

The Maryland-National Capital Park and Planning Commission

TITLE: Park Police Sergeant

GRADE: P-5

DATE: 11/13/2024

SERIES: Park Police Group

CODE: 1005

EEO: Technician

FLSA: Non-Exempt

Class Definition:

Under general supervision of Park Police Lieutenant, performs law enforcement work in providing for the security of Commission facilities and property, the prevention of crime, apprehension of criminals, enforcing the criminal and motor vehicle laws of the State, enforcing park regulations and ensuring the safety and welfare of patrons. This is professional police work at the first line supervisory level. Duties require police officer to supervise, direct, and plan the activities of one unit, shift, or squad of police and/or civilian employees. The front-line supervisor is held accountable for directing, leading, and training subordinates to accomplish established goals and objectives; responsible for rating, reviewing, and counseling subordinates on ways to improve performance and proficiency. Duties involve passing directions and information to officers on patrol assignments, coordinating emergency responses and receiving and acting on calls concerning reports of violations or complaints. Officers at this level may be assigned on a rotating shift basis to ensure statutes, laws, and regulations for which the Commission is held accountable are enforced; may be assigned to various areas within the Division structure; and may be assigned difficult administrative duties with supervision. Incumbents are responsible for coordinating Park Police responsibilities with other departments and agencies (Federal, State, and County) and evaluating police reports and sensitive materials and discussing the findings with higher level managers and administrators. Work consists of varied activities within the police and law enforcement field; information on which to act is obtained through investigation, research, and analysis or other means used to ensure high accuracy, and information must be developed, classified, and analyzed to determine its significance. Work 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, and involves responsibility for completion of entire assignments, projects or functions either as an individual contributor or as a leader or supervisor. 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; directing others to comply with rules or regulations; or mentoring. Officer uses personal initiative in carrying out recurring assignments independently without specific instructions about how to do the work or the precise methods to apply. 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 rule 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; and knowledge of supervisory practices and human resources processes to supervise assigned unit or staff. At this level emphasis is shifted from the individual performance of specific tasks and assignments to the level of planning, directing, training, coordinating, organizing and evaluating officers on a unit squad. Work at this level will be evaluated by Park Police Lieutenants and Captains through observation, review and counseling. The Sergeant is responsible for performing other related duties and assignments. Performs other duties, as assigned.

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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.

Examples of Important Duties (Estimated Percentages):

1. Unit Management/Staff Supervision (±25%) – assigned functions vary by position.

- Supervises an assigned shift or unit in conducting roll calls, inspections, and passes on special orders and instructions; reviews reports of activity and problems and provides changes in beat assignments and patrol procedures as necessary to increase effectiveness. Patrols a large zone or entire county area providing back up assistance to park officers on beat assignments, requests assistance of other law enforcement agencies as necessary. Responds to calls for service and reports of serious incidents involving difficult and unusual situations. Takes charge of difficult and unusual situations; reviews reports for accuracy, neatness and completeness. Reviews evaluation reports; supervises headquarters' operations and maintains headquarters' offices. Reports unusual situations and problems to managers; interprets and enforces division policy and regulations. Conducts formal inspections of officers in appearance and personal equipment. Exercises technical supervision over dispatchers and administrative personnel in responding to citizen's complaints, dispatching officers in emergency situations. Receives citizen complaints and may be assigned to conduct internal investigations pursuant to the Maryland Police Accountability Act. Directs initial police response in unusual and emergency situations unless relieved by higher authority. Sergeants will respond to serious situations/incidents and take command upon arrival until relieved or resolved. Sergeants are responsible for Commanders' Logs and Reports of Investigations. Utilizes objective methods to substantiate subordinates' efforts and results. Maintains discipline through periodic inspections and ensures proper maintenance and appearance of uniforms and issued/assigned weapons and equipment to include body worn camera and in car video camera systems.
- Performs a full range of supervisory Human Resources (HR) management functions unit wide. Initiates or recommends official personnel actions such as recruitment, selection, and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations and evaluates performance.

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2. Core functions (±50%) – assigned functions vary by position.

