



**Charles County Sheriff's Office
Job Description**

Approved:

Date:



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Section:

Division:

Reports To:

FLSA Status:

Prepared By:

Prepared Date:

Salary Level:

Scale:

Supervisor's Signature:

Signature Date:

Full-Time Reduced Hours (FTRH) Court Security Deputy

Civil Unit

Judicial Services Section

Special Services Division

Supervisor, Civil Unit

Non-Exempt

K. Burrows

July 2018

Grade 10

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SUMMARY:

This critical position involves professional level work as a Court Security Deputy assigned to the Civil Unit as an Evictions Officer with limited Police powers as authorized by the Sheriff. The position involves general police work pertaining to the enforcement of all applicable statutes and laws within the jurisdiction of Charles County and specialized work relative to the operations of the Special Services Division and specifically the Civil Unit. **This may include crime prevention, investigation and detection, protection of life and property, traffic control, and maintaining law and order in the County. Work related to this position has the potential for personal danger and involves working with all levels of the criminal element. The officer receives direction from the Supervisor, Civil Unit, and carries out assignments in accordance with established operating procedures, yet must be able to act without direct supervision. Work is evaluated through observations, conferences, and reports.

ESSENTIAL DUTIES:

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned location. Duties and responsibilities may be added, deleted or changed at any time at the direction of management, formally or informally, verbally or in writing.

Serve and protect the public as required by the constitutional duties given under oath.

Respond to emergency calls (domestic and civil complaints) to include, but not limited to, intrusion alarms, child abuse, robberies, and traffic accidents, etc.

Respond as backup to crimes in progress and help secure the safety of officers in danger. In situations of a true emergency, a Sergeant can expand responsibilities of some police duties as necessary.

Administer rescue and lifesaving techniques as a first responder to accident scenes.

Physically remove unconscious or incapacitated victims from accident scenes, disasters, or dangerous and hostile environments.

Conduct interviews to learn the nature of citizens' complaints and to gain information regarding possible missing persons, and obtain all pertinent data related to emergency or criminal situations and/or criminal offenses.

Conduct interrogations in criminal cases to determine probable cause. Identify suspects and obtain information to file for charging documents and/or make arrests.

Conduct preliminary and follow-up investigations at the scenes of crimes, to include keeping onlookers at a safe distance to isolate and secure the crime scene.

Locate, collect, label, and safeguard evidence. Obtain necessary evidence while interacting with suspects, victims, complainants, and witnesses concerning crimes.

Arrest persons suspected of crimes. Restrain, subdue, handcuff, and search suspects or prisoners by prescribed means and methods.

Quickly pursue and take into custody persons seeking to elude apprehension, to include the ability to maintain, if necessary, long foot pursuits, using due regard for citizen safety and surroundings.

Provide accurate, complete, and factual information to persons involved in arrests, including advising them of their rights, duties, and privileges.

Transport and maintain custody of prisoners.

Provide assistance/information to persons who may be lost, stranded or otherwise in need of assistance.

Complete written reports such as activity logs, daily reports, and arrest reports. File and/or forward reports to appropriate Division or external agencies.

Complete reports on crimes against persons, property or of a criminal intelligence nature in preparation of legal proceedings. Determine probable cause of arrest or search.

Prepare affidavits and serve authorized criminal and civil process papers.

Testify in court and at other proceedings in a clear, well-organized, and logical manner to accurately provide information describing events, objects, and evidence, to include in-car camera tapes, associated with a case.

Read and comprehend a variety of legal and non-legal documents, maps, and reference material to properly comply with organizational rules and procedures.

Establish police lines at fire and crime scenes and institute vehicular and crowd control procedures, allowing only authorized persons to pass through barricades.

Cooperate and exchange information with other officers and investigators during investigations.

Conduct searches for missing juveniles, wanted persons, and other missing individuals.

Direct and control traffic to facilitate vehicle and pedestrian flow in order to prevent accidents.

Participate in crowd control and, when necessary, the dispersal of unruly gatherings.

Stand inspection, inspect equipment, and service personal firearms.

Maintain complete, required, and preventive maintenance to assigned vehicle, such as changing tires and checking fluids.

Receive information from previous shift and review Commanders' Logs for relevant events and occurrences.

Interact formally and informally with schools, community groups, and local businesses.

Participate in Agency community relations programs.

Attend and participate in training sessions and other meetings, as required.

Perform any other related duties, as assigned.

ESSENTIAL DUTIES (Specific to Assignment):

Serve civil documents and process postings in accordance with the rules and procedures relating to each form of civil process.

Work directly with and assist the Agency's Sworn Evictions Officer, with scheduling and conducting the County evictions.

Locate address of individuals being served civil documents utilizing the Charles County Sheriff's Office Computed Aided Dispatch (CAD) System, the Motor Vehicle Administration (MVA) computer system, telephone directories, and road maps.

Make accurate report to the issuing agency of action taken on the civil document within the time frame specified by the court, i.e., documents served or documents returned when individuals are not located.

Examine civil documents to ensure correctness and communicate with the Supervisor, Civil Unit, concerning discrepancies prior to serving the document.

Prepare end of month statistics and forward to Supervisor, Civil Unit, in a timely manner.
Schedule and conduct Circuit Court and District Court ordered evictions.

Arrange with Animal Control the removal of any animals found unattended at the eviction location.

Maintain peace and order between all parties involved during evictions.

