

The Maryland National Capital Park and Planning Commission

TITLE: Park Police Lieutenant

GRADE: P-6

DATE: 11/13/2024

SERIES: Park Police Group

CODE: 1006

EEO: Professional

FLSA: Exempt

Class Definition:

Under direction, serves at the first management level for a Park Police division responsible for performing program management and direction of operational and administrative functions. Managers at this level oversee/supervise the first-line supervisors responsible for the overall activities and effectiveness of the assigned watch or administrative function and for leading, directing and training lower-level officers in the performance of duties. Incumbents are expected to effectively discharge numerous ongoing activities and assignments while establishing and maintaining cohesive working relationships within the division and with representatives of other county and non-county agencies. Officers within this class may be assigned to various police areas of concern within the Commission's career structure to develop goals and objectives for assigned area as well as provide direction and assistance and develop programs and projects for assigned areas. Incumbents must demonstrate the ability to apply a wide knowledge of police methods, concepts, and administration, management and supervisory practices and principles, thorough knowledge of controlling laws and ordinances and department rules and regulations, and the ability to research and interpret a wide variety of Federal, State and country criminal and traffic laws, County government and department structure and functions, and written directives, manuals, and regulations to perform the full range of activities encountered in the field and to develop and implement policies and programs. Work ensures the effectiveness of the operations and services of County Park Police and has extensive impact on the Commission programs and facilities by solving difficult police and law enforcement issues to ensure the operational effectiveness of Division systems and programs; includes activities which are unusual or non-standard, and information must be developed through specialized methods of analysis, unclear interrelationships among data or situations, and consideration of intangible aspects of situations. Decisions involve assessment of concrete as well as abstract matters such as law enforcement principles, issues, concerns and views of others. Contacts are with individuals or groups within or outside of the organization who are committed to different objectives and involve persuading, motivating, or controlling to obtain desired results; or negotiating matters of substantial value to the organization; or presenting and defending matters where there is sharp disagreement; or dealing with persons who are uncooperative or hostile. Contacts require workers to present arguments or explanations for the purpose of persuading or convincing others to change their views or to support a course of action and may involve disagreement or opposition. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements of specific assignments. Incumbent independently plans and carries out the work in conformance with established policies and procedures and accepted practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guidelines, keeps the supervisor informed, and brings procedural exceptions to the supervisor's attention for guidance or resolution. Work is expected to be accurate, timely, and consistent with guidelines and laws – incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service, and other factors.

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Examples of Important Duties (Estimated Percentages):

1. Unit Management/Staff Supervision ($\pm 25\%$)

- Officers in the rank of Park Police Lieutenant shall directly oversee the effectiveness of any administrative or operational function assigned in the Park Police Division. Develops plans and procedures related to the administrative or operational function. Patrols park areas to determine the need for services and to identify problems. Gathers and organizes data for meaningful interpretation. Writes reports or assignment plans. Analyzes watch/section daily workload (e.g., crime patterns, special park events, coordination of activities with other Commission assignments, calls for service, traffic) to provide basis for personnel deployment. Utilizes necessary criteria to ensure effectiveness for section/watch/unit; evaluates designated personnel.
- Coordinates plans, schedules assignments, inspections and evaluates the work generated by patrol shift and specific operations unit(s) to ensure that all the areas are covered and that special assignments are completed; reviews performance evaluations given by the sergeants and counsels subordinates on ways to improve performance. Reviews and is responsible for the accuracy and timeliness of reports submitted by officers assigned to the Section or Unit. Submits reports to Captain for review.
- Performs a full range of supervisory human resource (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.

2. Command Functions ($\pm 75\%$) – assigned functions vary by position.

- Responds personally to serious situations in the field, as per directive, or as warranted, while maintaining watch command via radio. Takes control of critical scenes, makes proper decisions and directs supervisors on courses of action, establishes a command post and provides notifications in accordance with Directives. Evaluates the need for the activation of special division contingency plans or need for increased response. Coordinates overlap of problems and redeploys personnel as needed to meet operational needs.

