade G4**
CLASS SPECIFICATION

DEPUTY SHERIFF III*

DEFINITION OF CLASS:

This is journey level law enforcement work performed in a variety of assignments throughout the Office of the Montgomery County Sheriff. Discussions with equivalent level Deputy Sheriffs and employees from other law enforcement and regulatory agencies, District and Circuit Courts, medical offices and hospitals involve passing on and receiving information and coordinating mutually supporting actions. Significant about this class of work is that the large majority of employees have almost continuous daily contact with prisoners and/or fugitives who are placed in their care and custody while in court and during periods of transport and incarceration. Many employees in this class also frequently provide assistance to citizens, business employees and representatives, attorneys, judges, governmental officials, and other parties to judicial proceedings in person and on the telephone. The purpose of these contacts is to answer their questions and provide instructions and information concerning their rights, obligations and measures they may/may not take when they are the subject of a court proceeding and/or contemplate filing an action before a court of law.

An employee in this class is responsible for performing duties involving either the service of civil process papers; executing writs of eviction or attachment, conducting sales of attached property; providing temporary detention services for prisoners awaiting trial or transport; apprehending fugitives; providing courtroom security; and, transporting prisoners between selected locations and citizens requiring special medical examinations. Employees generally receive assignments from more senior and supervisory Deputy Sheriffs in terms of objectives, priorities and deadlines. Most work products are subject to spot check review for adequacy and accuracy. Intangible work products, such as information and advice provided to others, are subject to review for appropriate techniques, methods and approaches. A supervisor is usually available (sometimes on call) to assist with unusual situations. Employees plan their work sequence upon receipt of daily work assignments. Work is often carried out without supervisory guidance, although frequency and intensity of supervisory review of work depends if an employee's work is performed in the presence of a higher ranking Deputy Sheriff, the difficulty of an assignment, and/or the degree of familiarity an employee has with an assignment. When work is performed independently, usually it is reviewed upon completion for timely and proper performance of duties in accordance with normal procedures. Numerous guidelines covering this class of work are established in writing and provide specific guidance for the vast majority of all work performed. Employees are responsible for selecting and using available guides appropriate to the situation/issue encountered. Significant deviations from standard procedures and situations not covered by guidelines are referred to a supervisor for assistance. The complexity of this class of work is realized from the performance of various duties/ assignments consisting of different steps, methods, processes and procedures that must be known and applied under different circumstances. The impact of properly performed work is realized through the execution/completion of selected assignments that ensure that the rights of those persons affected by a judicial proceeding are protected. Completed work also allows for a continuation of other steps in a judicial process. The work environment of employees is

approximately evenly divided between field work (serving civil process, executing writs of attachment and eviction, apprehending fugitives, transporting prisoners and citizens, returning prisoners from out of County/State, and maintaining custody of prisoners in a small detention setting) and time spent in a courtroom providing prisoner and courtroom security. The hazards of this class of work are significant and numerous, realized the vast majority of each day, and inherent to the field of law enforcement. Examples of hazards include: guarding prisoners during transport, extradition, in court, hospitals, and in a detention setting; apprehending fugitives, many of whom are armed and dangerous; serving civil process papers and executing writs of property attachment and eviction against citizens who are often unpredictable, hostile and occasionally combative; responding to prisoner escape and courthouse/courtroom security violations; enforcing traffic laws; stopping at scenes of motor vehicle accidents and breakdowns to render assistance; and responding to "officer needs assistance" and "crime in progress" radio calls. The physical demands of this class of work are strenuous, albeit realized infrequently, when controlling/subduing combative prisoners, fugitives and/or citizens, some of whom have contagious diseases and/or are mentally deranged.

EXAMPLES OF DUTIES: (Illustrative only)

- Carries out court orders by collecting judgments or taking possession of property, ensuring that legal requirements are met and related documents are properly handled; delivers cash to the Sheriff's Office for deposit.
- Transports and maintains custody of prisoners to and from correctional institutions and other locations, and maintains custody at hospitals, doctors offices, and courts, working within and outside Montgomery County. Guards prisoners during their stay in a hospital.
- Executes warrants of restitution by evicting tenants from property and returning the property to the possession of the landlord.
- Conducts stakeouts to apprehend fugitives, and participates in investigations and stakeouts with law enforcement officers from other agencies.
- Maintains peace and security of court to which assigned.
- Receives, examines, and serves court documents in civil or criminal matters.
- Returns documents to Sheriff's Office with appropriate notation of action taken.
- Takes inventory and sells real and personal property attached by the Sheriff's Office.
- Processes arrested persons; searches, fingerprints and photographs prisoners; transports prisoners to District or Circuit Court.
- Keeps records of assigned activities and prepares and submits required reports.
- Serves emergency evaluation and domestic violence petitions.
- Appears in court to testify.
- Provides security for the County Courthouse.
- Provides protection to a sequestered jury, or to jurors, judges, clerks, or witnesses.
- Functions as a Field Training Officer to help train lower level Deputy Sheriffs; completes periodic reports concerning their performance.
- May serve Circuit Court arrest warrants and subpoenas.
- May assist in emergency situations by directing traffic, calling for appropriate assistance, or providing first aid or CPR until assistance arrives.
- May enforce criminal and traffic laws, stop at scenes of vehicle accidents and breakdowns to render assistance, and respond to selected police radio calls.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of, and the ability to read, comprehend, and apply Federal, State, and County criminal, juvenile, civil, and traffic laws, and Federal and State Court decisions regarding same.
- Considerable knowledge of, and the ability to read, comprehend, and apply Sheriff's Office rules, regulations, and written directives.
- Considerable knowledge of the Sheriff's Office, and County and State government agencies' structures and functions.
- Considerable knowledge of Montgomery County streets, roads, and related geography.
- Considerable knowledge of and skill in using self-defense techniques.
- Considerable knowledge of and skill in the effective use of firearms and other standard law enforcement weapons and equipment.
- Skill in the use of desktop and mobile computer, and two-way radio systems in regular and emergency situations.
- Skill in pursuit, apprehension and restraint of suspects and fugitives.
- Ability to appropriately respond in emergency situations.
- Ability to plan own work assignments in conformance with appropriate law enforcement policies and procedures.
- Ability to establish and maintain effective working relationships with co-workers and with the public, to include provision of cogent information to victims, family members of prisoners, the general public and others.
- Ability to prepare clear, concise and accurate reports.

MINIMUM QUALIFICATIONS:

Experience: Satisfactory completion of two (2) years of full time work experience performing sworn law enforcement work at a level equivalent to that of a Deputy Sheriff II in Montgomery County.

Education: Completion of high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

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 the first day of employment.

PROBATIONARY PERIOD:

Individuals appointed to this class will be required to serve a probationary period of twelve (12) months. Individuals promoted to this class will be required to serve a probationary period of six (6) months. During the probationary period, performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core I Exam.

Class Established: June 1980
Revised: September 1986
March 1989
May 1989
Classification Study: April 1993 (M)
Classification Study: June 1999 (M)
December 2003
May 2004
January 2009
April 2010
August 2013

Experience section revised January 2009