- Supervises, evaluates and directs officers assigned to the section, responds to scenes of crimes and incidents and directs the investigation; duties to include identifying, collecting and conducting crime scene investigations, and maintaining appropriate records, policies and procedures. Duties may include being a liaison with allied agencies at the local, state and federal levels.
- Processes records required by the FBI and other agencies; collects and examines items of evidentiary nature for fingerprints, and drug context. Identifies, collects and conducts crime scene investigations; conducts and follows through with criminal, civil and internal investigations. Maintains appropriate records, policies and procedures. Conducts investigations as assigned, supervises other employees in the section, testifies in court, and trains other officers in investigative techniques. Responsible for supportive investigations for the Division Chief pertaining to Commission needs.
- Serves as an administrative officer of a county Park Police operation. Prepares the annual budget and programs and presents the package before the Planning Board and County Council. Prepares purchase requisitions; maintains accountability log of expenditures. Coordinates all training and training programs for the division; conducts in-service training other training programs. Provides planning and statistical information; researches and develops new and alternative programs. May supervise officers and civilians assigned to an administrative unit; provides liaison with court personnel. As required, acts as administrative aide to the Park Police Division Chief, including assisting and establishing policies and directives; may act as property and supply officer for the division.
- Supervises and assists in the development of training programs; revises training programs as needed to meet changing standards. Reviews training evaluation reports. Maintains records of all weapons training. May supervise and assist in testing and evaluation of firearms and related equipment used by divisional personnel as part of firearms prevention maintenance program; ensures firearms are maintained.

3. Other (±25%)

- 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; and supervises horse herd or herd manager. Assists with planning and coordination of special events and operations plans to include civil disturbances and crowd control responses. Serves as the Officer in Charge in multi horse unit details.
- On motorcycle, patrols bike paths and regional park areas; maintains motorcycles on a routine maintenance basis.

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- On foot, patrols regional parks or other areas on foot; assists with crowd control at ice rinks, concerts, large festivals or events.
- Supervises Field Training Officer to instruct and evaluate trainee police candidates during field training period.
- Observes and removes, if possible, any hazardous conditions existing within the beat. If unable to correct the condition, reports hazard to shift Supervisor.
- 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.
- Prepares case and appears in court to testify as arresting officer or witness.
- Ensures evidence including controlled, dangerous substances, seized currency and firearms are properly packaged and submitted by subordinates of the property section.
- May be assigned to perform preliminary or follow up investigations under supervision and prepare reports or evidence obtained.
- May perform miscellaneous special assignments.

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; and of life-threatening emergencies or in the event of unusual problems or unfamiliar situations which are not covered by existing instructions and procedures.
- (2) Knowledge of, and skill to (a) use self-defense; (b) properly and effectively employ use of force, de-escalation and tactical decision making; (c) utilize issued equipment not limited to lethal and non-lethal weapons; and (d) acquire knowledge of the County geography and Commission Property.
- B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, (2) budgeting, using capital and managing resources to accomplish work, and (3) managing work and supervising employees at the first level of supervision; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.

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- C. Skill and ability to (1) read and understand Federal, State, and County criminal and traffic laws, Commission Practices and functions, Division structure and functions, Division written directives (General Orders, Field Operations Manual); (2) write a variety of reports and investigations in accordance with policy and procedures; (3) follow laws and regulations required by state legislation; and (4) handle sensitive public contacts; (5) personal integrity, sound judgement, attention to detail, emotional stability; and (6) physically fit.
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include defining and analyzing problems; establishing facts and drawing valid conclusions; and taking appropriate actions under stress.
- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. This includes skill in actively listening to ascertain key information, including concerns, wants and needs of others, and skill in coordinating to achieve desired results. Examples include communicating clearly and courteously with the public; delivering lectures, talks to a variety of audiences.
- F. 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 or a leader of a team.
- G. 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 24 months at P-4). Each candidate for promotion to P-5 must hold at least the rank of P-4 on the date of the written test for Sergeant.
- 2. Applicants for this class will be required to take a written examination and will be rated on an oral interview by an Assessment Board (Selections will be made in accordance with Commission selection rules and regulations).
- 3. 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.

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4. Must successfully pass any medical and/or psychological examinations as required by the Collective Bargaining Agreement and/or the State of Maryland.
5. Minimum college credits in accordance with Collective Bargaining Agreement (As of July 1, 2022, a minimum of 30 college credits is required to be promoted to Park Police Officer V).

Working Conditions:

Work is performed in an office environment that is adequately lighted, heated and ventilated 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; 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.