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- Inspects and checks the work of subordinates. Patrols parks in police cruiser, on horse, bicycle or motorcycle, boat, on foot and/or periodically accompanies Sergeants during their tours of duty. Maintains radio contact communications; occasionally responds to routine calls to personally observe the actions taken by Sergeant and other officers providing for on-the-street monitoring and evaluation of police service insuring that the high quality of those services is constantly maintained. Spot checks officer reports to evaluate the effectiveness of the Sergeant's review.
- Investigates complaints or indications of inappropriate behavior of or against officers or requests specialized investigation by investigative staff. Prepares reports and recommendations pertaining to corrective actions. Serves as a first line officer in taking or recommending formal disciplinary actions and/or informal counseling; performs preliminary investigations on citizen complaints for section.
- May manage any units and/or section of the division (e.g., Patrol, Special Operations, Community Services, Investigations, Communications and Records Sections). Develops goals and objectives for the unit. Identifies needs, provides advice and assistance, and develops programs and projects related to unit. Assists the Assistant Chief in the preparation of the unit's annual budget and programs. Provides research and planning support for the Division Chief. Develops policies and directives within the administrative units of a division. May coordinate activities such as criminal intelligence activities with other law enforcement agencies.
- Reviews internal and external correspondence including, but not limited to, performance ratings, citizen letters, reports, arrest and search warrant applications, memos and assignment plans. Ensures that monthly reports are completed and submitted as required. Completes monthly reports on case status of Part I and Part II offenses.
- Disciplines and supervises subordinates. Ensure all required inspections are completed. Inspects subordinates' equipment, office space, vehicles, and appearance. Completes performance reviews, conducts, and initiates disciplinary actions when appropriate or required.
- Demonstrates the importance of developing and maintaining successful work relations and partnerships with community groups, other Commission staff, employees from allied police agencies and supervisory staff within both Park Police Divisions. Effectively promotes and evaluates the Division's philosophy of problem-oriented policing. Develops and maintains Community Outreach programs such as Volunteers In Policing, Crime Prevention, Youth Safety and Crime Prevention Through Environmental Design (CPTED). Ensures that subordinates are pro-actively engaging the community in the Division's efforts to keep the parks safe and secure.

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- Presents training programs in a classroom and or scenario situations as assigned. Develops and prepares lesson plans per Maryland Police and Correctional Training Commission (MPCTC) requirements. Designs and develops testing instruments, both written and practical exercises that meet MPCTC requirements.
- Manages Patrol Operations while overseeing as a Patrol Commander. Maintains a high visibility presence on shift, working with members of squads to ensure that the mission is understood by subordinates and that the highest level of professionalism, performance and public service is a priority for all. Leads by example and holds subordinates responsible and accountable. Utilizes the tools available through the performance management system to ensure subordinates receive fair and consistent credit/recognition for acceptable and superior performance as well as to modify/improve weak/unacceptable performance. Holds patrol sergeants accountable for directing the daily actions of their subordinates.
- Encourages officer wellness and promotes staff health and wellness programs. Assesses opportunities and implements strategies and best practices to broaden wellness. Assesses officer training and identifies opportunities for improvement. Provides physical and mental resources available to staff.

Important Worker Characteristics:

- A. (1) Knowledge of, and skill in (a) police methods and administration; (b) controlling laws and ordinances; (c) departmental rules and regulations; (d) and practices of budgetary preparation and oversight, program planning and evaluation, and statistical analysis; (e) use of self-defense with standard issued divisional equipment; (f) effective use of standard police weapons, and (g) County geography by street and road locations.
(2) Thorough knowledge of (a) police methods and administration; and (b) controlling laws and ordinances and of departmental rules and regulations*.

** Typically acquired or fully developed primarily after employment in this job class.*

- 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.
- C. Skill and ability to (1) read and understand Federal, State and County criminal and traffic laws; (2) County Government and department structure and functions, written directives (General Order, Field Operations Manual), Administrative Practice Manual, Merit System Rules and Regulations; (3) read wide range of technical literature; (4) demonstrate effective leadership, dependability, personal integrity, sound judgment, attention to detail, emotional stability; and (5) physically fit.

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- D. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making balanced recommendations and decisions. Examples include solving complex problems involving many variables; and analyzing problems quickly and taking appropriate actions under stress.
- E. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, at times, be convinced or persuaded. This includes skill in actively listening and encouraging effective communication by others. Examples include communicating clearly and courteously with the public; fostering a collaborative work environment; establishing effective working relationships with other government agencies; and delivering information and lectures to a wide 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 and mediating disputes.
- 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.
- H. For the Community Services Section: (1) knowledge of research techniques, methods and procedures, budget preparation, program planning and evaluation, and statistical analysis techniques; (2) ability to independently analyze problems and recommend solutions, present ideas orally and in writing clearly and concisely and to prepare reports.

Minimum Qualifications (MQs):

1. Examination:
 - 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).
 - Officers must meet the college credit requirement provided in the Collective Bargaining Agreement in order to participate in the written examination.
2. Must have at least eighteen (18) months experience as a Park Police Sergeant with the Commission.
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 the Commission's Medical Examination for Park Police Officers.
5. Must successfully pass State Mandated Annual In-Service Training Program for certification. Maintain all required certifications and licenses (e.g. firearms, first responder, CPR, AED, Criminal Justice Information System).

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, helmets, ballistic vests, 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. Must be able to work rotating shifts including evenings, weekends and holidays. Overtime is required at times.