

Job Classifications and Descriptions

Index Code: 701
Effective Date: 07/15/05 (12/15/2020)

I. Purpose

The purpose of this directive is to describe the job classification plan, containing respective job descriptions for the various positions authorized within the Office of the Sheriff, and define the legally mandated authority and responsibilities vested in all categories of sworn agency personnel.

II. Policy

It is the policy of the Office of the Sheriff to work in conjunction with the Queen Anne's County Department of Human Resources to establish and maintain a job classification plan and provide specific job descriptions for the various positions authorized by the Sheriff and the Queen Anne's County Commissioners.

III. Authority of Sworn Personnel

The Office of the Sheriff has only one category of sworn personnel under the Sheriff, the Deputy Sheriff. Deputy Sheriffs are "police officers" as defined in §3-201 of the Public Safety Article of the Annotated Code of Maryland, and have the police powers enumerated in that Article, including the authority to make full custody arrests.

Implicit in the authority to enforce the law and make arrests is the authority to use force, including deadly force, when conditions warrant. All deputies employed by the Office of the Sheriff are certified by the Maryland Police and Corrections Training Commissions, and as such are authorized to carry agency issued weapons they qualify with for the performance of their duties.

IV. Classification Plan

A. Department of Human Resources

The Queen Anne's County Department of Human Resources, in conjunction with the Office of the Sheriff, establishes a written classification plan that includes the following:

1. The grouping of jobs into classes, based upon duties, responsibilities, qualification requirements, and rank.

2. The existence of specific duties for every job within a class.

3. Provisions for relating compensation to classes.

4. Provisions for reclassification.

B. Office of the Sheriff

The role of the Office of the Sheriff in the maintenance of the classification plan is to advise the Department of Human Resources of any need for a change in job description or position classification, when in the opinion of the Sheriff, such action is necessary for efficiency in operations. The Queen Anne's County Commissioners will be consulted in decisions of this nature.

V. Job Descriptions

The Queen Anne's County Department of Human Resources, in conjunction with the Office of the Sheriff, has established a job description for each authorized position. The job description includes a job summary, a list of essential functions, the knowledge, skills, and abilities required, certificates, licenses, and registrations needed, physical demands, working conditions, and the education and experience required.

The Human Resources Manager or his/her designee is responsible for maintaining on file a current job description for each position and reviewing those descriptions every three years to ensure that those descriptions are current. These records are available for viewing by any employee.

VI. Employment Rights

The employment rights of all personnel will be in accordance with established Federal and State employment laws, and such legislation adopted by the Queen Anne's County Commissioners as applicable to the Office of the Sheriff.

VII. CALEA References: 1.2.1, 1.2.2 & 21.2.2

VIII. Proponent Unit: Sheriff

IX. Cancellation: This directive cancels
Index Code 701 dated 3/16/2018.

Sheriff Gary Hofmann