Handle any criminal law violations that occur during or as a result of an eviction.

Develop professional relationships with landlords and/or rental companies.

Have specific knowledge of Standard Operating Procedures (SOP) for the Civil, Child Support, and Domestic Violence Units.

Coordinate and cooperate with court, juvenile services, and resource agencies' personnel.

Provide Court Security, if needed and not to interfere with primary duties.

Operate assigned Agency vehicle in accordance with established rules and regulations of this Agency and laws of the State of Maryland.

Possess strong community relations skills specific to assignment.

Deal with a wide range of people, including children, the elderly, non-English speaking ethnic persons, and persons with medical conditions which may render them mentally unclear.

Participate in Agency community relations programs.

Receive visitors, phone calls, and inquiries to assist in solving questions and/or problems from both outside and inside the Agency regarding wanted and fugitive subjects.

Attend seminars and read materials to remain informed of new policing methods and techniques.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS:

Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP) and other manuals pertinent to the assigned job classification.

Knowledge of the controlling laws and ordinances, particularly the laws of arrest, evidence, search and seizure, and the handling of criminals.

Knowledge of crowd and disaster control, self defense techniques, traffic control and flow patterns, and the effects of weather conditions on the routines and driving habits of citizens.

Skill in comprehension, retention, and recollection of factual information pertaining to laws, statutes, and codes.

Knowledge of legal terminology and the principles and techniques of investigation.

Ability to maintain alertness, observational skills, and memory recollection.

Ability to learn names and locations of roads, buildings, and other landmarks in Charles County.

Ability to provide quality police service to the citizens of Charles County.

Ability to understand oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.

Ability to enter and retrieve data from various computer systems.

Knowledge of law enforcement practices and court procedures.

Knowledge of District and Circuit Court systems.

Read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.

Ability to write, compose, and develop documents, manuals, and other literature.

Apply knowledge, experience, and reason to arrive at effective decisions for routine situations.

Ability to operate an assigned Agency vehicle, both day and night, in all weather situations and road conditions in a manner to expeditiously, yet safely, arrive at the scene.

Ability to maintain awareness of activities at emergency scenes.

Ability to maintain and operate firearms proficiently.

Ability to utilize a high level of discretion, good judgement, and confidentiality.

Ability to facilitate group discussions to identify problems, recommend resolutions, and implement proposed solutions.

Ability to maintain a high level of accuracy in assigned tasks.

Ability to complete work assignments and reports in a timely manner.

Ability to organize and determine priorities of diverse assignments.

Ability to plan, organize, and effectively present ideas and concepts to groups.

Ability to assimilate information from a variety of resources. Analyze, evaluate, and select, often with limited information, the best course of action.

Ability to read and comprehend various documents.

Ability to recommend and present innovative solutions to problems.

Ability to maintain composure and work effectively in situations of on the job pressure.

Ability to learn and apply training provided by the Agency or designated agency.

Ability to comprehend, understand, and adhere to, at all times, Agency policies, procedures, rules, and regulations.

Ability to comprehend and retain old and new information, received both orally and in writing.

Possess a valid driver's license.

Ability to pass a comprehensive background investigation.

Ability to pass random drug screening.

EDUCATION and/or EXPERIENCE:

Graduation from a recognized high school or possession of a General Educational Development (GED) certificate recognized by the Maryland State Board of Education.

Graduation from a Maryland Police and Correctional Training Commission (MPCTC) certified Police Academy, or has held certification as a Maryland Law Enforcement officer within the last three (3) years at the time of appointment and must be able to be re-certified.

Graduation from a 6 month Police Academy and able to become approved by the MPCTC to go to a comparative compliance program to become certified police officer through the State of Maryland.

Must maintain certification with the Criminal Justice Information System (CJIS) for access into state and federal computer networks (MILES/NCIC).

GENERAL CHARACTER REQUIREMENTS:

It is a business necessity that the employee, as a member of the Charles County Sheriff's Office, possess a history and exhibit the characteristics of honesty, reliability, integrity, and interpersonal skills.

Any criminal conviction/arrest may be grounds for disqualification.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some work is performed in an office setting with frequent interruptions. May sit for extended periods of time, answering the telephone, and operating computer equipment.

Enter and exit motor vehicles frequently and quickly.

Frequent walking, climbing stairs, and other prolonged physical activity.

Driving and working in remote, rural areas of the county.

Communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone, by written report or memorandum, through radio communications or computer network.

May stand exposed to weather elements and temperature extremes for long periods at crime scenes, traffic accidents, emergency and disaster scenes or other events. Exposure to temperatures ranging from below freezing to above 100 degrees.

Adhere to Universal Barrier Precautions when exposed to blood and body fluids.

Stand exposed to life-threatening situation in a possible assault.

Exhibit and maintain professional decorum at all times.

Function in a structured organization with strict rules of conduct.

Establish and maintain effective working relationships with coworkers and supervisors.

Appropriately accept supervision, criticism, and evaluation.

Exhibit sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.

Deal tactfully, effectively, and equitably with people, both within and outside the Agency.

Manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

Must perform work in accordance with sound safety practices.

Read computer screens and be able to distinguish colors.

Climb a step stool or stoop down to reach file drawers just above or below arm level.

Must report for duty in a regular and punctual manner.

Must work overtime when deemed necessary by the Agency.

Must work on-call, overtime, and temporary assignments when deemed necessary by the Agency.

May be required to work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays.

Comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

07/2018