



CARROLL COUNTY SHERIFF'S OFFICE

Sheriff James T. DeWees

COMMITMENT TO COMMUNITY

Deputy Sheriff Recruit **Grade: P05 – Non-Exempt** **Starting Salary - \$58,948 Annually**

POSITION OVERVIEW

The Deputy Sheriff Recruit is an *entry-level* position designed for individuals beginning a career in law enforcement. Recruits undergo comprehensive classroom and field training in law enforcement methods and procedures. Performance is evaluated through written, oral, and practical examinations. Successful completion of the Entrance-Level Training Academy and required certification will result in advancement to the sworn rank of Deputy Sheriff.

This position requires flexibility to workdays, nights, weekends, and holidays as assigned.

TRAINING DUTIES AND RESPONSIBILITIES

- Attend assigned classes, complete lessons, and pass written and practical examinations.
- Participate in on-the-job training, applying classroom instruction to real-life patrol situations.
- Perform related duties in a structured “instructor-student” environment under supervision.

Upon successful completion of training and Maryland Police Certification, the recruit will assume the following essential duties of a sworn Deputy Sheriff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform general law enforcement duties, including patrol and criminal investigations.
- Ensure proper supervision and control of prisoners in custody.
- Patrol assigned areas by vehicle or on foot; maintain contact with the Emergency Communications Center (ECC).
- Respond to calls for service, enforce laws, and take appropriate action.
- Secure crime scenes, collect and preserve evidence, and prepare detailed reports.
- Make arrests, conduct searches, advise suspects of rights, and transport prisoners.

- Testify in court and serve as a credible witness.
- Investigate traffic accidents, render first aid, and assist the public when needed.
- Enforce traffic and parking laws, issue citations, and direct traffic.
- Serve arrest warrants and court summonses.
- Engage with the community to promote safety, crime prevention, and quality of life initiatives.
- Maintain assigned vehicles, uniforms, and equipment in accordance with agency policy.
- Demonstrate professionalism and uphold the mission, vision, and values of the Carroll County Sheriff's Office.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be a U.S. citizen and able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and Experience

- High school diploma or a GED recognized by the State Board of Education that meets COMAR standards
- No prior law enforcement experience is required.

Knowledge, Skills, and Abilities

- Ability to follow written and oral instructions.
- Strong written and verbal communication skills.
- Sound judgment and ability to act within established guidelines.
- Ability to work tactfully, fairly, and effectively with others.
- Professional demeanor, discretion, and integrity in public contact situations.

Certificates and Licenses

- Possession of a valid driver's license.

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 any law enforcement agency or the Armed Forces.
- Must demonstrate emotional stability, integrity, and good moral character.

Core Competencies

- **Problem Solving:** Identifies issues and develops effective solutions.
- **Teamwork:** Collaborates effectively and supports team success.
- **Professionalism:** Maintains composure, respect, and accountability.
- **Ethics & Integrity:** Demonstrates honesty and fairness in all interactions.
- **Adaptability:** Responds effectively to changing circumstances.
- **Communication:** Speaks and writes clearly, listens attentively, and presents information professionally.
- **Leadership:** Accepts responsibility and displays confidence and initiative.

SELECTION PROCESS

Application

Integrity Questionnaire

Physical Agility Test

Written Examination

Oral Interview Board

Confidential Questionnaire

Conditional Offer of Employment

Polygraph

Psychological Examination

Background Investigation

Physical/Medical Examination

Final Command Review/Interview (at the discretion of the Carroll County Sheriff's Office)

Final Job Offer

REQUEST PROCEDURE

To be considered, applicants must submit an electronic employment application through [PoliceApp.com](https://www.policeapp.com). For detailed information about the hiring process and 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