

The Maryland-National Capital Park and Planning Commission

TITLE: Park Police Officer IV GRADE: P-4 DATE: 11/13/2024
SERIES: Park Police Group CODE: 1004 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, safety and welfare of patrons, prevention of crime, apprehension of criminals, enforcement of criminal and motor vehicle laws of the State and park regulations; conducting investigations, and following up on assigned complaints. Responsible for police administrative work of major significance to a County's Park program. This is police work of a complex and difficult nature; an officer at this level may be utilized as a lead worker. Officer is given technical assignments and is expected to perform and direct complex police work with a minimum of supervision according to established Commission policy and procedures. Work requires police officer status to maintain public peace, protect life and property, and enforce laws. Officers at this level are expected to use some independent judgment in making decisions to carry out assignments. 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 apply appropriate actions under stress. Work consists of varied activities within the police and law enforcement field and information on which to act is obtained through investigation, research and analysis or other means used to ensure high accuracy; information must be developed, classified, and analyzed to determine significance. Works results directly in a product, service or output affecting many parts of the organization, or the social, economic, or physical well-being of individuals and/or the community; involves responsibility for completion of entire assignments and projects, and functions either as an individual contributor or as a leader. Contacts are with individuals or groups within or outside of the organization and involve instructing, advising, planning, or coordinating to achieve desired actions; or negotiating to obtain agreement on matters, or directing others to comply with rules or regulations. Employee uses personal initiative in carrying out recurring assignments independently without specific instructions about how to do the work or the precise methods to apply; expected to call for backup or to otherwise seek supervisory assistance and advice in cases. 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; and of life-threatening emergencies or in the event of unusual problems or unfamiliar situations which are not covered by existing instructions and procedures. 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 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.
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 on bike paths, 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. 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 files of criminal activity and suspects; 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. May maintain confidential files of internal investigations; testifies in court.

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12. May serve as Special Training Officer to assist officers in achieving proficiency in the investigation area. May serve as an Officer in Charge in the absence of a sergeant and perform the duties of a sergeant.
13. Prepares the annual budget and programs and presents the package before the Planning Board and the County Council; prepares purchase requisitions and maintains accountability log of expenditures. Coordinates all training and training programs for the unit; teaches in service and other training programs. Provides planning and statistical information; researches and develops new and alternative programs. May supervise officers and civilians assigned in administrative units; provides liaison with court personnel. As required, acts as administrative aide to the Park Police Division Chiefs, including assisting in the development of policy and directives; may act as property and supply officer for the unit.
14. An officer in this class may be assigned to training, planning, and other specialized areas and perform duties commensurate with a level of difficulty appropriate to this class. Will serve as mentor/peer support for Police Officer III, Police Officer II, Police Officer Candidates in their sections.

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) advanced methods and techniques to investigate violations or reports of probable incidents.
(2) Knowledge of, and skill to (a) properly and effectively employ use of force, de-escalation and tactical decision making; (b) utilize issued equipment not limited to lethal and non-lethal weapons; (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) read and understand technical literature; and handle sensitive public contacts and information; (3) read and write technical reports, literature, and correspondence; (4) process crime scenes, lift latent fingerprints, and take police photographs; (5) write an investigative report and to express orally somewhat complex cases and relationships; (6) take inked impressions of fingerprints; (7) understand management concepts and priorities; and personal integrity, sound judgement, attention to detail, emotional stability; and (8) 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; interpreting data, analyzing facts, and preparing complex reports.
- 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 radios, 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 18 months at P-3).
- 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.
- 6. Minimum college credits in accordance with Collective Bargaining Agreement (As of July 1, 2024, a minimum of 27 college credits is required to be promoted to Park Police Officer IV).

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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.