



# Washington County Sheriff's Office Hagerstown, MD

## JOB DESCRIPTION

**TITLE: DEPUTY SHERIFF/DEPUTY FIRST CLASS - PATROL**

### JOB OBJECTIVES:

To protect life and property, to preserve the public peace, to enforce Federal, State and Local Laws, to apprehend violators of these laws, and to perform other law enforcement activities as assigned or becomes necessary through circumstances.

### CHARACTERISTICS OF THE ASSIGNMENT:

Responds to calls for service under routine and emergency situations. Enforces all laws, both criminal and traffic. Perform investigations of criminal and traffic violations and arrest those person(s) responsible for violations of the law. Write accurate and comprehensive reports on investigations conducted. Provide professional court testimony as to the facts of their investigation.

### ESSENTIAL DUTIES, RESPONSIBILITIES AND TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The Sheriff reserves the right to amend or deviate from this job description if, in his opinion, it is in the best interest of the Sheriff's Office.

### **PATROL:**

1. Patrol geographic areas as assigned, responding to calls for service, observation of surroundings for violations of criminal and traffic law. Involves sitting for long periods of time, interspersed with getting in and out of the patrol vehicle on a frequent basis. Maintaining a physical presence in the assigned patrol area while interacting with businesses and citizens. (Daily)
2. Receiving and retaining information transmitted by radio communications on calls for service, lookouts, etc. Proper evaluation of the information and determination of the

appropriate course of action consistent with training and law, often under very stressful circumstances. (Daily)

3. Operation of emergency vehicles under normal and emergency driving conditions, including under inclement weather conditions and pursuit situations. Driving while incorporating good defensive driving techniques which requires superior reflexes and superior hand, foot, and eye coordination. (Daily)
4. Perform duties in all seasonal conditions. Duties frequently require personnel to work outside in extreme temperatures, both heat and cold, rain, snow, sleet, etc. (Periodic)
5. To physically take control of situations when required. To intervene in physical altercations and subdue attacking or resisting subjects. To disarm suspects using self-defense tactics when possible. To pursue, if necessary, fleeing suspects on foot.
6. To assimilate pertinent information and be able to identify wanted vehicles or subjects by sight. Be able to relate to other characteristics of wanted or suspicious vehicles/subjects. (Daily)
7. Use the communications radio to transmit articulate and coherent verbal information. (Daily)
8. Exercise independence in determining probable cause for arrests, when to use force and the appropriate level of force, problem solving techniques and alternative solutions. (Periodic)
9. Submit comprehensive and legible investigative reports within specified time periods, using correct grammar, spelling, and sentence structure. (Daily)
10. To perform rescue operations, if necessary, which may involve quickly entering and exiting vehicles or buildings, lifting, carrying, or dragging heavy objects. (Periodic)
11. Mediate disputes and give advise regarding rights and legal processes in criminal and traffic law situations. Perform crisis intervention with persons involved in domestic disputes, suicide attempts, hostage situations, or in barricade situations. (Daily)
12. Conduct extended periods of stationary or mobile visual and/or audio surveillance. (Periodic)

#### **TRAFFIC:**

1. Detect and stop violators of traffic laws. Write traffic citations, administer roadside sobriety tests, make arrests when appropriate. (Daily)
2. Inspect motor vehicles for conformance to codes, current registration and identification numbers. Investigate motor vehicle accidents, collect evidence, diagram accident scenes, determine cause of accident and take appropriate actions. (Daily)

3. Provide vehicular or pedestrian traffic direction to relieve congestion of for safety purposes. This may require standing for long periods of time. (Periodic)

#### **ARRESTS, SEARCH AND SEIZURES:**

1. Make arrests, using force, if necessary. Advising suspects as to their rights. Searching, restraining, transporting, and guarding suspects. (Periodic)
2. Determine probable cause for obtaining search and seizure warrants or obtaining consent searches of vehicles, buildings, etc. (Periodic)

#### **ADMINISTRATIVE:**

1. Prepare cases for presentation in court. Appear and give professional court testimony in criminal, traffic, civil, and administrative matters. (Periodic)
2. Prepare accurate and complete written investigative and other administrative reports and forms, applications and arrest warrants, and statements of charges using appropriate working, spelling, grammar, and sentence structure. (Daily)

#### **MISCELLANEOUS:**

1. Work temporary duties as assigned.
2. Inform superiors of all matters of a significant nature.
3. Be prepared to work on-call and overtime, if necessary.
4. Perform other related duties as required.

