

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

**Code No. 003524
Grade D4**

CHIEF DEPUTY SHERIFF – COLONEL

DEFINITION OF CLASS:

This is law enforcement work as the second in command of the Montgomery County Sheriff's Office. Personal contacts of an employee in this class are both internally and externally directed. Internally the employee frequently meets with subordinate supervisors and employees to issue instructions, authorize exceptions to standard operating procedures, receive operational information, review and evaluate work performance and work products, coordinate activities between principal organizational units of the Sheriff's Office and other external agencies, answer employees' questions regarding Office policies, procedures and methods, and to meet with supervisors and employees to discuss and render decisions concerning employee extraordinary performance and disciplinary issues. External contacts occur most frequently with members of the judicial branch of government and equivalent representatives/employees of primarily local and State government regulatory and enforcement agencies. The purposes of these contacts are to provide and receive information about matters and people that are of mutual concern, and to authorize, plan for and oversee combined actions and operations between the Montgomery County Sheriff's Office and one or more other agencies. The large majority of these contacts are of a cooperative, mutually supporting nature. To a lesser degree, contacts are also experienced with individual citizens and their attorneys, and representatives/leaders of community groups, to respond to their questions and concerns and to explain completed or anticipated Sheriff's Office actions which may impact individuals or a segment of the community. Often these contacts are initially hostile and confrontational, and require an employee to skillfully diffuse a potentially volatile situation. Also occurring less frequently are the employee's contacts with members of the Maryland State Legislature, both to lobby members and testify before selected committees about matters important to the Sheriff's Office. Infrequent contacts are also maintained with union representatives of and the shop steward for those Sheriff's Office employees who are members of a collective bargaining unit. These contacts normally involve discussing employee disciplinary matters and changes to Office policies and procedures. While this class of work involves occasional meetings with and talking on the telephone to citizens and community group members/representatives, it does not require an employee to provide direct service or assistance on a sustained basis.

An employee in this class is responsible for ensuring that the legal orders of the judicial branch and the directives of the elected Sheriff of Montgomery County are promptly carried out in a lawful manner which protect the rights of citizens and arrested persons. Work is carried out under the supervision of an elected Sheriff who provides directions as to work goals, objectives and priorities. Completed work is reviewed for effective use of employee and fiscal resources, and attainment of expected results. Work situations of a highly unusual/sensitive nature are presented to the elected official, both to inform and provide recommended course of action. For normal assignments and activities of the Sheriff's Office, including unusual and sensitive situations, the Chief Deputy Sheriff is expected to take all appropriate actions to ensure timely and proper completion of assignments. Work guidelines are numerous, and

include 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. Guidelines provided by these documents range from the specific to general descriptions. At this level of work, the employee often interprets guides and provides guidance and instruction to subordinate supervisors and employees concerning their application and use of same. Equally frequent is the employee's responsibility to initiate new and revise existing Sheriff's Office policies and procedures. The complexity of this class of work is realized in several ways: timely response to the judicial mandates placed upon the Sheriff's Office while balancing the needs and interests of all the parties served; effectively and efficiently using employee and fiscal resources without endangering the lives of Deputy Sheriffs, members of the judicial branch of government, citizens requesting service and citizens being served, and those who are apprehended/arrested; development and implementation of new policies and procedures; interpretation and application of broadly defined guidelines; and managing a budget within prescribed authorization. The impact of properly performed work is evidenced by the coordinated and timely provision of services which facilitates operation of the judicial branch of government – i.e., transporting and extraditing prisoners, providing courthouse and courtroom security, conducting evictions and attaching property, serving civil process papers, and carrying out various court orders concerning domestic violence, emergency evaluation petitions, and mental evaluation transports of citizens. The incumbent of this position has the pivotal responsibility for coordinating the full resources of the Sheriff's Office with other local, State and Federal law enforcement and regulatory agencies and judicial bodies, thereby impacting the judicial branch's ability to carry out its responsibilities. Virtually all work is performed in an office environment which is appropriately lighted, heated and cooled. The hazards associated with this occupational class are inherent to the field of law enforcement – i.e., enforcing traffic laws, stopping at scenes of motor vehicle accidents and breakdowns and rendering assistance, responding to "officer needs assistance" and "crime in progress" radio calls, and responding to prisoner escape and courthouse/courtroom security violations. An employee in this class always is 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)

- Through subordinate supervisory Deputy Sheriffs, oversees the performance of duties and responsibilities of all Deputy Sheriffs in the Office of the County Sheriff.
- Oversees processing of all court documents for service in either civil or criminal matters.
- Supervises preparation and management of Office budget.
- Establishes work goals and objectives.
- Periodically conducts personnel and equipment inspections.
- Supervises conduct of all in-service training programs.
- Supervises development and implementation of administrative policies and procedures.
- Reviews and approves personnel rosters and leave and work records.
- Approves purchase orders and maintains cost controls.
- Conducts Office briefings and informs subordinate supervisory personnel of pertinent and important data relating to the functions and activities of the Office of the County Sheriff.
- Oversees receipt and resolution of citizen complaints.
- Prepares and coordinates implementation of memorandums of understanding with other agencies.
- Provides information to citizen groups regarding functions and activities of the Sheriff's Office.

- Supervises conduct of employment and promotional examinations.
- Provides recommendations to the elected County Sheriff regarding hiring and promotion of employees.
- Assumes command of the Sheriff's Office in absence of County Sheriff.
- Receives, reviews, and recommends to the County Sheriff action to be taken concerning reports of subordinates.
- Under the most unusual circumstances, performs subordinate level enforcement and regulatory duties.
- Supervises response to civil disturbances or emergencies and the apprehension of offenders.
- Supervises taking of inventory and sale of real and personal property attached by the Sheriff's Office.
- Appears in court to testify as directed.
- Prepares legislation beneficial to either the County Government and/or the Sheriff's Office, and testifies before legislative bodies.
- 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:

- Extensive knowledge of the laws, regulations, and procedures governing the service of attachments, evictions, writs, summonses, bench warrants, collecting judgments, transporting prisoners, and courthouse and courtroom security.
- Extensive knowledge of the geography of Montgomery County.
- Ability to exercise sound judgment and work within established guidelines.
- Ability to work equitably, tactfully and effectively with people.
- Ability to supervise the duties and responsibilities of subordinate employees.
- Successful completion of all in-service training requirements.

MINIMUM QUALIFICATIONS:

Experience: Attainment of the rank of Deputy Sheriff VI (Captain) with the Montgomery County Sheriff's Office.

Education: Possession of a Bachelor's Degree from an accredited college or university.

Equivalency: Education may not be substituted for the experience requirement. Excess experience at the Deputy Sheriff VI (Capt.) class of work may be substituted for the education requirement.

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 Chief Deputy Sheriff Colonel.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class 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: January 1974

October 1975

June 1980

September 1986

April 1988

Classification Study: April 1993 (M)

December 1997

April 1998

October 2001

August 2013

Revised Medical Protocol: September 2022