



# CARROLL COUNTY SHERIFF'S OFFICE

*Sheriff James T. DeWees*

COMMITMENT TO COMMUNITY

## DEPUTY SHERIFF PROBATIONER

Grade: P06 – Non-Exempt

Starting Salary \$56,410 Annually / \$27.12 Hourly

\$5K signing bonus (First \$2.5K to be processed on date of hire)

### DESCRIPTION

This position is for currently CERTIFIED, or recently CERTIFIED (within the past 3 years), law enforcement officers who possess one of the following:

- Maryland (MPCTC) Law Enforcement Certified Applicants
  - 1 to 23 months of continuous FULL-SERVICE LAW ENFORCEMENT EXPERIENCE, after successful completion of a law enforcement academy; or,
  - No FULL-SERVICE LAW ENFORCEMENT EXPERIENCE, regardless of years certified
- Out-of-State Law Enforcement Certified Applicants
  - 1 to 23 months of continuous FULL-SERVICE LAW ENFORCEMENT EXPERIENCE, after successful completion of a law enforcement academy

Candidates who possess Out-of-State law enforcement certification must have their certification evaluated by the Maryland Police and Correctional Training Commission (MPCTC) for Maryland equivalency. Comparative compliance may be required for candidates possessing Out-of-State law enforcement certification.

### SUMMARY

Patrols assigned area to prevent and detect violations of laws and ordinances; carries out special and extra duty details when assigned; maintains order and protects life and property; directs and controls traffic movement when required; makes arrests for violations of laws; prepares reports on arrests and investigations; maintains various records on activities; attends court and testifies when required. The Sheriff's Office operates twenty-four hours a day, seven days a week.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs essential law enforcement duties and responsibilities
- Patrols assigned area
- Responds to calls for service
- Conducts thorough follow up investigations until case is closed and/or reassigned
- Makes arrests, searches suspects for weapons and evidence and advises suspects of rights
- Writes clear, concise, and complete criminal offense reports and/or warrant applications

- Testifies in court as needed
- Provides 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
- Serves arrest warrants and summonses issued by the courts
- Advises shopkeepers, business executives, and citizens on crime prevention and security measures; gives talks before civic and community groups about police operations
- Emulates the Mission, Vision, and Values of the agency at all times
- Performs other related duties as assigned

## QUALIFICATIONS

- U.S. citizen
- High School diploma or G.E.D.
- Valid driver's license with no more than 4 points
- Currently in good standing with your law enforcement agency; or, resigned in good standing from previous law enforcement agency
- Eligible to possess and use a handgun under Maryland regulation
- No sustained internal/external charges for falsifying information

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of criminal laws, State Motor Vehicle Laws, and county ordinances
- Knowledge of modern principles, practices, and procedures of police work
- Ability to perform all law enforcement duties without restriction and complete all duties and responsibilities as assigned
- Working knowledge of first aid methods
- Some knowledge of court procedures and the presentation of evidence
- Knowledge of legal powers of police officers
- Ability to deal cooperatively, fairly, and firmly with the general public
- Ability to handle sensitive public contacts; communicating with tact and professionalism

## LANGUAGE SKILLS

Fluent in English with the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manual. Ability to write routine reports and correspondence.

## PHYSICAL REQUIREMENTS

Sound physical conditions, to be determined by physical agility test and medical examination.

## CHARACTER REQUIREMENTS

- Mentally, emotionally, and physically stable
- Demonstrates personal integrity and good moral character
- Pays attention to detail, is conscientious, and demonstrates accountability for their actions

## SELECTION PROCESS

- Application
- Integrity Questionnaire
- Physical Agility Test
- Oral Interview Board
- Confidential Questionnaire
- Conditional Offer
- Polygraph
- Background Investigation
- Medical Examination
- Psychological Examination
- Final Command Review/Interview (at the discretion of the sheriff)
- Final Job Offer

## REQUEST PROCEDURE

To be considered for this position, qualified candidates must complete and submit an employment application electronically through [PoliceApp.com](https://www.policeapp.com). For more information about the hiring process, and to [view a list of our disqualifiers](#), visit our website at [sheriff.carrollcountymd.gov](https://sheriff.carrollcountymd.gov).

*"One or more positions may be filled using this vacancy announcement"*

**The Carroll County Sheriff's Office is an Equal Opportunity Employer**