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# ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

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**POSITION:** Deputy, Leonardtown Community Police (Contract)  
M01, \$46,446 - \$57,054 (B.O.E) + FRINGE BENEFITS

**DEPARTMENT:** Office of the Sheriff

**OPENING DATE:** 09-14-16                      **CLOSING DATE:** Open Until Filled

## MINIMUM QUALIFICATIONS:

**Education:** High school diploma or G.E.D.

**Experience:** Three or more years related experience.

## ADDITIONAL REQUIREMENTS:

- ◆ Must be 21 years of age, possess a valid Maryland driver's license and be a U.S. citizen;
- ◆ Must pass written entrance exam, physical agility test, polygraph, physical and psychological examination, drug screen and successfully pass extensive background investigation with favorable results;
- ◆ Weight must be in proportion to height, body frame and age;
- ◆ Vision must be correctable to 20/20;
- ◆ Must have completed a 26-week Maryland Police Training Commission approved academy; or be eligible for recertification as a certified Police Officer by the Maryland Police Training Commission;
- ◆ Must be able to work shift work including weekends and holidays;
- ◆ This position is designated essential personnel during inclement weather;
- ◆ Must maintain current certification of CPR/AED/FA.

**JOB SUMMARY:** Provide Community Oriented Police services for Leonardtown Inc. and liaison between the Leonardtown Council and the Sheriff's Office.

## DUTIES:

- ◆ Conduct Community Oriented Policing practices within Leonardtown Inc. to include:
  - Attend meetings;
  - Coordinate, plan resources, and attend special events;
  - Prepare and conduct community presentations;
  - Develop and build relationships with residents, businesses, Leonardtown Elementary School, Father Andrew White Catholic School and all government entities;
  - Identify systemic issues; analyze them; respond with a plan to improve the issues; then assess and track the progress;
  - Proactive policing to include Segway, Police Mountain Bike and Foot Patrols;
- ◆ Patrol assigned areas and take appropriate action to preserve the peace;
- ◆ Conduct interviews to obtain information from complainants and suspects;
- ◆ Investigate crime scenes to include securing the scene, interviewing witnesses and collection of evidence;
- ◆ Conduct traffic safety enforcement initiatives; track the progress and report to supervision;
- ◆ Arrest persons suspected of crimes according to prescribed procedures;
- ◆ Attend a weekly Roll Call at the Sheriff's Office;
- ◆ Complete written factual reports;
- ◆ Must be able to testify in court proceedings;

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- ◆ Maintain assigned equipment;
- ◆ Conduct special operations;
- ◆ Prepare and present a weekly COMPSTAT report
- ◆ Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Must be a Maryland certified law enforcement officer, eligible to have certification reinstated within 60 days of hire);
- ◆ Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
- ◆ Ability to gain thorough knowledge of the Office of the Sheriff policies and procedures;
- ◆ Ability to gain thorough knowledge of modern approved principles and practices of sworn law enforcement;
- ◆ Ability to use and maintain firearms and related police issued equipment;
- ◆ Ability to operate a motor vehicle under normal or emergency situations;
- ◆ Ability to effectively communicate with other staff and especially members of the public;
- ◆ Ability to make decisions in accordance with established federal, state and local laws;
- ◆ Ability to apply departmental policies to daily work problems;
- ◆ Ability to understand and follow complex oral and written instructions;
- ◆ Ability to work independently on tasks and maintain records;
- ◆ Ability to plan, organize, and execute complicated and continuing assignments accurately, with minimum instruction or review;
- ◆ Effective business English, grammar, legal terminology, and math skills.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work demands occasional strenuous effort. For example, handling of moderate to heavy boxes, tools, equipment, or materials of 30 to 150 pounds and have the ability to evacuate people from dangerous conditions.

This position requires the ability to run, climb, jump, lift, drag, crawl, carry, push and pull of objects and have the ability to use bodily force as well as respond to calls, both on foot and by motor vehicle, wearing of Personnel Protective Equipment/PPE, including but limited to; Kevlar vest, gun belt and Gas/Protective mask.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress and physical threat which require a range of safety and other precautions, e.g., aggressive human behavior, extreme outdoor weather conditions, or similar situations where conditions cannot be controlled.

**COMPENSATION/BENEFITS:**

Hiring Salary: \$46,446 - \$57,054 (Based on Experience) Annually

FLSA: Non-Exempt

St. Mary’s County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Sheriff’s Office Retirement Plan.

**SELECTION PROCEDURE:** Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

**TO APPLY:**

Applications are available at:

Website:

<http://www.firstsheriff.com/applicationprocess.asp>

Phone: 301-475-4200 extension: \*1909/\*1936

*Must press \*before dialing the extension*

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator: [amber.hebert@stmarysmd.com](mailto:amber.hebert@stmarysmd.com) or [\(301\) 475-4200](tel:(301)475-4200), Extension: \*1110.