

The Maryland-National Capital Park and Planning Commission

TITLE: Park Police Officer II GRADE: P-2 DATE: 11/13/2024
SERIES: Park Police Group CODE: 1002 EEO: Protective Service FLSA: Non-Exempt

Class Definition:

Under general supervision of the Shift Supervisor, performs law enforcement work in providing for the security of Commission facilities and property and the safety and welfare of patrons, the prevention of crime, apprehension of criminals, enforcing the criminal and motor vehicle laws of the State and park regulations. This is the entry level of general police work within the Commission; an officer within this class requires police officer status to maintain public peace, protect life and property, enforce laws and conduct basic investigations under general supervision according to established Commission procedures. Officers within this class may be assigned to various police areas of concern within the Commission's career structure. An officer in this class may be responsible on a rotating shift basis for enforcing statutes, laws and regulations for which the Commission is held responsible. Work involves high risk, and the officer must be able to take appropriate actions under stress. Contacts are primarily internal and with the public for the purpose of providing information, explaining procedures or requirements, or determining if any law enforcement measures or police actions are required; and must be performed in a tactful and conscientious manner. Work contributes to the accuracy, reliability, and acceptability of products, services, and outputs of functions, operations or programs, or serves the public; and consists of related procedures and information on which to act on is obtained by close examination or by referring to readily available sources. Applies knowledge of a body of basic or commonly used laws, rules, regulations, procedures, and operating methods to independently perform routine, recurring kinds of fixed post and patrol assignments and respond to electronic and radio alarms; knowledge includes, for example commonly accepted installation traffic laws and rules, regulations governing access to Commission buildings, rules covering restricted items (cameras, weapons, etc.) and conduct of visitors and employees, procedures for handling a crime in progress such as robbery, assault, or pursuit of speeding vehicles, laws and procedures involving the rights of individuals and constraints on the exercise of authority, and others of a similar nature. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements of specific assignments. Incumbent independently uses initiative to plan and carry out the work in conformance with established policies and procedures and accepted practices of the field of work; performs standard, recurring assignments by selecting and applying the appropriate guidelines; and refers problems and unfamiliar situations to the supervisor. Work is reviewed through inspection or through acceptance in subsequent work processes and discussions with the supervisor for compliance with instructions and adherence to established policies and procedures.

Examples of Important Duties:

1. Patrols an assigned beat in patrol car, motorcycle, or on horseback, or foot. Observes and reports incidents of vandalism, violations of state law and park rules and regulations; notes and reports unsafe and unsightly conditions within the parks. Directs traffic and parking; responds to calls for service and renders assistance as needed. Secures a crime or accident scene and takes initial statements from victims and witnesses; apprehends, arrests and books suspects. Writes reports on incidents encountered during patrol.

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2. On horseback: performs crowd control duties during major events. Grooms and examines horses for illness or injury; maintains tack and other equipment in good condition. Feeds and stables horses at the end of shift; performs minor veterinary care.
3. On motorcycle: patrols bike paths and regional park areas; maintains motorcycles on a routine maintenance basis.
4. On foot or bicycle: patrols parks, bike paths or other property on foot; assists with crowd control at events including concerts.
5. Observes and removes, if possible, any hazardous conditions. If unable to correct the condition, reports hazard to shift Supervisor.
6. When observing serious incidents or accidents, contacts dispatch to request back-up units, emergency services, or investigative personnel. Prepares cases and appears in Court to testify as arresting officer or witness.
7. May be assigned to perform preliminary or follow-up investigations under supervision and prepare reports or evidence obtained.
8. May perform miscellaneous special assignments; such as assignments to the communications section to assist with answering phone calls and dispatching calls for service, desk at Headquarters, assist with transporting vehicles to designated locations, and assist the Criminal Investigative Unit with cases.

Important Worker Characteristics:

- A. (1) Knowledge of (a) laws, rules, regulations, procedures, and operating methods to independently perform routine and recurring patrol assignments; (b) commonly accepted traffic laws and rules regulations governing access to buildings; (c) rules covering restricted items (cameras, weapons, etc.) and conduct of visitors and employees; (d) procedures for handling a crime in progress such as robbery, assault, or pursuit of speeding vehicles; (e) laws and procedures involving the rights of individuals and constraints on the exercise of authority; and others of a similar nature.
(2) Knowledge of, and skill to (a) utilize issued equipment not limited to lethal and non-lethal weapons; (b) properly and effectively employ use of force, de-escalation and tactical decision making; and (c) acquire knowledge of County geography and Commission property.
- B. Skill and ability to (1) read and understand Federal, State and County criminal and traffic laws, Commission Practices, functions and rules and regulations, division structure and functions, division written directives (General Orders, Field Operations Manual; (2) resolve incidents that are violations of laws, rules, or regulations, and to recognize and call for assistance on more serious or complex incidents requiring greater knowledge and/or experience, especially situations involving felonies or potential felonies; (3) maintain control at the scene of an incident through completion of required actions, including questioning

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witnesses, establishing fault, arresting violators, and other enforcement actions appropriate to the nature and seriousness of the incident; (4) apply first aid, and/or request emergency fire and rescue services; (5) complete routine forms and records; (6) calculate fractions, decimals and percentages; (7) apply law enforcement methods and procedures and take other appropriate actions as need dictates; (8) handle sensitive public contacts; (9) personal integrity, attention to detail, emotional stability; and (10) physically fit.

- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include applying principles to solve practical problems; analyzing problems and taking appropriate actions under stress; and analyzing emergency situations.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include communicating clearly and courteously with the public; providing customer service; and negotiating and using persuasion.
- E. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships, working as a member of a team.
- F. Skill and ability to operate body worn cameras, in car camera systems and other technology assigned; operate various types of assigned vehicles and equipment under emergency conditions and during stressful times and situations.

Minimum Qualifications (MQs):

- 1. Graduation from a State of Maryland mandated entrance level training academy for police.
- 2. Age requirements in accordance with Maryland Police and Corrections Training Commission (currently age 21 by graduation from academy).
- 3. Must successfully pass any medical and/or psychological examinations as required by the Collective Bargaining Agreement and/or the State of Maryland.
- 4. Advanced Entry Officers may enter at this level provided: (1) graduation from a Maryland State Correctional and Training Commission approved entrance level training program; and (2) meet all other requirements of a Park Police Officer Candidate.
- 5. Officers appointed to this level must complete twelve months of probation from the date of graduation from the Academy. Advanced Entry Officers must complete twelve months from their date of hire.
- 6. Maintain all required certifications and licenses (e.g., firearms, first responder, CPR, AED, Criminal Justice Information System).

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7. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

Working Conditions:

Work is performed primarily in a patrol vehicle/cruiser and in settings in which there is regular and recurring exposure to moderate discomforts and unpleasantness, such as high levels of noise in industrial settings, high temperatures in confined spaces, or adverse weather conditions during extended periods of traffic and patrol duties. Employee may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields. Work involves moderate risk requiring exercise of safety precautions when working around hazardous materials such as toxic gases, explosives, infectious biological materials, and others that pose a moderate risk of exposure, to include the risk of possible exposure to a variety of controlled dangerous substances; also involves moderate risk and discomfort when working outdoors without shelter or operating vehicles for extended periods of time over rough terrain. Work requires occasional strenuous physical effort such as repeated bending, climbing, crouching, running, and lifting objects up to 150 pounds or as required by the Collective Bargaining Agreement or the State of Maryland. Must be able to work rotating shifts including evenings, weekends and holidays. Overtime is required at times.