

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

**Code No. 003531
Grade G2**

DEPUTY SHERIFF I

DEFINITION OF CLASS:

This is beginning level sworn law enforcement work performed in a variety of assignments throughout the Office of the Montgomery County Sheriff. Employees receive information, work instructions, frequent guidance on how to respond to unusual situations, and periodic comments and evaluation concerning work performance and citizen praise/complaints from more senior, supervisory and working leader Deputy Sheriffs. 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. These contacts/discussions occur usually after an initial period of on-the-job training and experience. Significant about this class of work is that the large majority of employees have almost continuous daily contact with prisoners who are placed in their care and custody while in court and during periods of transport and incarceration. Also occurring after initial on-the-job training and experience, many employees in this class 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 basic level 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 beginning level Deputy Sheriff duties usually involving, but not limited to, either the service of civil process papers, providing temporary detention services for prisoners awaiting trial or transport, providing courtroom security, and transporting prisoners between selected locations and citizens requiring special medical examinations. Employees' work initially is planned for them, but with experience employees begin to plan their work sequence upon receipt of daily work assignments. Work is carried out without supervisory presence after initial training and experience. 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 and experience an employee has with an assignment. When work is performed independently, usually it is reviewed in-progress and 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 virtually 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 always 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 learned 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 papers, 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 and in a detention setting; serving civil process papers on 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 break downs 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 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 of Montgomery County.
- Maintains peace and security of court to which assigned.
- Returns documents to Sheriff's Office with appropriate notation of action taken.
- Processes arrested persons; searches, fingerprints and photographs prisoners; and transports prisoners to District or Circuit Court.
- Serves emergency evaluation and domestic violence petitions.
- Appears in court to testify.
- Keeps records of assigned activities and prepares and submits required reports.
- Provides protection to a sequestered jury, or to jurors, judges, clerks, and witnesses.
- May assist in emergency situations by directing traffic, calling for appropriate assistance, or offering first aid or CPR until assistance arrives.
- May serve Circuit Court arrest warrants and subpoenas.
- May enforce criminal and traffic laws, and respond to selected police radio calls.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- 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.
- Knowledge of and the ability to read, comprehend, and apply Sheriff's Office rules, regulations, and written directives.
- Knowledge of the Sheriff's Office, and County and State government agencies' structures and functions.
- Knowledge of Montgomery County streets, roads, and related geography.
- Knowledge of and skill in using self-defense techniques.
- 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 understand and carry out oral and written instructions.
- Ability to establish and maintain effective working relationships with co-workers and with the public.
- Ability to prepare clear, concise and accurate reports.

MINIMUM QUALIFICATIONS:

Experience: Satisfactory completion of the Maryland Police Training Commission prescribed course of Entry Level Training.

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

Equivalency: None.

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 as a sworn Deputy Sheriff I.

PROBATIONARY PERIOD:

Individuals in this class will be required to serve a probationary period of twelve (12) months after obtaining sworn status.

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

Class Established: March 1989

Revised: May 1989

Classification Study: April 1993 (M)

Classification Study: June 1999 (M)

June 2003

December 2003

May 2004

April 2010

August 2013

Revised: Medical Protocol per OMS Review: March, 2022