



# CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees  
*Sheriff*

## Correctional Deputy I Grade: D01 – Non-Exempt Starting Salary: \$51,647 Annually

**\$5K signing bonus (First \$2.5K to be processed on date of hire)**

### POSITION OVERVIEW

This is an entry-level position which ensures Detention Center Security and Public Safety through custody and control of incarcerated offenders. All employees in this position are assigned to the Field Training Program for twelve days, a meeting with Command Staff and unit supervisors to receive an overview of operations during the first week. During the second week, the Correctional Deputy is learning “hands on” at all security posts with the FTO. The Correctional Deputy is tested daily during training and evaluated by a supervisor before being assigned to a Security Shift. This position requires working days, nights, weekends, and holidays as assigned. All entry level non-certified Correctional Deputies must successfully complete the Correctional Academy within one year of hire.

### ESSENTIAL DUTIES

- Ensure inmate safety, health, and welfare.
- Implement facility policies and procedures.
- Conduct inspections, searches, and security checks.
- Supervise inmate activities, movement, meals, and programs.
- Enforce rules and respond to inmate needs professionally.
- Prepare accurate incident and activity reports.
- Assist with intake and release processing.
- Complete all required training and duties as assigned.

### MINIMUM QUALIFICATIONS

- U.S. Citizen or Resident Alien

### **Education and Experience**

- High school diploma or a GED recognized by the State Board of Education that meets COMAR standards

## **Knowledge, Skills, and Abilities**

- Ability to read and interpret procedures, write reports, perform basic math, and apply sound judgment.
- Strong communication, interpersonal, and problem-solving skills.
- Ability to perform all physical duties, confirmed by agility and medical testing.

## **Physical Requirements**

- Must meet agency physical agility and medical standards.
- For information on the physical agility requirements, please visit our website at:  
<https://sheriff.carrollcountymd.gov/wp-content/uploads/2025/06/Physical-Agility-Test-Description-08.26.2025.pdf>  
<https://youtu.be/25p-02KUWkY>

## **Character Requirements**

- No felony or serious misdemeanor convictions.
- No dishonorable discharge from law enforcement or military service.
- Demonstrated integrity, emotional stability, and professionalism.

## **Core Competencies**

- Effective communication (oral and written).
- Strong decision-making and conflict-resolution skills.
- Ability to work respectfully with diverse individuals.
- Reliability, adaptability, and sound judgment under pressure.
- Commitment to teamwork, accountability, and ethical conduct.
- Physical strength and self-discipline to manage challenging situations.

## **SELECTION PROCESS**

- Application
- Integrity Questionnaire
- Physical Agility Test
- Written Examination
- Oral Interview Board
- Confidential Questionnaire
- Conditional Offer
- Polygraph
- Psychological Evaluation
- Background Investigation
- Physical/Medical Examination
- Final Command Review (at the discretion of the Carroll County Sheriff's Office)
- Offer of Employment

## **REQUEST PROCEDURE**

To be considered for this position, qualified candidates must complete and submit an employment application electronically through [PoliceApp.com](https://www.policeapp.com). For more information about the hiring process, and to view a list of our disqualifiers, visit our website at [CCSO Hiring Process](#).

*"One or more positions may be filled using this vacancy announcement"*

**The Carroll County Sheriff's Office is an Equal Opportunity Employer.**