

## **The Maryland-National Capital Park and Planning Commission**

TITLE: Park Police Officer III                      GRADE: P-3                      DATE: 11/13/2024  
SERIES: Park Police Group      CODE: 1003      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, ensuring the safety and welfare of patrons, the prevention of crime and apprehension of criminals, enforcing the criminal and motor vehicle laws of the State and park regulations, conducting investigations and following up on assigned complaints, and responsibility for police administrative work. This is police work at the advanced level; an officer at this level performs highly responsible work requiring police officer status to maintain public peace, protect life and property, enforce laws, and perform complex police work, including special assignments under general supervision according to established Commission procedures. Officer enforces statutes, laws, and regulations for which the Commission is held responsible. Work involves high risk, and the officer must be able to apply appropriate actions under stress. Officers at this level are expected to utilize independent judgments and decisions when carrying out assignments. Uses personal initiative to carry out recurring assignments independently without specific instructions regarding how to do the work or the precise methods to apply. Officer is expected to call for backup or to otherwise seek supervisory assistance and advice in cases of life-threatening emergencies or in the event of unusual problems or unfamiliar situations which are not covered by existing instructions and procedures. Contacts are internal and external to the organization and with the public for the purpose of providing information, explaining procedures or requirements, or to determine 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 standardized rules, methods, procedures, and operating techniques that require considerable training and experience, to perform a full range of operations in preventing or resolving offenses, or in conducting preliminary investigations of incidents ranging from simple rules violations to felony and capital crimes. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. Incumbent independently leads, plans and carries out the work in conformance with these parameters, established policies, procedures, and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guidelines and is to keep the supervisor informed and seek assistance only for highly complex or sensitive matters. Work is expected to meet objectives effectively – incumbent is held responsible for results and is evaluated in terms of quality, quantity, timeliness, teamwork, customer service, and such other related factors as use of skill and ingenuity in overcoming technical and non-technical problems.

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### Examples of Important Duties:

1. Patrols an assigned beat in patrol car, motorcycle, on horseback, or foot. Observes and reports incidents of vandalism, violations of laws 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.
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: patrols regional parks or other areas on foot; assists with crowd control at ice rinks, concerts, etc.
5. Serves as Field Training Officer to supervise, instruct and evaluate new certified police officers or new hired experienced police officers during the field training period.
6. Observes and removes, if possible, any hazardous conditions existing within the beat. If unable to correct the condition, will report hazard to shift supervisor.
7. When observing serious incidents or accidents within the patrol may contact dispatcher by radio or other means to request back up units, receive services, or investigative personnel.
8. Prepares cases and appears in Court to testify as arresting officer or witness.
9. May be assigned to perform preliminary or follow up investigations under supervision and prepare reports or evidence obtained.
10. May perform miscellaneous special assignments.
11. Under supervision of the investigative supervisor, performs follow up and initial investigations of crimes and incidents requiring a moderate amount of special training and expertise. Investigates applicants for park police officer positions and investigates complaints against park police officers and employees.

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12. Responds to the scenes of crimes and incidents to process fingerprints, take photographs and conduct interviews; fingerprints and processes persons arrested. Follows up investigation of crimes reported by officers; maintains liaison with other criminal justice agencies for investigative purposes. Processes records required by the Federal Bureau of Investigation (FBI), and other agencies; examines items of an evidentiary nature for fingerprints, drug content. Conducts investigation into complaints against park police officers and other employees.
13. Performs administrative functions of moderate difficulty; including, training, research and planning, fiscal management, community relations, court liaison, and other duties as assigned.
14. Prepares purchase requisitions; maintains accountability log of expenditures. Participates in the development and implementation of training programs and teaches in-service and other training programs. Provides planning and statistical information; researches and develops new and alternative programs.

### Important Worker Characteristics:

- A. (1) Knowledge of (a) body of standardized rules, methods, procedures, and operating techniques that require considerable training and experience, to perform a full range of operations in preventing or resolving offenses, or in conducting preliminary investigations of incidents ranging from simple rules violations to felony and capital crimes; (b) basic investigative methods and techniques to investigate violations or reports of probable incidents on the installation for which completion is anticipated within a single shift. (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 the 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 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) write routine reports and correspondence; (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.

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- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include defining problems, establishing facts and drawing valid conclusions; 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; and operate various types of assigned vehicles and equipment under emergency conditions and during stressful times and situations.

### Minimum Qualifications (MQs):

- 1. Time in grade requirements in accordance with Collective Bargaining Agreement (currently 36 months at P-2 which includes time spent by the officer in the academy).
- 2. Must have achieved proficiency level certifications required in the Commission's Proficiency Manual Guide for this level.
- 3. Must successfully pass any medical and/or psychological examinations as required by the Collective Bargaining Agreement and/or the State of Maryland.
- 4. Maintain all required certifications and licenses (e.g. firearms, first responder, CPR, AED, Criminal Justice Information System).
- 5. 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. Officers may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields. Work involves moderate

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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.