

BALTIMORE CITY SHERIFF'S OFFICE

NOTICE OF DEPUTY SHERIFF LIEUTENANT POSITION POSTING

POSTING DATE- 06/14/2024

CLOSING DATE -07/17/2024

To be read at 5 consecutive Roll Calls

GRADE

18

CLASS ATTRIBUTES

SKILLED SERVICE BARGAINING UNIT: L

NATURE OF WORK

A Deputy Sheriff Lieutenant is the full performance level of law enforcement officer and first responder in Baltimore City. Deputy Sheriffs serve to carry out the Sheriff of Baltimore City's constitutional, statutory, and common law duties including the duty to preserve the public peace. Employees in this classification are supervisory and operational.

Employees in this classification have full law enforcement jurisdiction throughout Baltimore City to make arrests for criminal violations of the law, conduct patrol services, write moving and parking citations for traffic offenses, conduct criminal investigations, operate emergency vehicles and protect and serve the public as part of their daily duties.

Employees in this classification carry out the Sheriff's constitutional duties in Baltimore City as the enforcement arm of the Court. This includes enforcing and serving orders originating from the Circuit and District Court of Maryland and protecting the Circuit Court facilities and grounds. Most civil orders direct sheriffs to conduct an action on behalf of the Court. Inherent in the authority to serve court orders is a deputy's powers to make a criminal arrest if their actions are obstructed, or the Deputy is hindered in the performance of their lawful duties.

Employees in this classification receive general supervision from a Deputy Sheriff Captain. The work requires travel throughout Baltimore City, Maryland, and other states. The work may involve contact with dangerous or hostile persons who may be armed. Employees are subject to call-in on a regularly scheduled basis.

Positions in this classification are evaluated by using the classification job evaluation methodology. The use of this method involves comparing the assigned duties and responsibilities of a position to the job criteria found in the Nature of Work.

The Deputy Sheriff Lieutenant is differentiated from the Deputy Sheriff Sergeant is that the Deputy Sheriff has direct supervisory responsibility for Deputy Sheriff Sergeants at the division level of the Baltimore City Sheriff's Office while the Deputy Sheriff Sergeant has supervisory responsibility for lower-level Deputy Sheriffs at the squad, section or unit level of the Baltimore City Sheriff's Office. The Deputy Sheriff Lieutenant is differentiated from the Deputy Sheriff

Captain in that the Deputy Sheriff Captain has management responsibility for lower-level Deputy Sheriffs and Deputy Sheriff Sergeants through the direct supervision of Deputy Sheriff Lieutenants at the bureau level of the Baltimore City Sheriff's Office.

EXAMPLES OF WORK

Plans, coordinates and supervises through Deputy Sheriff Sergeants, the work of lower-level Deputy Sheriffs;

Oversees assigned daily operations to ensure that assigned duties and responsibilities of Deputy Sheriff Sergeants are carried out;

Coordinates with other Deputy Sheriff Lieutenants to ensure that personnel and resources are available to carry out assigned duties for the Office of the Sheriff of Baltimore City;

Trains and instructs lower-level Deputy Sheriffs and Deputy Sheriff Sergeants, in the laws, regulations, policies and procedures which govern the Office of the Sheriff of Baltimore City;

Conducts general law enforcement criminal patrols and enforces the law in Baltimore City. This may include but is not limited to; traffic enforcement and DWI Enforcement, assisting the Baltimore Police Department answer 911 calls, providing law enforcement services during community events and festivals and deploying to communities and entertainment areas as an increased patrol presence.

Responsible for the service of circuit court arrest warrants for criminal charges of: violation of probation, failure to appear, body attachment, contempt of court and grand jury inditements. Deputies also serve notice to criminal defendant to appear in court and notice to individuals required to show cause as to why they should not be held in criminal or civil contempt.

Conducts the Sheriff of Baltimore City's constitutional duty to enforce the civil law and conduct all evictions and foreclosures in Baltimore City. Serves as peace officers while they conduct enforcement of court orders to seize property. Deputies may also enforce judgments by seizing and auctioning real and personal property from individuals, businesses and governmental agencies.

