

# PENOBSCOT COUNTY SHERIFF'S OFFICE

## JOB DESCRIPTION

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**TITLE:** Sheriff

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**DATE:** March 8, 2010

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**APPROVED BY:** *Sheriff Glenn Ross*

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**REPLACES:**

**DATED:**

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### I. IDENTIFICATION

Job Title: Sheriff

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Citizens of Penobscot County

Supervises: All employees through chain of command – administration, patrol, corrections, court security, civil divisions, full and part-time officers.

### II. JOB SUMMARY

The Sheriff is the chief law enforcement officer of the County and is a Constitutional Officer under the Constitution of the State of Maine pursuant to 15 M.R.S.A. §704. The Sheriff is elected every four years by the majority vote of the public and the position, by statute, must be a full-time position. There are minimum qualifications established by the legislature and certified by the Maine Criminal Justice Academy. The Sheriff is the departmental head of the agency which serves the divisions of law enforcement, corrections, civil, and court security. The Governor of the State of Maine may remove a Sheriff from office, for cause, pursuant to 30A M.R.S.A. §441. Any vacancy in the office is filled by the Governor in accordance to 30A M.R.S.A. §385. The Chief Deputy shall have the powers of the Sheriff in his or her absence. The Sheriff shall appoint deputies to enforce the criminal laws of the county.

### III. CORE ELEMENTS OF THE JOB

#### A. Essential Job Functions\*\*

1. Possess minimum qualifications to hold the office of Sheriff pursuant to 30A M.R.S.A. §371B.
2. Have managerial and budgetary expertise to manage the operations of an agency.

3. Have knowledge of the Corrections Standards as developed by the Maine Department of Corrections.
4. Have knowledge of the State and Federal Labor laws and the ability to negotiate and work within applicable collective bargaining agreements.
5. Shall appoint deputy sheriffs under the authority of 30A M.R.S.A. §351, full-time deputy, part-time deputy, and special deputy.
6. The Sheriff shall appoint a Chief Deputy who shall serve at the pleasure of the Sheriff under 30A M.R.S.A. §383.
7. The Sheriff shall be the custodian of the Penobscot County Jail.
8. The Sheriff files a bond pursuant to 30A M.R.S.A. §372.
9. The Office of the Sheriff is a full-time position pursuant to 30A M.R.S.A. §374.
10. Pursuant to 30A M.R.S.A. §401, county law enforcement administration, the Sheriff shall:
  - Act as the chief county law enforcement officer and is responsible for administration and directing the Sheriff's Department as authorized by the county budget. The Sheriff shall inform the County Commissioners as required.
  - Obey all orders relating to law enforcement which they receive from the Governor.
  - At least annually, the County Commissioners and the Sheriff will hold a special meeting for reviewing county law enforcement activities.
11. Pursuant to 30A M.R.S.A. §404, beyond the limits of the county in which the Sheriff or deputy is appointed has the same powers to arrest that person as the Sheriff or deputy has within the Sheriff's or deputy's own county. This section applies to all classes of crimes and traffic infractions.
12. Pursuant to 30A M.R.S.A. §1504:
  - The Sheriff is to return a list of prisoners at each criminal session of court; and
  - The Sheriff shall also provide for the transportation of prisoners to and from the District Court or Superior Court and ensure the safe custody.
13. Pursuant to 30A M.R.S.A. §1505, every Sheriff shall keep a true and exact calendar containing the names of all prisoners committed to the jail under the Sheriff's charge.

14. Pursuant to 30A M.R.S.A. §1506, official papers filed and kept with calendar and delivered to successor: All warrants, mittimuses, processes, and other official papers by which any prisoner is committed or released, or attested copies of those papers, shall be regularly filed in order of time and safely kept with the calendar. When vacating the sheriff's office, the sheriff or the sheriff's personal representative shall deliver those papers to the new sheriff on penalty of forfeiting \$200 to the county.
15. Pursuant to 30A M.R.S.A. §1556, the Sheriff may establish rules for and permit a prisoner under the final sentence of a court a furlough from the County Jail in which the prisoner is confined.
16. Pursuant to 30A M.R.S.A. §1557A, the Sheriff may establish rules for and permit a prisoner under the final sentence of a court a furlough from the County Jail in which the prisoner is confined to serve the remainder of the sentence at another county jail upon approval of the other sheriff.
17. Pursuant to 30A M.R.S.A. §1563, disposal of body of person who died in jail: When a person dies in jail, the jailer or sheriff shall deliver the body to the friends of the deceased, if requested. Otherwise, the jailer or sheriff shall dispose of it for anatomical purposes, as provided in Title 22, chapter 709, unless the deceased at any time requested to be buried, in which case the jailer or sheriff shall bury the body in the common burying ground and the burial expenses shall be paid by the municipality in which the deceased had a residence, if any in the State or, if not, by the State.
18. Pursuant to 30A M.R.S.A. §1605, the Sheriff may allow inmates to work under guidelines as established by the Legislature.
19. Pursuant to 30A M.R.S.A. §1606, the Sheriff in charge of a county jail may permit certain inmates of that jail to participate in public works-related project and the inmate will receive good time credit.
20. Pursuant to 30A M.R.S.A. §1659, the Sheriff of each county may establish and maintain a home-release monitoring program to permit certain inmates to be released and monitored.
21. Pursuant to 30A M.R.S.A. §433, no Sheriff may be arrested upon any writ or execution in a civil action.
22. Pursuant to 30A M.R.S.A. §452, the Sheriff in each county, in person or by the Sheriff's deputies, to the extent of the Sheriff undertakes to patrol, shall patrol those areas in the county that have no local law enforcement but may not be required by law to patrol the entire county. The County Commissioners, with the Sheriff's agreement, may enter into a contract with a municipality under section