#### **MINIMUM QUALIFICATIONS:**

1. High School Graduate or G.E.D.
2. Minimum of 21 years of age at time of graduation from entrance level academy or time of hire.
3. To achieve necessary scores in competitive testing, (written, psychological, and oral interview testing).
4. Successful completion of agency background investigation, (to include polygraph/CVSA testing, physical fitness testing), with no disqualifying factors. Falsification of any portion of the application would be a disqualifying factor. Applicants must be of good moral character.
5. Complete post job offer physical and psychological examination by a licensed physician and psychologist with no disqualifying factors. Must be in good physical condition with weight commensurate too height and body build.

6. Applicants must be a citizen of the United States at time of appointment.
7. Applicants must possess and maintain a valid driver's license to operate any class of vehicle necessary to perform the duties of the position.
8. A minimum of a two-year college degree is preferred, but not required.

NECESSARY SKILLS AND ABILITIES:

1. Ability to apply knowledge, experience and reason to arrive at prompt and effective decisions for both routine and critical situations.
2. Ability to evaluate and select, often with limited information, the best course of action.
3. Use all senses to recognize conditions of danger and other factors.
4. Retain and comprehend information received verbally and in writing.
5. Ability to read, write, and speak English in a clear effective manner, using good pronunciation, diction, and grammar.
6. Ability to develop sensitivity to the emotions, conditions, and motivations of people from varying sex, race, religion, social, cultural, and economic backgrounds.
7. Ability to establish and maintain effective working relationships with co-workers, and supervisors. Be able to accept supervision, constructive criticism and evaluation.
8. Ability to quickly and effectively respond to situations requiring physical stamina and force.
9. Ability to function in a structured semi-military organization with strict rules of conduct, and be able to follow directions.
10. Ability to maintain composure and demonstrate appropriate restraint in stressful and dangerous situations, at times involving deceased subjects or people having suffered great trauma.
11. Ability to communicate in often loud and distracting environments.
12. Ability to occupy/operate motor vehicles for long periods of time while maintaining mental alertness.
13. Ability to stand and walk for long periods of time, often in adverse weather conditions while maintaining an alert mental condition.
14. Be able to adapt to changes in working conditions such as shift/schedule changes, or variables of weather.

15. Ability to operate a motor vehicle under all conditions. Entering and exiting vehicles frequently and at times, rapidly.
16. Ability to exercise interpersonal and verbal communication skills.
17. Ability to maintain good physical condition.
18. Ability to successfully complete training as required.
19. Ability to perform job related tasks as assigned by higher authority.
20. Ability to work with sensitive information and maintain confidentiality.

AFTER APPOINTMENT:

1. Knowledge of Federal, State, and Local criminal and traffic laws.
2. Knowledge of laws of arrest, evidence, search and seizure.
3. Knowledge of Washington County Sheriff's Office rules, regulations, policies and procedures.
4. Knowledge of Washington County geography.
5. Knowledge of courtroom rules, procedures, and customary practices.
6. Knowledge of basic investigative methods.
7. Knowledge of basic evidence collection and preservation techniques.
8. Knowledge of crime scene preservation and security techniques.
9. Skills in the use of issued police weapons, restraints, and protective equipment.
10. Skill in operation of a high performance vehicle, often under hazardous conditions.
11. Ability to obtain and maintain certification as a police officer through the Maryland Police Training Commission.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to use physical force and control during arrests and to respond to emergencies and resolve those problems. Able to maintain the same physical requirements as

mandated by the Maryland Police Training Commission and the Sheriff's Office. Ability to stand and walk for long periods of time, often in adverse climactic conditions while maintaining an alert mental condition. Ability to handle armed and unarmed confrontations with suspects; operating a police vehicle when responding to emergency calls, pursuits, etc. which could involve running for long distances, over all kinds of terrain, in all kinds of weather. Also climbing over fences, in and out of all types of buildings, whether it is day or night. There is constant lifting of equipment (vest, gun belt, gun, O. C. spray, handcuffs, flashlight, ammunition, and police baton) up to 25 pounds.