



# Washington County Sheriff's Office Hagerstown, MD JOB DESCRIPTION

**TITLE: DEPUTY SHERIFF – RESERVE DEPUTY**

**JOB OBJECTIVES:**

The primary objective of these appointed part-time sworn personnel is to provide supplemental support to the Judicial Division for the safe and secure operations of the Circuit court and related facilities. To provide supplemental support in carrying out the field operations of the Judicial Division.

**CHARACTERISTICS OF THE ASSIGNMENT:**

Duties of a Reserve Deputy include supplemental support to all operations of the Judicial Division. The Reserve Deputy position when acting in the part-time capacity will have full sworn law enforcement powers. This position will be available to provide supplemental staffing needs to the full time sworn personnel in the safety and security of the Circuit court building and related facilities. The service of arrest warrants, summonses and legal documents. Completion of duties that is common to all sworn law enforcement personnel in the department.

**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.

1. Provides security for the Washington County Circuit Court Building through various means to include operation of personal and stand-alone metal detectors. Report and make arrests, when necessary, on subjects unlawfully carrying weapons entering the courthouse, or other illegal activities.

2. Provide courtroom security and maintains order in and around courtrooms.
3. Transport inmates to and from the Detention Center for court, emergency commitments, etc.
4. Executes various types of legal process to include warrant service, summons service, seizures as directed by the court, and service of emergency commitment papers for mentally disturbed subjects.
5. Conduct random checks of interior/exterior of Court house.
6. Scan mail/packages that are delivered to judges.
7. Making periodic checks on prisoners and documenting those checks on proper forms.
8. Visually scan all persons in courts for any signs of escape or violence.
9. Maintains report on court dispositions on all defendants.
10. Provide safety and security for all jurors and witnesses during high risk trials.
11. Transport prisoners as required.
12. As required or instructed by higher authority, performance of duties as prescribed for Patrol Deputy. Provides back-up for Patrol Deputies when needed. Performs Patrol Deputy Duties and responsibilities as directed by higher authority. Takes necessary action in response to on-sight illegal activities.

MINIMUM REQUIREMENTS:

1. The Sheriff can appoint Reserve Deputies who meet the listed criteria under the Maryland Police Training and Standards Commission Title 12, Subtitle 04.
2. The Sheriff can consider appointing Reserve Deputies that would be considered for MPTSC Police Officer Recertification Title 12, Subtitle 04.01.07
  - a. Police Officer Recertification – 3 years or less since the applicant was last certified as a police officer. (Title 12.04.01.07(B)).
3. Same as Deputy Sheriff

## 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.