Serves court orders requiring individuals to appear in court for child support matters. Arrests individuals on warrants who violate court orders associated with child support and family law.

Patrols and safeguards the Baltimore Circuit Court and Juvenile Justice Facilities. Investigates and charges crimes committed in and around these facilities. Safeguards judges, witnesses, court employees and the public, to ensure the proper administration of justice. Deputies may be assigned to oversee court trials and maintain order in courtrooms.

May be assigned to serve District and Circuit Court protective orders and peace orders of protection from interpersonal violence. Make arrests for domestic violence warrants, serve orders of protection issued by the court, interview victims of domestic violence, seize firearms, write search and seizure warrants and may enforce child take-away orders issued for emergency custody matters.

May be assigned as an investigator to locate fugitives or conduct internal disciplinary investigations, solve crimes reported to the Sheriff's Office and conduct illegal firearms and narcotics investigations.

May conduct surveillance and use cadets to enforce the Baltimore City Liquor License Code.

May be assigned to a taskforce with the Maryland State Police, a policing agency or Maryland Sheriff's Office and may be assigned to become taskforce officers with federal law enforcement agencies. This taskforce status grant authority to the Deputy Sheriff to act as a federal law enforcement officer.

May transport prisoners that are arrested in the Court Facility, by Deputies in the performance of their duties throughout Baltimore City, or when a wanted subject, on a Baltimore City Circuit Court Warrant is arrested anywhere in Maryland. Deputies may transport prisoners to court proceedings and oversee the management of satellite lockups in the Circuit Court and Juvenile Justice Center.

May testify in court and during hearings and complete required logs, forms and reports; and performs other related duties as assigned or required.

Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the Baltimore City and Maryland State court systems, criminal and civil law;

Knowledge of the legal service process;

Knowledge of investigative and interview techniques;

Knowledge of witness protection procedures including guarding techniques, the use of enhanced firepower and protection devices and selecting a safe route to court appearances;

Knowledge of domestic violence issues and dangers;

Knowledge of the role played by Deputy Sheriffs in task force and joint operation work with federal law enforcement authorities, Baltimore City police and other local police agencies;

Knowledge of traffic and parking enforcement and citation work;

Knowledge of Basic computer skills such as sending and receiving emails, writing electronic reports and utilizing internet search engines;

Knowledge of Sheriff General Orders and Regulations;

Skill in the safe use and care of firearms and proficiency in accuracy under stressful situations;

Skilled in reading, writing and communication;

Ability to understand and explain federal, State and local laws, rules, regulations, procedures and statutory requirements;

Ability to testify in court;

Ability to remain calm in hostile situations;

Ability to prepare logs, forms and reports;

Ability to pass and demonstrate proficiency in all required training objectives mandated for police certification in Maryland.

MINIMUM QUALIFICATIONS

Education: High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education as described in the Maryland Police and Correctional Training and Standards Commission regulation.

Experience: Four years of law enforcement experience.

Note: The above educational requirement is set in accordance with Public Safety Article, Title 3 Law Enforcement, Subtitle 2, the Maryland Police and Correctional Training and Standards Commission of the Annotated Code of Maryland.

LICENSES, REGISTRATIONS AND CERTIFICATIONS

Employees in this classification must have successfully completed the Entrance Level Police Training Course required by the Maryland Police and Correctional Training and Standards Commission.

SPECIAL REQUIREMENTS

1. Selection standards for Police Officer certification are established by the Maryland Police and Correctional Training and Standards Commission in accordance with Public Safety Article, Title 3 Law Enforcement, Subtitle 2 of the Annotated Code of Maryland. These selection criteria are listed in detail in Code of Maryland Regulations Title 12, Subtitle 04, Chapter 01 and include the following:

Appointment as a Police Officer

U.S. Citizenship

Must be at least 21 years of age

Satisfactory background investigation, including a check of criminal history

Oral interview

Physical examination

Possession of a driver's license valid in the State of Maryland.