107 to provide specific patrol services by the Sheriff's Department in return for payment of these services.

23. Pursuant to 30A M.R.S.A. §381, the Sheriff may appoint, subject to the requirements of section 501, full-time or part-time deputies, whose special duties are to enforce the criminal laws in the county, and shall furnish to the County Commissioners of that county the names of the deputies appointed. Deputies must be originally appointed for a probationary period consistent with the provisions of section 2701 governing municipal employment and thereafter may be appointed or reappointed for a term of three years. The probationary period is subject to the procedures and standards for dismissal of an applicable collective bargaining agreement.
24. Pursuant to 30A M.R.S.A. §1656, transfer of prisoners when jail unfit or insecure.
25. Pursuant to 30A M.R.S.A. §382, the Sheriff may appoint and order special deputies to active duty under certain conditions.
26. Pursuant to 30A M.R.S.A. §1507, the Sheriff is responsible for delivery of prisoners to successors.

#### **B. Other Related Duties / Responsibilities**

1. In addition to the above essential functions, other required job duties and functions will be expected to be performed by the Sheriff. These duties will include, but are not limited to, the following:
  - a. Participate in departmental and supervisory meetings, and may sit on various boards and panels.
  - b. Participate in mandatory training to maintain certification by the Maine Criminal Justice Academy as a certified law enforcement officer.

### **IV. SPECIFICATIONS / QUALIFICATIONS**

#### **A. Education / Training (Minimum Required and Preferred)**

1. Maine Criminal Justice Academy certified and the Sheriff candidate must present written certification from the Maine Criminal Justice Academy that the candidate has:
  - a. Met the basic law enforcement training standards under 25 M.R.S.A. §2804-C. (Required); or
  - b. Met the basic corrections training standards under 25 M.R.S.A. §2804-D and has five (5) years supervisory employment experience. (Required)

2. Advanced computer skills to include knowledge of Microsoft Word/Excel. (Preferred)
3. Budgetary knowledge. (Preferred)
4. Graduate of the FBI National Academy. (Preferred)

**B. Job Related Experience (Minimum Required and Preferred)**

1. As defined in 30A M.R.S.A. §2804-C and §2804-D and as described in the Education/Training section of this policy IV A-1. (Required)

**C. Special Skills**

1. Must meet the minimum qualifications for office according to 30A M.R.S.A. §371-B:
  - a. The candidate swears to or affirms the Law Enforcement Code of Ethics; and
  - b. The candidate has never been convicted of a Class C crime or higher crime; and
  - c. The candidate applies to the Secretary of State for a background investigation; or
  - d. Any person who is serving or who has previously served in the Office of the Sheriff on the effective date of the above title and section is deemed to have met the minimum qualifications. (1997)

**D. Cognitive Requirements**

1. Must be able to read, write, and comprehend the English language, to include performing basic math functions. (Preferred)
2. Ability to understand, follow, and provide written and/or oral instructions. (Preferred)
3. Knowledge of Penobscot County Sheriffs Office Policies and Standard Operating Procedures. (Required)
4. Knowledge of general police methods. (Preferred)
5. Knowledge of laws regarding inmates' rights. (Required)
6. Basic knowledge of applicable Collective Bargaining Agreements. (Required)

**E. Physical Requirements**

N/A

**F. Work Environment**

1. Majority of time spent within office setting but also includes tours of correctional facility, patrol districts, meetings, and often duties require work outside of the secure work environment.
2. If a Sheriff dies in the line of duty, the dependents are provided a pension under 30A M.R.S.A. §352.

**V. NON-ESSENTIAL FUNCTIONS (PREFERRED)**

1. Have the ability to be weapons qualified.
2. Have typing ability.

\*\*External and internal candidates as well as job/position incumbents who become disabled must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.