

The Maryland National Capital Park and Planning Commission

TITLE: Park Police Captain

GRADE: P-7

DATE: 11/13/2024

SERIES: Park Police Group

CODE: 1007

EEO: Professional

FLSA: Exempt

Class Definition:

Under general direction, serves as Park Police Captain for a county-wide Park Police Division. Performs difficult and complex managerial work requiring police status in directing operations of units or sections on a 24-hour basis. Managers at this level assist in the development of division strategies, procedures, goals and objectives. Responsible for effective operations of unit or section functions and directing, coordinating, and reviewing personnel through lower-level managers and supervisors, normally involving a variety of difficult and complex ongoing assignments. Officers within this class may be assigned to various police areas of concern within the Commission's career structure. Work is primarily concerned with security and safety plans management for large scale Commission events and affects the overall safety and security of citizens, Commission staff, and event contractors/vendors. Assists in the planning, development and operation of division and Commission-wide functions, programs and services. Work consists of a broad range of activities within a field, and information must be developed through intensive and highly specialized analysis; decisions involve new approaches or major areas of uncertainty and alternatives require careful, probing assessment to determine their probable effects. Utilizes independent judgment and decisions based on analytical and innovative thinking regarding actions requiring consideration of long-term effects or of controversial matters. Incumbents apply extensive knowledge of police methodology, concepts, administration, management, and supervisory practices and principles; and a thorough knowledge of controlling laws and ordinances and department rules and regulations; and researches and interprets 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 in order to develop, implement, monitor, and control a highly specialized Commission Park Police organization. Develops and implements new concepts, methods, approaches and procedures to increase effectiveness and efficiency of operations. Contacts are with high-ranking officials and involves presenting and justifying matters where diverse viewpoints, goals or objectives are strongly advocated and must be reconciled to achieve suitable alternatives or to arrive at acceptable compromises; may require workers to reconcile serious disagreements among several diverse groups or individuals so that major efforts and activities of the Commission can go forward. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities and resources. Incumbent plans and manages all unit work within this framework and is held accountable for the provision of effective products and services including timely advice to senior management and achievement of Division goals. Incumbent is expected to keep the supervisor informed and to seek assistance only for unmanageable problems. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors.

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Examples of Important Duties (Estimated Percentages):

1. Unit Management/Staff Supervision (±25%)

- Serves as a Section Manager and responsible for any unit(s) or section(s) function. Plans, schedules, and coordinates the functional operations of units or sections. Prepares written reports provides recommendations to the Commander in implementing and delegating responsibility.
- Manages Human Resources work programs and unit. Keeps unit staff informed of Commission policies and procedures; establishes unit work program goals and objectives; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the unit; provides input for, recommends, and administers approved unit budgets (controls expenditures); manages unit staff and other personnel in support of programmatic objectives and operational requirements; monitors work operations and ensures oversight of the work of consultants and contractors.
- 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.
- Provides coaching and mentoring to staff members. Exposes staff to other aspects of their job that will enhance professional development through experience, acquisition of knowledge, and problem solving. When appropriate, aids employees in accessing authorized (internal or external) resources for emotional, physical, or financial support when dealing with a professional or personal crisis.
- Leads personnel through difficult or unfamiliar times. Provides direction to staff on a regular basis in various aspects to include daily operations, in-house training, accountability measures, on-scene presence at critical incidents, and delegation of tasks.

2. Command Functions (±75%) – assigned functions vary by position.

- Independently responds to serious situations in the field on a 24 hour "on call" basis. Responds to major events to direct activities of division personnel and to coordinate with other police units or governmental agencies as needed. Remains aware of problems around the clock, and in emergencies may be required to direct operations via radio depending upon the seriousness or difficulty of the situation. Maintains emergency plans and provides determinations for putting such emergency plans into operation.

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- Assists the Commander in the preparation and submission of the annual budget. May assist the Park Police Commander in the preparation of the six-year budget projection. Assists the Park Police Commander in appearances before Department Director, Planning Board and County Council in explaining and justifying budget requests, as required.
- Completes periodic inspections of facilities, equipment and personnel to ensure compliance with division policies and procedures. Reviews police reports and analyzes police activities for section assigned.
- Discusses police operations with subordinate personnel and meets with individual organizations to identify law enforcement needs within the county. Coordinates and develops plans for police Section(s) (i.e., training, use of facilities and equipment, coordination with other governmental agencies).
- May supervise and assist in the establishment and maintenance of fiscal control procedures and recordkeeping for division expenditures of County appropriations and Federal and State grants. Submits recommendations to the Park Police Commander for review and approval; coordinates activities with Federal State and County agencies as appropriate.
- Meets with Park Police Commander, other division and senior Department personnel on a regular basis to identify goals and objectives. Reviews and recommends policy updates/ revisions as required to achieve Commission goals and objectives, and to evaluate level of operational effectiveness. Submits recommendations through chain of command for review and approval.
- Supervises and assists in the identification and development of new policies, programs, procedures, or equipment to improve performance of Division. Submits recommendations to Park Police Commander for review and approval. Coordinates development of policy and procedures with other divisions as appropriate.
- Plans, organizes and directs programs and projects in a results-oriented manner so that work is completed on schedule and within budget. Establishes clear and realistic goals for programs and projects. Capitalizes on opportunities which enhance operational efficiency and effectiveness.
- Reviews and approves reports prepared by division; compiles statistical data and writes periodic reports of division activities for review and approval of the Park Police Commander.
- Keeps informed of best practices and applicable legislation that may affect division operations. Orchestrates in a consistent and organized manner to conduct division administrative tasks such as individual correspondence and reports, and administrative duties of staff members.

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- Ensures completion of all aspects of division operations such as incident reports, inspection logs, budget management, first report of injury claims, citizen correspondence tracking/responses, fleet vehicle preventive maintenance appointments, and staff in-service training compliance.
- Implements creative methods to overcome occasional challenges by maximizing existing internal and outside resources. Demonstrates the ability to collect all pertinent facts of an operational, personnel, or administrative matter and devises a plan to address the root cause of the challenge while respecting the dignity of all involved employees. Maintains an awareness and sensitivity to the needs of the community; and upholds the honor of the Commission.
- Participates in community engagement activities and attends various meetings on behalf of Park Police. Anticipates potential issues or problems and is proactive in their resolution (e.g., regularly monitors public sentiments, anticipates community concern, and regularly welcomes feedback from all segments of the community).

Important Worker Characteristics:

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

** 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 unit work and supervising employees at the first level of supervision, or ability to rapidly acquire this knowledge and skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- C. Skill and ability to (1) demonstrate authority, tact and diplomacy in supervising subordinates; (2) read and understand Federal, State and County criminal and traffic laws, County Government, Agency and Department structure and functions, written directives (General Orders, Field Operations Manual), Commission practices and procedures, Merit System Rules and Regulations, Law Enforcement Officer's Bill of Rights; (3) read a wide range of technical literature; (4) demonstrate effective leadership, dependability, personal integrity, sound judgement, 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 developing solutions. Examples include solving complex problems involving many variables; and analyzing problems quickly and taking appropriate actions under stress.
- E. Considerable skill in communication to understand 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 to ascertain key information, including perspectives, concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance or other desired results. 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.

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 are made in accordance with Commission selection rules and regulations).
2. Must have at least eighteen (18) months of experience as a Police Lieutenant with the Commission or a position of equal rank or responsibility in a law enforcement agency.
3. Valid driver's license in accordance with both state and Commission rules and regulations. Driver's license must be unencumbered by 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.
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).

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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.

Employees 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.