2. Employees in this classification are subject to call-in on a regularly scheduled basis and must provide a telephone number where they can be reached.

3. Employees may be required to bear firearms and to demonstrate practical knowledge and proficiency in the safe use and care of firearms, as required by the Maryland Police and Correctional Training and Standards Commission.

4. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, 12.04.01 and Maryland Police and Correctional Training Commission General Regulation 01.-1, Testing for Illegal use of Drugs.

ACKNOWLEDGEMENTS

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

This is a Skilled Service classification in the State Personnel Management System. All positions in this classification are Skilled Service positions. Some positions in Skilled Service classifications may be designated Special Appointment in accordance with the State Personnel and Pensions Article, Section 6-405, Annotated Code of Maryland.

This classification is assigned to Bargaining Unit L- Deputy Sheriff's Baltimore City. As provided by State Personnel and Pensions Article, Section 3-102, special appointment, temporary, contractual, supervisory, managerial, and confidential employees are excluded from collective bargaining. Additionally, certain executive branch agencies are exempt from collective bargaining and all positions in those agencies are excluded from collective bargaining.

Date Revised

05/07/2024

Approved By

Director, Division of Classification and Salary

LIEUTENANT PROMOTIONAL ASSESSMENT

Updated Policy as of 06/14/2024

POLICY

The purpose of this policy is to establish the minimum guidelines and describe the selection procedure for promotion or appointment to the rank of Deputy Sheriff Lieutenant. The release of this document is also notice of the competitive process to become a Deputy Sheriff Lieutenant.

Candidate – A member of the BCSO who has successfully met the requirements for promotion to a rank higher than the one they currently fill in a permanent capacity, to include having his/her name added to the qualified promotional list and a person with relevant experience where they have applied to fill the rank of Lieutenant.

Classified Ranks – Positions holding the rank of Lieutenant are based on a competitive testing process that will be administered by the BCSO and with the final selection(s) being made by the Sheriff.

Qualification Process – This process utilizes five categories to determine a Candidate's qualifications. The categories are as follows:

1. Candidates for Lieutenant must have a minimum of **eight** completed years of service as a sworn law enforcement officer.

2. Candidates for lieutenant who work for the Baltimore City Sheriff's Office must have a minimum of **one completed year** of service as a sworn Deputy Sergeant with the BCSO on the last day the resume is due to be submitted, or other relevant experience as determined by the Sheriff of Baltimore (OIC time will be considered.)
3. A Resume will be submitted that will be compared with the other applicants for the position in a competitive review.
4. An oral interview will be required by the candidate.
5. The Sheriff will determine the suitability of a candidate for promotion from the eligibility list as the final step in this process, or the Sheriff may reject the eligibility list in whole or in part and/or request an additional test be conducted.

Examination Materials:

No examination materials are required for study. Certificates and diplomas verifying any training and education should be submitted with a resume.

Resume Scoring:

The applicant will submit a comprehensive resume and may submit a cover letter along with the resume. The following will be considered as part of the competitive review:

- Law enforcement experience.
- Training and certifications relevant to law enforcement.
- Education level.
- Awards or recognition demonstrating leadership.
- Any activity demonstrating leadership, community service, and management.
- Any other relevant information

Eligibility List:

The Sheriff will not promote a candidate that is not on a current eligibility list.

The Lieutenant's qualified promotional eligibility list will be in effect for a period of one (1) year commencing on the 1st day of posting unless the Sheriff request an addition test prior to the 1-year mark.

When the Sheriff requests an additional test, the posting of the new eligibility list associated with the new test will extinguish the previous test's eligibility list.

The Sheriff will make the final decision on all promotions after considering the candidate from the eligibility list. The Sheriff is not required to promote any candidate from the eligibility list and can allow the list to expire after one year and/or request additional promotional tests.

How to Apply:

2024 Lieutenant Promotional examination resume, any supporting documents, and optional cover letter as described below should be submitted by email to desiree.dawson@baltimorecity.gov by July 17, 2024.

End Posting